



Council Agenda

SPECIAL COUNCIL MEETING

6:00pm, 20 July 2020

**Council Chambers (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo**

COVID-19 Pandemic Situation

The City of Wanneroo is committed to ensuring the safety of all attendees at public meetings. Therefore, social distancing will be applied in the Council Chambers in accordance with State Government Regulations.

The capacity of the Council Chambers is restricted under these conditions and should the maximum capacity of the Chambers be exceeded, additional seating will be available in an alternative room to enable all public attendees to listen live to the audio (only) of the meeting (no video is available). Should the maximum capacity be exceeded, you may be asked to attend the alternative room and may not be able to enter the Chambers as required by current State Government Regulations.

Thank you for your understanding of these circumstances.

PUBLIC QUESTION & STATEMENT TIME

The City encourages any members of the public who wish to raise a question to Council or to present a deputation, to submit this information via the **City's online forms** and/or contact **Council Support on 9405 5027**.

- [Public Question online form](#)

The City will make every endeavour to provide a response to any submissions at the meeting. All submissions will form part of the electronic meeting and will be recorded in the Minutes of the Council meeting.

1. Time Permitted

A minimum of 15 minutes is permitted for Public Question Time at Council Meetings. If there are not sufficient questions to fill the allocated time, the Presiding Member will move to the next item. If there are more questions to be considered within 15 minutes, the Presiding Member will determine whether to extend Public Question Time.

2. Protocols

No member of the public may interrupt the Council Meeting proceedings or enter into conversation.

Members of the public wishing to submit written questions are encouraged to lodge them with the Chief Executive Officer at least 30 hours prior to the start of the meeting (that is, by 12noon on the day before the meeting). If the question relates to an item on the Agenda, the item number and title should be stated. The Presiding Member will control Public Question Time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so.

3. General Rules

The following general rules apply to Public Question and Statement Time:

- Public Questions and Statements should only relate to the business of the local government and should not be a personal statement or opinion;
- Only questions relating to matters affecting the local government will be considered at a Council Meeting, and only questions that relate to the purpose of the meeting will be considered at a Special Council Meeting;
- Questions may be taken on notice and responded to after the meeting;
- Questions may not be directed at specific Council Members or City Employee;
- Questions are not to be framed in such a way as to reflect adversely on a particular Elected Member or City Employee;
- First priority will be given to persons who are asking questions relating to items on the current Council Meeting Agenda; and
- Second priority will be given to Public Statements. Only Public Statements regarding items on the Council Agenda under consideration will be heard.
- Deputation requests must relate to items on the current Ordinary Council Meeting Agenda.

For further information please contact Council Support on 9405 5000

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

COVID-19 Pandemic Situation

Given the current pandemic situation, Briefing Sessions and Council Meetings will be recorded and an audio recording will be made available on the City's website as soon as practicable after the meeting.

Objective

- To ensure there is a process in place to outline the access to recorded Council Meetings.
- To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

Implications

City of Wanneroo Strategic Community Plan 2017/2018 to 2026/2027:

"4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership"

Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the *State Records Act 2000*.

Implementation

This Policy shall be printed within the Agenda of all Council Meetings which include:

- Ordinary Council Meeting;
- Special Council Meeting;
- Annual General Meeting of Electors; and
- Special Electors Meeting.

To advise the public that the proceedings of the meeting are recorded.

Evaluation and Review Provisions

Recording of Proceedings

1. Proceedings for Council Meetings; as well as Deputations and Public Question Time during these meetings shall be recorded by the City on sound recording equipment, except in the case of a meeting where Council closes the meeting to the public.
2. Notwithstanding subclause 1, proceedings of a Council Meeting, which is closed to the public, shall be recorded where the Council resolves to do so.
3. No member of the public is to use any audio visual technology or devices to record the proceedings of a Council or Committee Meeting, without the written permission of the Mayor or the Mayors Delegate.

Access to Recordings

4. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre. Costs of providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings; as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
5. Elected Members may request a copy of the recording of the Council proceedings at no charge.
6. All Elected Members are to be notified when recordings are requested by members of the public, and of Council.
7. Transcripts can be produced on the request of the Chief Executive Officer and will include staff time set by the City's Schedule of Fees and Charges.



Notice is given that the next Special Council Meeting will be held in the Council Chambers
(Level 1), Civic Centre,
23 Dundobar Road, Wanneroo on **Monday 20 July, 2020** commencing at **6:00pm**.

D Simms
Chief Executive Officer
16 July, 2020

CONTENTS

<u>ITEM 1</u>	<u>ATTENDANCES</u>	<u>1</u>
<u>ITEM 2</u>	<u>APOLOGIES AND LEAVE OF ABSENCE</u>	<u>1</u>
<u>ITEM 3</u>	<u>PUBLIC QUESTION TIME</u>	<u>1</u>
<u>ITEM 4</u>	<u>REPORTS</u>	<u>1</u>
SCS01-07/20	ADOPTION OF THE 2020/21 - 2023/24 CORPORATE BUSINESS PLAN AND 2020/21 ANNUAL BUDGET	1
SCS02-07/20	COMMUNITY SUPPORT AND FINANCIAL ASSISTANCE FRAMEWORK	171
SCS03-07/20	ENTERPRISE FUNDING POLICY	247
SCS04-07/20	AMENDMENT TO FINANCIAL HARDSHIP - COLLECTION OF RATES AND SERVICE CHARGES POLICY	257
<u>ITEM 5</u>	<u>CONFIDENTIAL</u>	<u>273</u>
<u>ITEM 6</u>	<u>TO BE TABLED</u>	<u>273</u>
<u>ITEM 7</u>	<u>DATE OF NEXT MEETING</u>	<u>273</u>
<u>ITEM 8</u>	<u>CLOSURE</u>	<u>273</u>

A G E N D A

Good evening Councillors, staff, ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this city and this region and I invite you to bow your head in prayer:

Lord

We ask for your blessing upon our City, our community and our Council. Guide us in our decision making to act fairly, without fear or favour and with compassion, integrity and honesty. May we show true leadership, be inclusive of all, and guide the City of Wanneroo to a prosperous future that all may share. We ask this in your name.

Amen

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Public Question Time

In accordance with Section 7(4)(b) of the Local Government (Administration) Regulations 1996, a Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting. It is therefore requested that only questions that relate to items on the agenda be asked.

Item 4 Reports

Declarations of Interest by Council Members, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.

SCS01-07/20 Adoption of the 2020/21 - 2023/24 Corporate Business Plan and 2020/21 Annual Budget

File Ref:	37350 – 20/228545
Responsible Officer:	Manager Finance
Disclosure of Interest:	Nil
Attachments:	6

Issue

To consider the adoption of the City's 2020/21 – 2023/24 Corporate Business Plan (**CBP**) and 2020/21 Annual Budget (the **Budget**).

Background

A series of Integrated Planning and Budget Workshops (five Workshops and two Forums) were held with Council Members, which focussed on reviewing and developing the 2020/21 – 2023/24 CBP, 2020/21 Capital Works Program, the 2020/21 Operating Budget and the various other elements of the Budget.

In the lead up to the Budget Workshops to March 2020, the City applied prudent financial management practices in guiding the development of the Budget and considered the following policies and key economic parameters:

- Strategic Budget Policy;
- Financial Cash Backed Reserves Policy;
- Accounting Policy;
- Financial Hardship – Collection of Rates and Service Charges Policy;
- Local Government Cost Index: 2.0% (WALGA) (This affects contract costs and capital projects);
- Forecast 2020/21 population growth: 1.6% (id Forecast);
- Forecast 2020/21 average interest rate return on investments: 1.25%;
- Forecast Perth CPI over the next 12 months: 1.21% (Western Australian Treasury Corporation (**WATC**)); and
- The Long Term Financial Plan 2020/21 – 2039/40 (**LTFP**).

Council's Strategic Budget Policy, which was reviewed and approved in March 2019, has the following principles and guidelines:

"To establish clear principles and guidelines that will deliver:

- *Council Members strategic financial management directives;*
- *robust transparent Long Term Financial Planning processes;*
- *intergenerational equity;*
- *good stewardship of the City's assets;*
- *sustainable, fully costed level of Fees and Charges for services both now and into the future (maintenance, renewal, replacement and new);*
- *prudent Rates setting that reflects community's needs and aspirations; and sustainable in non-Rates income streams;*
- *determine the legal mechanism for setting Fees and Charges;*
- *outline the rationale behind Fee and Charge setting.; and*
- *ensure that Fees and Charges recover actual and reasonable costs unless there are valid policy reasons not to do so."*

However, in March 2020, as Council became aware of the impact of the COVID-19 Pandemic and the state of emergency, Council requested the Administration to adjust the Budget setting principles and resolved by absolute majority at the Ordinary Council Meeting on 7 April 2020 (CE01-04/20):

"...10. APPROVES the development of the 2020/2021 Annual Budget based on:

- a) 0% increase on annual rates for each property (subject to no change in valuations);*
- b) 0% increase on City's set fees and charges including Waste Service Fee noting State Government set the statutory fees;*
- c) Late payment interest moratorium for six months from 1 July to December 31 2020 with a review at this time;*
- d) A reduction in the instalment interest rate and late payment interest rate for the balance of the financial year post the decision in resolution 10 (c) above;*
- e) The Financial Hardship – Collection of Rates and Service Charges Policy usage will be monitored and if necessary modified; and*
- f) A business hardship policy be considered for development..."*

In addition to the above resolutions, the City also suspended legal debt collection procedures during the COVID-19 pandemic on debts owed to the City and waived late payment interest and payment arrangement fees for 120 days from 23 March 2020. Council also adjusted several services in 2019/20 to provide immediate support to the community. Furthermore, the City accelerated its payment cycle to ensure small business cash flows were supported.

This report is the culmination of the development work and input from stakeholders into the 2020/21 integrated planning and budgeting process involving five workshops and two Forums with Council Members and takes into account submissions from ratepayers.

Detail

2020/21 – 2023/24 Corporate Business Plan (CBP)

The 2020/21 – 2023/24 CBP forms part of the City's Integrated Planning and Reporting Framework (the **Framework**) as required under the *Local Government (Administration) Regulations 1996*. This Plan activates the ten-year vision and strategies of the Strategic Community Plan and also addresses operational planning and resourcing as it relates to asset management, financial management and workforce management.

Reviewed on an annual basis and aligned with the budgeting process, the CBP (**Attachment 1**) contains the four-year priorities and key initiatives for each of these years. It also provides an overview of the range of services and capital sub-programs that will be delivered during this timeframe. The CBP is cascaded through operational level service plans that provide a detailed view of core business activities planned for the forthcoming financial year. Whilst not a statutory requirement, service planning supports the implementation of the CBP; it also enables prioritisation of workforce, asset, and financial resources through a consideration of the service levels, and additional projects or initiatives for the year.

The key elements of the Integrated Planning and Reporting Framework and their inter-relatedness are depicted as below in Figure 1. **Figure 1: Integrated Planning and Reporting Framework**

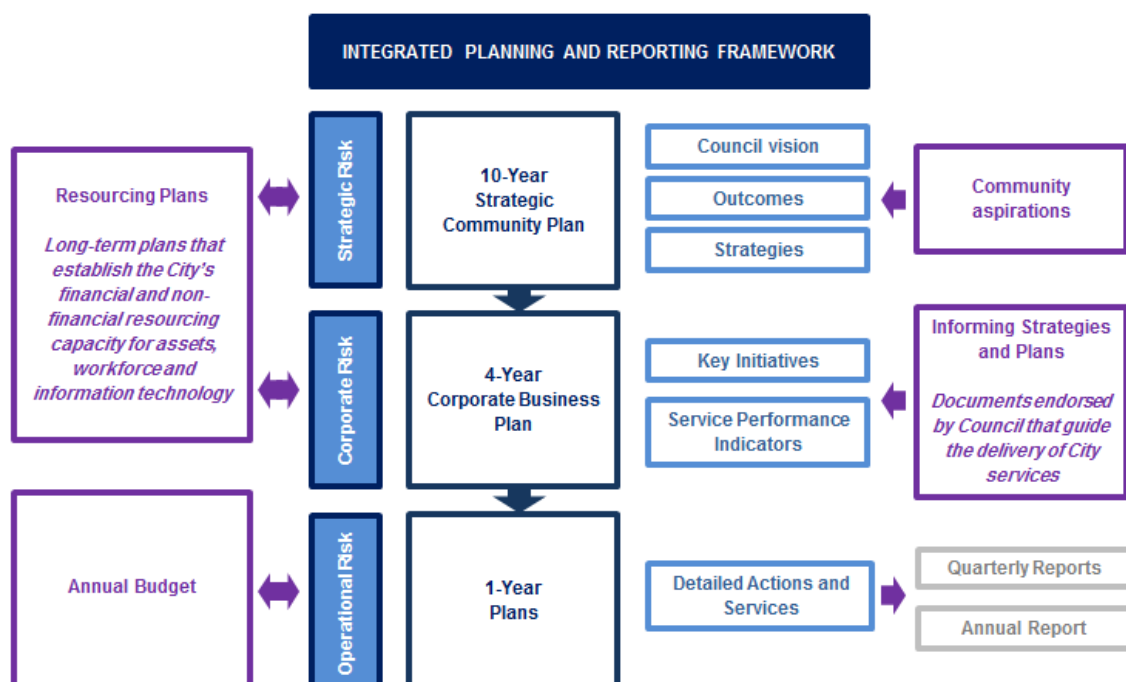


Figure 1: Integrated Planning and Reporting Framework

The 2020/21 – 2023/24 CBP has been developed iteratively with Council Members through a series of Workshops to establish the priorities for the next four years. The Plan was reviewed in relation to the impact of COVID-19 and includes specific COVID-19 economic and community recovery plans. In addition, recent State Planning Reforms require that specific planning strategies (such as the Local Housing Strategy) to be incorporated into the City's Local Planning Strategy, and this change has been reflected in the CBP.

Refinements to the format of the CBP provide additional information on the City's strategies and plans and key services provided. In its current form, the publication is unbranded. Corporate branding will occur following Councils adoption of the Plan and the final plan will be made publically available on the City's website.

2020/21 Annual Budget

In developing the Budget, consideration has been given to the local and national economic climate. With the COVID-19 pandemic that has been unfolding around the world since December 2019, the Federal and State Governments have been making rapid measures to curtail the spread of COVID-19.

In April 2020, Council requested that the CEO base the budget on a 0% increase in annual Rates Revenue (excluding growth) and similarly, no increase on Fees and Charges. A significant review of Operating and Capital Budgets was undertaken with a total of \$14.7m and \$5.0m reductions (see Table 3 below on page 12) made respectively to achieve the request for a 0% rate increase per property (subject to no changes in valuations).

The ensuing changes of different phases of closing and opening of Council facilities have provided some uncertainties and challenges in the short to medium term for the City in providing its services for the community in general. It is also noted that investment returns will remain subdued while pressure on costs and the need to maintain and provide new infrastructure continues.

Key Considerations and Issues That Have Impacted on the Formulation of the 2020/21 Annual Budget

Due to the impact of COVID-19 and the uncertainties that this global pandemic has generated, this year's Budget development has been the most challenging Budget to develop with the Mayor and Councillors working through many scenarios in order to arrive at this year's Budget. Council has always maintained a commitment to be the beacon of community support and service both during the COVID-19 response and now in the recovery phase. As a result, the Budget has taken into account community expectations, financial constraint, and expectations from State and Federal governments to maintain the employment of local government staff (without access to federal government employment subsidies) and to ensure continued investment in infrastructure to stimulate the economy. The following points were some key considerations undertaken in developing the Budget:

Rates Valuations

The modelling used in deriving the Rates incorporates the latest valuations provided to the City by the Valuer General, Landgate. It should be noted that properties rated on an Unimproved Value (**UV**) valuation basis are revalued annually, whereas Gross Rental Values (**GRV**) valuation basis used for determining the Rates for Improved Properties are revalued every three years.

Being a triennial year, although Landgate advised the City of reductions in valuations in general at the end of February 2020, the detailed updated valuations to all metropolitan local governments were provided in late April 2020 and subsequent data in May 2020. The triennial

GRV revaluation is for all properties in the Perth metropolitan area and is based at the Date of Valuation, 1 August 2018 and comes into force on 1 July 2020.

Western Australian Local Government Association (**WALGA**) made a representation to the State Government requesting the State Government to defer the issuance of valuations. This would have made the messaging by local governments on a 0% rate revenue increase easier to understand as each property would have seen the same rate payment request as the previous year. The Treasurer was not able to achieve this for 2020/21.

For the first time, as advised by the Valuer General (since it commenced revaluations in 1980), noted that the sustained downturn in the property market has resulted in a general decrease in property valuations across the Perth metropolitan area. As observed in Table 1 below, 98% of properties received a decrease in value for the Residential Improved Category.

Category	No of Changes	%
Decrease in valuations	71365	98%
Increase in valuations	544	1%
No change in valuation	586	1%
Total	72495	100%

Table 1 – Changes in Valuations for the Residential GRV Improved Category

Similarly, looking at the City's second most significant Rating Category, the Commercial/Improved GRV Improved in Table 2 below, 82% of properties received a decrease in valuation and a further 13% had no change in valuation.

Category	No of Changes	%
Decrease in valuations	2984	82%
Increase in valuations	189	5%
No change in valuation	486	13%
Total	3659	100%

Table 2 – Changes in Valuations for the Commercial/Industrial GRV Improved Category

GRV is a value determined by Landgate and represents the gross annual rental income that a property might reasonably be expected to earn annually if it were to be rented, including rates, taxes, insurance and other outgoings. Likewise, the GRV is not related to a bank valuation or the market value of a property if it is sold.

The UV is the fair market value of a property and does not take into account any improvements on a property such as a house or sheds.

The City needs to generate a minimum income from rates to ensure essential services and facilities can continue to be delivered to the community. Using the GRV and the UV provided by the Landgate, the City divides the total rates income required for each differential rate category by the total GRV/ UV for that differential rate category to determine each differential category's rate in the dollar. Illustration is as follows:



Infographic showing some of the services provided by the City paid for primarily from Rates and the Waste Service Charge.



To calculate one's individual rates notice, the City multiplies the GRV for your property by the applicable Rate in the Dollar (**RID**):



As a result of the above, to enable the City to generate the required revenue to maintain the expected level of service to the community, the RID has to be higher than the previous year as total GRV valuations have gone down. A common misconception noted in the media and ratepayer submissions has been that higher RID translates to a higher rates charge. This is not the case for most properties as the modelling done for the advertised RID showed most properties would have no change or reduced rates charged for 2020/21 given the RID is multiplied by the changed GRV.

As per *Local Government Act 1995* Section 6.36, the City is required to give local public notice of intention of imposing the Differential Rates RID and Minimum Rates. The City advertised in the local press on the 28 May 2020 (and had advised media outlets and published it on its website) and proposed to deliver an overall average Rates Revenue increase of 0% in line with the Council Resolution on 7 April 2020.

As at 18 June 2020, the City has received a total of 594 submissions of which 448 were Ratepayer Submissions and 58 were non-ratepayer submissions (excluded were 88 duplicated submissions) and a Petition hosted through the website, "Change.Org", signed by 1,893 people, with 406 signatories identified as City of Wanneroo residents. This petition was presented at the Ordinary Council Meeting on 30 June 2020 (PT01-06/20).

	Key issues noted in the submissions are as follows:	The City's Responses to the above submissions are as follows:
1.	Majority of the submissions expressed concerns that the rates are set to go up by 16%, based on a comparison of the 2019/20 RID with the proposed RID.	Noting that rates are calculated by multiplying the RID by the GRV, it has been assumed that the change in the RID will be the same change in the amount charged. As the GRV has dropped (albeit varied across properties), the RID change will not be the direct outcome as the valuation is part of the calculation and each property will be different. (In contrast, when the Valuations went up in 2014/15, the City revised downwards it's Rate in the Dollar from 7.7564 cents (2013/14) to 7.1662 cents (2014/15)).
2.	A number of submissions suggested that rate payments should be directly related to the % change in valuation.	The <i>Local Government Act 1995</i> has a methodology that enables smoothing of Rates outcomes by having a RID which can be varied to manage the changes to valuations which occur from time to time. This enables local governments to be able to deliver consistency in services across the years as well as meet commercial and industrial commitments. If the budget resolutions are adopted, the City will achieve a 99.25% and 95% no change or lower Rates charge than that charged in 2019/20 for Residential Improved Category and Commercial & Industrial Improved Category respectively.
3.	A number of submissions raised the issue of employment being affected by the COVID-19 pandemic and therefore, their ability to pay has deteriorated.	<p>The impact of the COVID-19 pandemic on the community is a concern for the City and there have been a number of additional budget items developed to assist the community. Those directed at the Ordinary Council Meeting on 7 April 2020 were:</p> <ul style="list-style-type: none"> • Support packages for the community and local economy; • COVID-19 Financial hardship updated to include commercial/ industrial category; • 0% increase on Annual Rates for each property (subject to no change in valuations); and • Review of Interest payments. <p>These issues have been incorporated into the proposed budget as well being consistent with the Ministerial Orders.</p>
4.	One petition received requested that the Mayor and Chief Executive Officer <i>"To stop the Proposed Differential Rates and give 0% increase as promised on 7th April 2020"</i> .	<p>The advertised proposal gave residential ratepayers 66% with no change or lower Rates Charge and 34% an increase (the bulk of these would experience an increase of between \$1-3 per week).</p> <p>The proposed budget continues to use the proposed differential rate RID as it gives the best position for the future. The Future year ratings which can be</p>

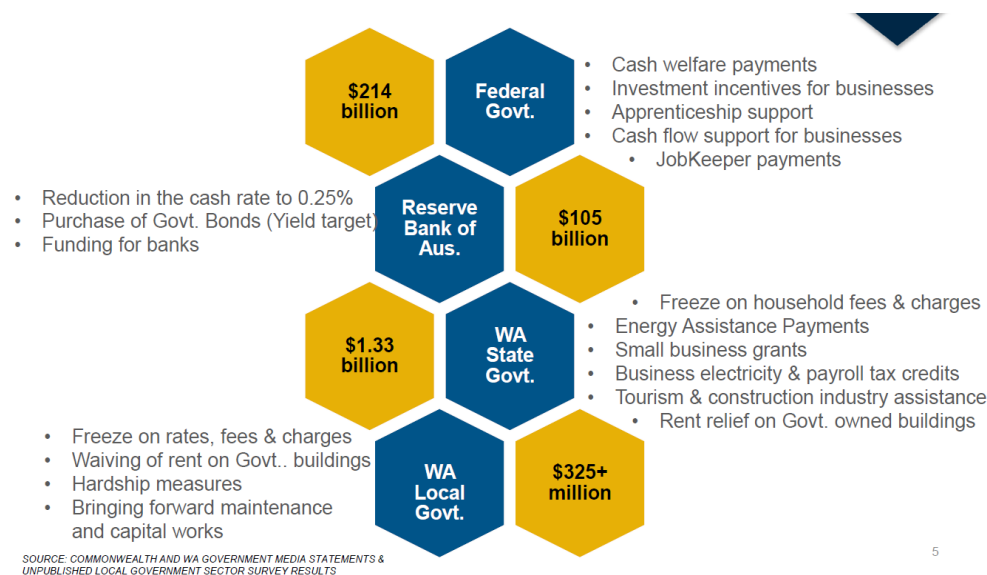
	Key issues noted in the submissions are as follows:	The City's Responses to the above submissions are as follows:
		transparently managed. To achieve visibility of a 0% increase on an individual rate notices, it is proposed to introduce concessions this year to achieve 99.25% and 95% no change or lower Rates charge than that charged in 2019/20 for Residential Improved Category and Commercial and Industrial Improved Category respectively.
5.	A concern was raised by a commercial operator that valuation changes of certain properties will cause higher rates for commercial properties.	Where valuations have increased, ratepayers have the right to appeal to Landgate within the legislated timeframe.
6.	A farmers group representing landowners in Carabooda, Nowergup and Neerabup (UV Commercial Category) would like no rate increases as they have faced an increasing decline in value of their property as a result of restricted water licences.	The UV Commercial valuations used for farmers are received on an annual basis. The overall change in valuations is a slight decrease from 2019/20 of 0.03%. Therefore, it is anticipated that rates charges will be consistent with the previous year.

Assistance and Recovery Packages of up to \$4.8m

Overall, the impact of the COVID-19 pandemic on the local economy is likely to be felt most in the shorter term, particularly during the June quarter with large falls in output and total hours worked. The economic outlook beyond the June quarter is more uncertain, due to the economic recovery being dependent on the Government revising social distancing and containment restrictions. Notwithstanding, it is likely that the current economic disruption will have long-lasting effects on the National and State economies over several years. For the local government sector, declining economy will impact on the sector's expenditure and revenue sources noting that Rates revenue being the majority for most with continual restrictions impacting on community services including substantial additional cleaning costs. The City's Rate Revenue makes up 69% of the total Operating Revenue.

Since the start of the COVID-19 pandemic the City has been considering ways to support our broader community, and specifically those who may be vulnerable whether from physical or mental health issues, being older, socially isolated, experiencing financial hardship, homelessness or facing other challenges.

As seen in the infographic and chart below, the level of funding provided by all three levels of Government has been substantial.



Infographic showing some of the stimulus packages provided by all three levels of Government

The City's own measures are similarly aligned to the above and meet the Council Resolution on 7 April 2020 as listed below in Table 3. In addition, Table 4 shows the existing support measures carried on from previous years.

The City has proposed the following assistance packages which will be reviewed on a quarterly basis to assist ratepayers, business and residents affected by the COVID-19 Pandemic totalling \$2.1m in relief packages and a further \$2.7m in Rates concessions (refer Table 3 below):

Description	Amount \$ '000
COVID-19 Economic Recovery Package	700
Community Response and Recovery Package	728
Rates Financial Hardship Relief Allowance	500
Rent Abatement extension	126
Total of Assistance Packages	2,054
Rates Concessions – Residential Improved GRV and Commercial/ Industrial Improved GRV Category	2,697
Total New Relief Measures	4,751

Table 3 – City's New Relief Measures

In addition to the above new measures, the City is committed to continue with existing measures as noted below in Table 4.

Description	Amount \$ '000
Rates Waivers to Community Groups (detailed below)	121
Continuation of Financial Hardship Policy (detailed below)	100
Concessions on use of Community Facilities (detailed below)	2,024
Total existing Support Measures	2,245

Table 4 – City's Existing Support Measures

COVID-19 Economic Recovery Package - \$700k

The City will be implementing an Economic Recovery Package to facilitate and guide the recovery of the local economy in response to the COVID-19 pandemic.

A Business Survey was sent to local businesses in late April 2020 to determine the impact of the COVID-19 pandemic on the local business community and to identify appropriate response measures. Over 170 responses were received with the findings used to inform the development of the Economic Recovery Package. Over 80% of business respondents experienced a reduction in revenue turnover and over 75% of businesses have had to change the way they do business.

As seen below (Chart 2), the worst hit industry has been the accommodation and food services with 26% fewer jobs since March 14, 2020. The latest unemployment figures reported in the ABC news on 18 June, 2020 showed that unemployment increased by 0.7% to 7.1% (8.1% for WA) in May 2020 (Chart 1 below). In addition, the participation rate slumped to its lowest level since January 2001 at 62.9%. Underutilisation, which captures unemployed and underemployed, was a record 20.2% (equating to 2.3m people). Unfortunately, a disproportionate number is made up of women and youth who are more vulnerable to financial instability.

Total number of employed people, May 2015 - May 2020



Chart 1 – Employment Record for Australia

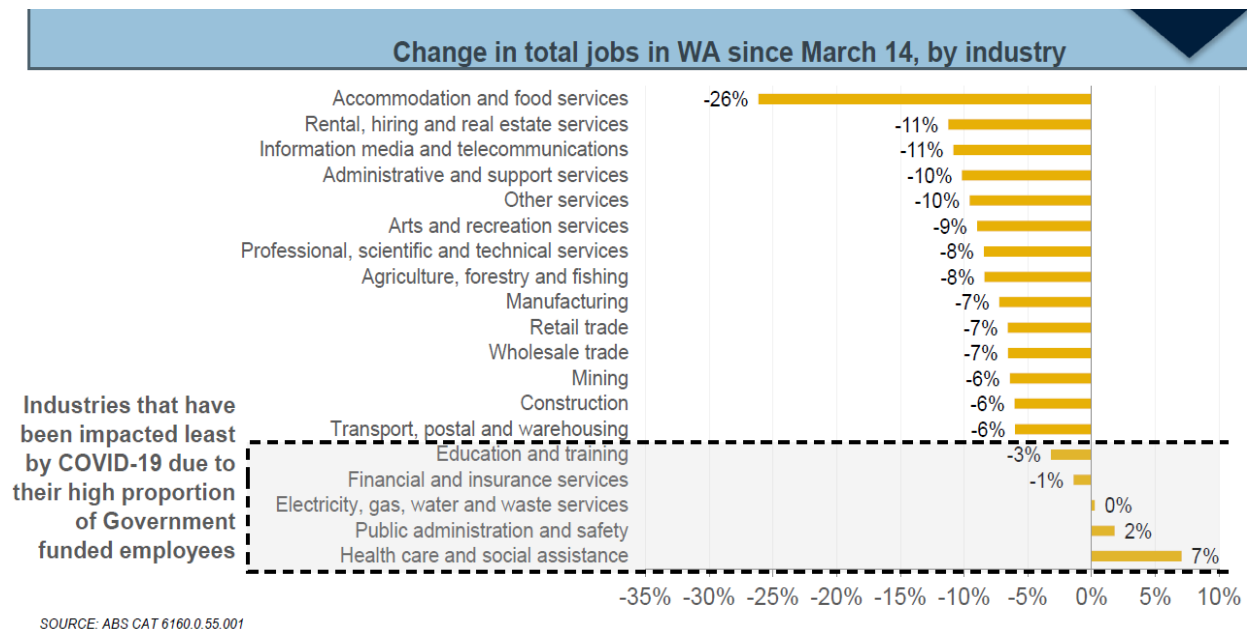


Chart 2 – Unemployment Statistics by Industry

The City anticipates that \$700,000 will be required to support the Economic Recovery Package, with approximately \$477,000 in funds being re-focussed from the 2020/21 Advocacy and Economic Development Budget and a further \$223,000 to be funded from the Strategic Projects/Initiatives Reserve. As part of the package, \$250,000 is allocated to the Economic Recovery Fund.

A separate report is being presented on this matter at this Special Council Meeting.

Community Response & Recovery Funds - \$728k

The next phase of the COVID-19 pandemic is to consider what is needed and budget to support our community to re-connect and re-establish in recovery. The primary focus for the recovery fund is intended to support the continuation of essential community support services, particularly not-for-profit or incorporated community groups who are delivering food relief, community legal services, financial counselling and other urgent services to support vulnerable community members.

In addition to the provision of urgent financial relief, there is an expectation that the City will support community groups and other relevant projects and events that enhance community recovery, connection and resilience. By integrating the Response and Recovery Fund into the Community Funding Program, it will enable applications to be considered for events and projects typically supported through normal funding rounds but with an alignment with the City's Recovery Plan.

To facilitate this fund there will be an injection of \$300k from the Strategic Initiatives Reserves in 2020/21 Budget. Further it was agreed to re-focus applications for the City's existing financial support programs such as the Community Funding Program, Donations and Sponsorships on activities that support community recovery from the COVID-19 pandemic. This will amount to \$428k.

A separate report is being presented on this matter at this Special Council Meeting.

Rates Financial Hardship Relief - \$500k

In April 2020 Council Members directed the City to monitor and if necessary modify, the Financial Hardship Policy to ensure there is financial assistance for ratepayers who are financially impacted due to the COVID-19 pandemic.

In addition, the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020 provided specific orders to all local governments for inclusion as part of the adoption of the Annual Budget to provide relief on penalty interest rates for overdue debts and administration charges on setting up payment arrangements to an “*excluded person*”.

The Ministerial Order under Clause 3, defines an **excluded person** means a person who —

“3. Terms used

- (a) *is a residential ratepayer or small business ratepayer of a local government; and*
- (b) *is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic”*

Those who are eligible for the COVID-19 financial hardship support will have the following applied to their Rates, Charges and Emergency Services Levy (**ESL**):

- A one off COVID-19 \$100 Rates Concession;
- A late payment interest moratorium applied up to 30 June 2021 as per Ministerial Order 2020 (COVID-19 Response) Clause 13, gazetted on 8 May 2020; and
- A waiver of Administration Fees (payment arrangement fee) of \$30 normally charged for the establishment of special payment arrangements.

Each case will be reviewed as required to determine whether the applicant is able to update their payment plan and are still be deemed as an “*excluded person*” as referred to in the Ministerial Order.

A separate report is being presented on this matter at this Special Council Meeting.

Use of this policy will be reviewed quarterly to ascertain if the funding position is adequate.

Rent Abatement - \$126k

As part of relief to tenants of the City's commercially leased premises, a Rent Abatement Application with specific criteria was approved at the Ordinary Council Meeting on 7 April 2020, and a further \$126k has been budgeted for in 2020/21 to continue this rebate.

Other Existing Support Packages - \$2.2m (Refer to Table 4, Above)

- As part of the Budget Adoption, it is proposed there be an approval of waiver of Council Rates (excluding the ESL) for community groups. For 2020/21 the value of Rates Revenue proposed to be waived for these groups is approximately \$121k.
- Separate to COVID-19 Financial Hardship Application process mentioned above, the City already has an existing Financial Hardship Application process in place to support applicants who face a longer term financial hardship under the existing Financial Hardship – Collection of Rates and Service Charges Policy. The City is able to waive a maximum of \$400 of fees and charges per applicant. \$100k has been budgeted for this purpose.

- The City already provides relief to Community Groups and Clubs by waiving of facility booking fees worth up to \$2.0m annually. A comparison with similar sized local governments shows that the City has the most generous policy.

Financial Details

The City's financial performance has been monitored throughout the current financial year to determine end of year forecasts and funding capacity for the financial year 2019/20. As the final end of year processes will not be completed until September 2020, it is likely that the actual result will change with the final end of year Surplus/ (Deficit) identified in the Rate Setting Statement (**RSS**) to be managed through the City's Strategic Projects/ Initiatives Reserve per Council policy.

The City constructs the Budget using Zero Based Budgeting Principles, which has been in place for a number of years. In so doing, the Operational and Capital Budgets are already precise and have limited capacity for further cuts without alterations to the service levels or program outcomes.

The following documents provide a comprehensive outline of the proposed 2020/21 Budget:

- 2020/21 Statutory Budget (**Attachment 2**);
- 2020/21 Schedule of Fees & Charges (**Attachment 3**); and
- 2020/21 Capital Works Program including 2019/20 Carry Forward Projects (**Attachment 4**).

The size of the City's Budget has been reduced and adjusted in light of the COVID-19 pandemic with the following taken into account:

- Review and reductions of the 2020/21 draft Operational Budget by \$14.7m (revenue and expenditure reductions) and Capital budgets \$5.0m to meet lower Rates and Charges income projections (see Table 5 below). Under reduction for Materials and Contract costs, the City has reduced funds available for major events for 2020/21, given the ongoing requirements for social distancing and the need to make savings. There have also been some reductions in print publications which will continue to be reviewed.

Description	Amount \$ '000
Estimated reduction on planned increase on Fees & Charges and lost potential - estimated revenue	3,869
Estimated reduction on Rates revenue and growth - estimated revenue	3,200
Interest Income – lower income generation	3,475
Employee costs - savings	1,200
Materials and Contract costs – savings/reduction	3,000
Total Operating Budget Reductions	14,744
Capital – Reduction/Deferral	5,045
Total Capital Reductions	5,045

Table 5 – City's Draft 2020/21 Budget Cuts Undertaken

- Growth in the service area (Rateable properties) is forecasted at 1.1% and population growth forecasted at 1.6%;
- No increase in other fees and charges as per the resolution at the Ordinary Council Meeting on 7 April 2020.

- Significant decrease in the overnight cash rate announcement by the Reserve Bank of Australia from 0.75% to 0.25%;
- The release of GRV revaluation by Landgate;
- Various Reserves used to support the budget with a drawdown of up to \$32.8m (excluding Carry Forward – Capital Works Reserve) to fund the 2020/21 Capital Works Program and Operations, including new support measures introduced;
- Cost factor movements such as CPI (resulting in increases to costs of services);
- Government charges which are higher than CPI – At the time of writing this report, the State Government has not provided local government authorities any concessions on electricity, water, vehicle licensing except Emergency Service Levy on Council owned properties. Average price increase of between 2-4% has been incorporated against these expenditures; and
- The State Government Waste Levy has been frozen for 2020/21 at \$70 per tonne and similarly, the Mindarie Regional Council (**MRC**) Gate Fee has also been kept at 2019/20 level of \$205 per tonne for putrescible waste.

It is the City's aim to achieve a balanced Budget and therefore, financially sustainable underlying Operating Result. Whilst the estimate for 2019/20 is an Operating Surplus of \$1.5m, the final figures will be reported in the audited annual financial statements later this year. For 2020/21, in light of the COVID-19 impact, revenue has been impacted by lower Rates, Fees and Charges and Interest income resulting in a net operating deficit of \$7.4 million.

Attachment 2 provides the detailed Budget, with the Statement of Comprehensive Income (by Nature and Type) reflecting a 2020/21 Budgeted Operating Deficit of \$7.4m, being a decrease of \$8.9m from the 2019/20 estimated Operating Surplus of \$1.5m. This reduction is primarily the result of reduced income from fees and charges and interest income and higher materials and contracts, utilities and depreciation charges. The materials and contracts is higher as it contains assistance packages (detailed above) and the Rates one off concession (detailed below) directed towards the community. The depreciation charge is a non-cash movement and has no impact on determining the Rates to be raised in 2020/21. The actual cash deficit is visible in the Rate Setting Statement further detailed on page 20. It is envisaged that the City will look for further savings from its Operating and Capital Budgets, which will then be adjusted in the first Quarter Budget Review in October 2020.

The Net Result forms the basis of reporting organisational performance under Australian Accounting Standards and includes non-operating items such as Grants and Contributions, Town Planning Scheme (**TPS**) and Developer Contribution Plan (**DCP**) Income and Expenses. Furthermore, current reporting requirements provide for the recognition of the value of physical assets contributed by developers as non-operating income. To better assess financial performance, reference to the Underlying Operating Result from Continuing Operations is recommended, as detailed below.

Comments relating to the changes in each operating income and expense category comparing to the 2019/20 Estimate, are provided below:

Operating Income \$197.0 million (-\$3.9 million/-1.9%)

The Operating Income has decreased by \$3.9m and primarily comes from lower Fees and Charges and Interest Income. The Rates and Waste Service Fee represents \$166.9m of the total Operating Income and particulars are detailed below.

Rates Revenue \$136.0 million (+\$1.5 million/+1.1%)

Rates income is budgeted at \$136.0m representing an increase of \$1.5m from 2019/20 Estimate. The amount is based on the following components:

- An overall average Rate Revenue increase of 0% (without growth) while ensuring that as required by the *Local Government Act 1995*:
 - The number of Minimum rated properties within each category does not exceed the legislated 50%; and
 - The highest differential general rate is not more than twice the lowest differential general rate imposed.
- Growth in number of properties becoming rateable. The Budget allows for Rates growth income of \$1.5m, which equates to a 1.1% change as properties are developed/renovated.
- The proposed budget continues to use the advertised proposed differential rate RID as it gives the best position for the future. Furthermore, the Future year rating can be transparently managed.

Council Members have continued to seek options to reduce the impact on rates due to the COVID-19 pandemic to residential and commercial/ industrial ratepayers with a revised Rating Scenario developed, costing \$2.7m. To achieve visibility of a 0% increase on an individual rate notice, it is proposed to introduce a **one off COVID-19 Rates concession** this year to achieve 99.25% and 95% of existing residential and commercial/ industrial properties respectively having no change or lower Rates charge than in 2019/20. The concession is applied to each individual property (residential and commercial/ industrial GRV improved), which has had no change or reduction in their GRV valuation but as a result of the higher RID, would receive a higher Rates Charge than that received in 2019/20.

There are some properties (0.75% residential and 5% for commercial/ industrial), which will have a higher charge as their valuations have increased from the previous valuation period. This could be due to changes to the property such as a renovation, additional re-development and in some cases, the previous valuation may have been incorrect (noting that the ratepayer has a right of objection). The balance of properties that have a higher GRV valuation will not be eligible for the concession. If the ratepayer believes that their valuation is incorrect, they can make an appeal to Landgate for a re-assessment.

This increase does not take into account changes to the other components of the Rates bill, e.g. Emergency Services Levy (State Government Charge) and annual Swimming Pool Inspection Fee (no increase proposed, \$24.20 as per 2019/20).

The revised rating scenario will be funded via further savings identified during the first Quarter Budget Review 2020/21 in Operating and Capital Budgets and any gap funded from the Strategic Projects/Initiatives Reserve. It is noted that the Budget has specific recovery packages worth approximately \$2.1m, which are further detailed below.

The Rates generated allow the City to continue providing services, facilities and Capital Works for the community in a financially sustainable manner and at the same time provide support in maintaining jobs. It takes into account growth in services due to increase in population and number of properties with corresponding income and expenditures. As noted in the budget setting above, the City has had to reduce its Operational and Capital Budget to match its reduced income sources.

Other Rating Matters

- As part of the Rate setting, the State Government issued a Ministerial Order, on 8 May 2020, gazette notice, which imposed an amendment to Section 6.51(3) of the *Local Government Act 1995* amending the maximum interest a local government can charge on outstanding rates at 8% and under Section 6.45(3) of *Local Government Act 1995*, those on instalment options to 5.5% as long as the local government has a Hardship Policy in place. The City considered its interest charges and has introduced a lower Interest Rate Charge of 5% down from 8.45% for outstanding rates and 3% for those on instalment options, down from 5.5%; and
- The City has introduced a new Instalment payment option, which will allow ratepayers to pay over five intervals during the year and is designed to provide cashflow relief by spreading the payments such that the final payment is made in May 2021.

Operating Grants, Contributions and Subsidies \$11.4 million (-\$0.3 million/-2.6%)

The largest contributor within this category is the annual funding to the City from the Commonwealth Federal Assistance Grants Commission with an increase of \$147k allowing for indexation increase and for the proposed Better Bins Program of \$160k from State Government to run the advertisement and community awareness program.

Interest Earnings \$4.4 million (-\$3.2 million/-42.1%)

With the official cash rate at a historical low of 0.25% and long term bond markets at historic lows, the City's interest earning potential has been reduced to an average rate of below 1% per annum. In addition, it is envisaged that the City's normal cash flow profile, which is usually received earlier in the year may be severely disrupted reducing the availability of monies available for investment to generate interest income.

Fees & Charges \$44.2 million (-\$2.4 million/-5.2%)

Waste Service Charge - \$31.0m

For 2020/21, Council resolved at the Ordinary Council Meeting on 7 April 2020, "0% increase on City's set fees and charges including Waste Service Fee noting State Government set the statutory fees". As such, the Waste Service Fee is at the same rate as the previous year at \$410 projected to generate \$31.0m in Waste Service Income (as detailed in **Attachment 3**). This will also fund the implementation of a proposed new Better Bins Program during the year which is partially assisted by a State Government grant.

The City has been advised by the MRC that it will maintain its gate fees at \$205 per tonne and similarly, the State Government has maintained the landfill levy as per the 2019/20 rate of \$70 per tonne. Whilst there are expected cost benefits from the roll out of the Three Bin System, which is targeted for the second half of the financial year, growth in additional properties contributing additional waste and the diversion of recycling waste to landfill (due to fire at the Cleanaway contractor site in November 2019) at a cost of \$130 per tonne will negatively impact costs in 2020/21.

In relation to the above recycling matter, the City is liaising closely with its insurance provider for compensation for the years 2019/20 and 2020/21 will be calculated during the review of the annual financials.

The City planned to commence tapering the pensioner discounts from 2020/21; however, given the current pandemic, will continue to offer a discount to certain pensioner groups as part of the COVID-19 Relief concessions costing approximately \$387k. The proposed discounts are as follows:

1. *Pensioner Owned Residential Properties* - Rates up to \$988; the proposed discount is \$98;
2. *Pensioner Owned Residential Properties* - Above Minimum Rates \$988 to \$1,263; the proposed discount is \$45.

Other Fees and Charges – \$13.2m

The rest of the Fees and Charges for 2020/21 are also maintained at 0% increase as per Council resolution passed by Council at the Ordinary Council Meeting on 7 April 2020; however, a significant decrease is expected when compared with 2019/20 estimate allowing for a recovery phase for some of the City's activities mainly in the recreational, hire facilities and development applications. A list of the proposed fees is detailed in **Attachment 3**.

Other Revenue \$1.0 million (+\$0.4 million/+66.7%)

The primary contributor to Other Revenue is expected income generated from the resource extraction at the Neerabup Industrial Area budgeted at \$557K.

Operating Expenses \$204.4 million (+\$5.0 million/+2.5%)

Consistent with the economy at large the City continues to face cost pressures. Although there is an expectation of downward pressure on most types of expenditure due to stagnant wages and inflation growth, it is forecasted that there will be a rebound in the second half of the year and as such, prices are forecast to grow by 1.7% across Australia per the May 2020 WALGA economic forecast. The City also faces additional cost pressure reflective of an expanding and growing community which can be seen in Materials and Contracts and Utilities which includes funds for support packages and Rates Concessions.

Employee Costs \$75.1 million (+\$0.2 million/+0.3%)

The City, in consideration of the current economic environment, has not budgeted for an increase in staffing. However, allowances have been made in some cases for backfill arrangements to cover for staff on leave for maintenance related services, higher worker's compensation insurance premiums and extra staff to manage additional cleaning requirements throughout the COVID-19 pandemic. It should be noted that a recent benchmarking exercise against similar large growing local governments showed that the City had one of the lowest staffing complements as a ratio to the number of residents.

Materials & Contracts \$71.1 million (+\$4.5 million/+6.8%)

The main contributor to the increase after adjusting for an internal accounting entry of \$2.0m for Facility Booking Hire (shown as a waiver of fees), relates to:

- Refuse Removal Costs are higher due to the roll out of the Three Bin Program - \$950k to allow for outsourcing for six months (offset by a State Government Grant);
- Higher Maintenance costs of \$500k in line with additional assets vested in the City from private developers (estimated at \$9.1m) and investment by the City in new assets through capital works; and
- COVID-19 Response and Recovery Package – some of the key packages being:
 - Rates Residential and Commercial/ Industrial Improved Category Concession - \$2.7m;

- Special COVID-19 Rates Hardship Allowance - \$500k;
- Economic Recovery Package - \$700k; and
- Community Response and Recovery Package - \$728k.

Utility Charges \$10.0 million (+\$0.3 million/+3.1%)

Utility charges which comprise electricity, gas and water costs are based on forecast unit charges together with any growth in usage. Whilst there are increases across these cost areas, the street lighting component is the most substantial. Budget calculations for street lighting were based on the actual number of fixed lights currently charged with an allowance for tariff increases.

Whilst the State Government has announced a freeze on charges to individual consumers, no announcement has been made for charges to local government. Through many initiatives which include energy efficient LED street lighting, solar panel installation, fleet review and water saving devices, the City has managed to contain the cost of utilities across all service units, and as a result the annual increase for 2020/21 has been set at 3.5% (6% in 2019/20) which allows for increases in State Charges above CPI and also growth.

Depreciation \$42.9 million (+\$0.2 million/+0.5%)

The increase in costs is due to the growth in assets held by the City and contributions by developers, and the land and buildings and furniture and fittings revaluation exercise undertaken during the 2018/19 financial year.

Interest Expenses \$4.1 million (+\$0.0 million/+0.0%)

Interest Expenses relate to a loan agreement with Western Australian Treasury Corporation (**WATC**) secured in 2006/07. This loan has been fully drawn and interest only payments will be made until the principal falls due in 2026.

In addition, the City in partnership with land developers undertook capital projects in the Yanchep/ Two Rocks area. Due to a lack of funds in the reserve, a loan has been arranged to be repaid back using Land Developer contributions.

It is noted that the DCP covers a 16-year period from 9 September 2014 to 8 September 2030. The DCP sets out specific works covered by the City's District Planning Scheme No.2, costings and the portion for which each party is liable and timeframes for the works to be undertaken. This loan is anticipated to incur approximately \$0.3m in interest per year, for which a transfer will be made from the Yanchep/ Two Rocks District Community Facilities Reserve.

Insurance Expenses \$1.3 million (-\$0.2 million/-13.3%)

The Insurance Expenses Budget for 2020/21 is expected to increase slightly for public liability and events premiums. However, Local Government Insurance Scheme of Western Australia (**LGIS**) have recently advised the City that it will give a credit of \$250k in respect of COVID-19 relief. These funds have been applied against the amount due for 2020/21.

Non-Operating Income and Expenses:**Non-Operating Grants and Contributions, Reimbursements and Donations**

The City has budgeted \$11.0m of which \$7.9m is to be received in 2020/21 (and the balance of \$3.1m which was received in 2019/20 is now recognised as income upon completion of performance obligations as per the Revised Australian Accounting Standards AASB 15) is

primarily made up of State and Commonwealth Government grants in relation to the Capital Works Program.

Profit and Loss on Asset Disposals

A net loss of \$14.6m has been recognised of which \$13.7m is represented by Ocean Reef Road which is being divested to Main Roads Western Australia for the construction of Wanneroo Road/ Ocean Reef Road intersection and the rest relates to the disposal of plant and equipment. As a non-cash entry in the financial statements and has no impact on the determination of Rates.

It is noted that since 2007 the City has received \$16.8m from State, Federal and Town Planning Schemes for the Ocean Reef Road construction (excluding pathways).

Town Planning Schemes (TPS) & Developer Contribution Plan (DCP)

- Receipt of \$10.7m in income is allowed for, with \$9.8m in headwork's (infrastructure related works) and \$900k for interest; and
- Expenditure of \$6.8m has been allowed to fund various TPS activities which includes the acquisition of Yanchep District Open Space in July 2020 and road widening works.

Contribution of Physical Assets

Physical Assets to be transferred to the City by various developer's amounts to \$9.1m, which are mainly from developments occurring in the northern corridor. As indicated in the Material and Contracts Expenditure, there is an expected increase of \$500k in maintenance of infrastructure works, which includes new parks and reserves.

2020/21 Capital Works Program (CWP)

The 2020/21 CWP is developed with the aim of balancing the demands for new infrastructure against the need to maintain, renew, upgrade and replace existing assets. The CWP is supported by Asset Management Plans. The CWP for 2020/21 allocates 30% of the Budget to upgrades, 38% to new work and 32% to renewal work.

The Capital Works Program has been set and prioritised based on community needs balanced against the City's financial and resourcing capacity. It also supports the State Government request to local governments to continue investing in Capital to stimulate the economy.

The Capital Works Program for 2020/21 is proposed to be \$59.4 million (excluding carry forward projects) funded from:

	\$ Millions
Grants & Contributions	9.2
Town Planning Scheme and private contributions	0.7
Loans	0.6
Reserves	30.2
Municipal	18.7

It is noted that the draw on reserves has increased by 25% from the previous year (\$24.3m in 2019/20) to support the CWP as the amount available from the Municipal Funds (via reduced Rates and Charges Revenue) has reduced by 20% (\$22.5m in 2019/20). With the COVID-19 pandemic, the draw on Reserves is higher to reduce pressure on Rates and stimulate the economy. Major projects include:

Project Description	\$ Millions
Halesworth Park, Butler, new sports facilities	11.9
Renewal of domestic waste vehicles and heavy trucks	6.9
Implementation of the Three Bin Kerbside Collection System	6.3
Hartman Drive, Wangara, upgrade to dual carriageway	2.5
Leatherback Park, Alkimos, new sports amenities building	1.5
Hinkley Park, Hocking, upgrade Passive Park	1.4
Neerabup Industrial Area, Neerabup, new development	1.1
Joondalup Drive, Banksia Grove, renew road surface	0.9
Mirraboopa Avenue, Rawlinson Drive, upgrade intersection	0.9
Southern Suburbs Library, Landsdale, new building	0.7
Dalvik Park, Merriwa, new sports amenities building and carpark	0.6

Table 6 – Major projects

A detailed listing of all individual projects comprising the Capital Works Program is included in **Attachment 4**.

Carry Forward Capital Projects

As at the end of the 2019/20 financial year, some projects and plant replacements were either incomplete or not commenced. This is due to:

- The size and complexity of projects which will by their very nature need to be segmented over multiple financial years to accommodate accurate development and effective delivery; and
- Projects which suffered delays and interruptions.

It is estimated that the carry-forward projects from 2019/20 will amount to \$7.6m. This will bring the total Capital Works Program for 2020/21 to \$67.0m.

The carried forward project component is fully funded from the 2019/20 Budget (**Attachment 4**). Actual amounts will be adjusted based on the final end of year results. The carry forward projects are supported by the following funding sources:

	\$ Million
Grants & Contributions	1.5
Town Planning Scheme and private contributions	0.1
Loans	0.1
Reserves	2.0
Municipal (to be transferred to Respective Reserves)	3.9

Federal Local Roads Community Infrastructure Program

The Australian Government announced the Local Roads Community Infrastructure Program (**LRCIP**) on 22 May 2020 as part of the Australian Government's wider economic response to COVID-19. Under this LRCIP, the City will be allocated \$1.973m. The LRCIP Guidelines and information required to be provided in the Work Schedule was released by the Department of Infrastructure, Transport, Regional Development and Communications (the **Department**) on 24 June 2020. The Guidelines provide details associated with the LRCIP and include the following:

Program Outcomes

The intended outcomes of the LRCIP are to provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19 pandemic; and deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

Program Work Schedule

The City is required to submit a Work Schedule identifying projects which can be delivered under this LRCIP:

- To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020/21.
- Projects that have been brought forward from post 2020/21 work plans will be considered as additional projects.
 - Projects will not be considered additional if Eligible Funding Recipients substitute LRCIP funds for their own funding or other sources of funding. The purpose of the LRCIP funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

To receive the full allocation, the construction activity on eligible projects must be undertaken between 1 July 2020 and 30 June 2021. The Department will also provide the City with a Letter of Agreement and Grant Agreement shortly.

The City has reviewed the information provided by the Department and prepared a proposed Work Schedule, listing the projects which can be delivered under this Program (refer **Attachment 5**).

Reserves

In order to meet the funding requirements of the Budget and future commitments as per the LTFP, a range of Reserve transfers are proposed. Details of these transfers are provided as part of the Notes to Statutory Budget **Attachment 2** (included in Note 8) with key ones shown below:

- Transfer \$12,996,875 from the Strategic Projects/ Initiatives Reserve
- Transfer \$2,500,000 to the Asset Renewal Reserve;
- Transfer \$3,000,000 to the Asset Replacement Reserve;
- Transfer \$1,500,000 to the Strategic Land Reserve; and
- Transfer \$4,000,000 to the Regional Open Space Reserve.

In accordance with the adopted Strategic Budget Policy and the LTFP, the City ideally has a net transfer to Reserves. However, with the COVID-19 pandemic, to reduce pressure on meeting the Budget deficiency from Rates Revenue and additional support measures included to support the community, the Reserves net position has decreased by \$11.7m with the various Reserves used to support the Budget with a drawdown of up to \$32.8m (excluding Carry Forward – Capital Works Reserve) to fund the 2020/21 Capital Works Program and Operations.

Additional draw on Reserves may be called upon during the year if determined at the quarterly reviews including if there is a further requirement to do so throughout the COVID-19 pandemic.

Rate Setting Statement (RSS)

The RSS represents a composite view showing source and application of the finances of the City. It highlights the movement in the Surplus/ (Deficit) which is primarily based on the operations and capital revenue and expenditure, as well as all transfers (Reserves and TPS). The bottom line shows the resulting Rates income to be levied has been unable to meet the budgetary requirements reflecting a deficit of \$2.8m with most of it reflected in the Statement of Comprehensive Income as Result from Operating Deficit of \$7.4m. This Deficit reported by the City is unprecedented; however, it is reflective of the City's efforts to assist the community to recover.

The Rates generated will allow the City to continue with running its operations and delivering capital programs in a financially sustainable manner. It takes into account growth in services due to increase in population and number of properties with corresponding increases in income and expenditures.

Calculations for the 2020/21 RSS identified the need to raise \$136m through Rates, which equates to a 0% increase for the current base of properties and 1.1% overall average Rates Revenue increase which is as a result of new properties expected to be built next year. As explained above, the City has calculated the RID and applied a one-off COVID-19 concessions to ensure that 99.25% of the Residential Improved GRV ratepayer category (representing 89% of the total rateable properties across all differential categories and generates 70% or Rates Revenue) and 95% of the Commercial/ Industrial Improved GRV ratepayer category (representing 5% of the total rateable properties across all differential categories and generates 19% or Rates Revenue) will have no change or lower rates compared to the last year.

In accordance with the City's revised Financial Cash Backed Reserves Policy, the City will determine how to treat any unallocated Surplus/ (Deficit) from the RSS which is managed through a transfer to/ (from) the Strategic Projects/ Initiatives Reserve. For 2020/21 an estimated Deficit of \$2.8m to fund City Operations (Operating and Capital Budgets) is expected and will be shown as a deficit with no transfer from this Reserve as indicated above. It is envisaged that the City will look for further savings from its Operating and Capital Budgets which will then be adjusted in the first Quarter Budget Review in October 2020.

Consultation

This document has been prepared based on extensive consultation with Council Members (five Workshops and two Forums), the Executive Leadership Team and Service Unit Managers through scheduled Workshops. Feedback has also been received from the community through submissions from the advertising of differential RID and local businesses were surveyed by the Economic Development and Advocacy Team.

In addition, the budget includes capital projects which have been through consultation processes with community.

Comment

The Statutory Budget Process is a part of the Integrated Planning Process, which considers the LTFP and the Strategic Community Plan (**SCP**), which is then activated by the formulation of the CBP and driven operationally by the development of the Annual Budget. The process also incorporates informing strategies using the Workforce Plan and Asset Management Plan.

The City of Wanneroo is the local beacon of community service in both the response and recovery phase of the COVID-19 pandemic and supports the direction from both State and

Federal governments to maintain the City's workforce (without any access to job keeper federal funding) and to invest in infrastructure to support economic recovery.

The City understands the financial pressures the community is under and due to its strong financial position maintained, Council has been able to introduce a COVID-19 concession that will ensure 99.25% of Residential Improved GRV ratepayer category will pay the same or less rates than in 2019/20. Equally, the City values the contribution made by its business community and the financial pressures they are facing, Council has introduced a COVID-19 concession for Commercial/Industrial ratepayer category ensuring that 95% will pay the same or less rates than in 2019/20. The budget also includes \$0.5m for the community members facing financial hardship due to the impact of COVID-19.

In addition, to support the community during the response stage to the COVID-19 pandemic, the budget includes Community and Business Recovery Packages worth \$1.6m. In summary, the proposed budget has:

1. Less than the 0% Rate increase on current properties, impacting on Rates Revenue negatively by 2.1%;
2. 0% increase of Fees and Charges;
3. Reduced Operating budget by \$14.7m and capital budgets by \$5.0m in line with the reductions in points 1 and 2 above;
4. Allowed for a one off COVID-19 Rates Relief Concession for Residential and Commercial/ Industrial Improved Properties at a cost of \$2.7m;
5. Introduced a further rate instalment payment option to allow for five payments across the year;
6. Reduced interest rates on outstanding balances from 8.45% to 5% and interest on instalments from 5% to 3%;
7. Funds for a COVID-19 Economic Recovery Package;
8. Funds for a COVID-19 Community Response and Recovery Package;
9. Additional funds to help ratepayers impacted by the COVID-19 pandemic under the City's Financial Hardship Policy;
10. Utilised Reserve Funds where possible to supplement revenue sources and enable services and capital projects to continue;
11. Capital projects (including Carry Forwards) of \$67.0m are budgeted, which will assist in stimulating the local economy; and
12. Rent Abatement for City tenants who have been impacted by the COVID-19 pandemic on their operations.

The Rate Setting Statement reflects a deficit of \$2.8m due to the proposed budget, keeping the call on rates as low as possible due to the impact of COVID-19 on the community.

It is acknowledged that the Annual Budget has deviated from the LTFP in light of the continuing weak economic conditions of the State and particularly due to the impact of the COVID-19 pandemic restrictions on business's and the community.

The LTFP will need to undergo a major review post budget adoption, as the deficit will likely impact a number of years into the future whereby further support from the City's Reserves is expected.

Statutory Compliance

- The *Local Government Act 1995* sections relating to Annual Budget, Integrated Planning and Reporting Framework and *Local Government (Financial Management) Regulations 1996* have been utilised to develop the Budget;
- The Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020 on matters relating to rating and budget decisions, including the adoption of the adoption of penalty interest rates for over-due debts. In addition, considerations for a future review to be taken into account for impacts on previous adopted priorities arising from the Community Strategic Plan and Corporate Business Plan (Plan for the Future) in accordance with Administrative Regulations Part 5, Division 3; and
- The specific section of the *Local Government Act 1995* of note against which the Rates Relief Concessions have been applied is:

“Section 6.47 - Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.”*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.2 Provide responsible resource and planning management which recognises our significant future growth”

Risk Management Considerations

Risk Title	Risk Rating
CO-017 – Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-S24 Strategic Asset Management	Moderate
Accountability	Action Planning Option
Director Assets	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Strategic and Corporate risk register. Action plans have been developed to manage this risk to support existing management systems.

In pursuing growth under the Economic objectives of the existing SCP, Council should consider the following risk appetite statements:

“Local Jobs

The City is prepared to accept a high level of financial risk provided that the City implements a risk management strategy to manage any risk exposure.

Strategic Growth

The City will accept a moderate level of financial risk for facilitating industry development and growth.

Any strategic objective including ongoing planning, funding and capital investment to develop infrastructure strategic assets carries financial risks.”

Policy Implications

The Budget has been developed in accordance with the Strategic Budget Policy, Accounting Policy, Financial Cash Backed Reserves Policy and Financial Hardship – Collection of Rates and Service Charges Policy. Due to the COVID-19 related issues faced at the time of the budget development some aspects of the Strategic Budget Policy have not been fulfilled as detailed below:

- *“...Intergenerational equity;*
- *Sustainable, fully costed level of Fees and Charges for services both now and into the future (maintenance, renewal, replacement and new);*
- *Prudent Rates setting that reflects community’s needs and aspirations; and sustainable in non-Rates income streams;*
- *Ensure that Fees and Charges recover actual and reasonable costs unless there are valid policy reasons not to do so...”*

It is envisaged that the recovery of the community, re-basing of service levels and critical review of discretionary capital projects in the development of the LTFP, the City will maintain a sustainable financial position in the medium term.

Financial Implications

Adoption of the CBP and the Budget will allow for the timely implementation of identified actions and associated Capital Works Program. The LTFP will be updated following adoption taking into account the impact of the COVID-19 pandemic related modifications to the proposed 2020/21 Annual Budget.

Voting Requirements

Absolute Majority

Recommendation

That Council, by ABSOLUTE MAJORITY:

- 1. ADOPTS the unbranded Corporate Business Plan 2020/21 – 2023/24 (Attachment 1);**
- 2. ADOPTS the Annual Budget for the Financial Year Ending 30 June 2021 (Attachment 2), incorporating:**
 - a) Statement of Comprehensive Income, showing Total Comprehensive Income of 2,059,114;**
 - b) Statement of Cash Flows, showing cash at end of year position of \$367,529,977;**
 - c) Rate Setting Statement, shows the amount generated through the levying of Rates \$135,971,516, noting a shortfall of \$2,838,700;**
 - d) The Notes to and Forming Part of the Budget;**
 - e) 2020/21 Schedule of Fees & Charges (Attachment 3) (effective from 21 July 2020) including the pensioner rebate on bins for those who received this benefit in 2019/20; and**
 - f) 2020/21 Capital Works Program (Attachment 4) (including 2019/20 Carry Forward Projects).**
- 3. APPROVES to waive the 2020/21 Council Rates (excluding Emergency Services Levy) for the following community groups, in accordance with Section 6.47 of the *Local Government Act 1995*:**
 - a) AJS Motorcycle Club of WA Inc.;**
 - b) Kingsway Football & Sporting Club Inc.;**
 - c) Olympic Kingsway Sports Club;**
 - d) Pinjar Motorcycle Park Inc.;**
 - e) Quinns Mindarie Surf Lifesaving Club Inc.;**
 - f) Quinns Rocks Sports Club Inc.;**
 - g) The Badminton Association of WA Inc.;**
 - h) Tiger Kart Club Inc.;**
 - i) Vikings Softball Club Inc. & The Wanneroo Giants Baseball Club Inc.;**
 - j) Wanneroo Agricultural Society Inc.;**
 - k) Wanneroo Amateur Boxing Club Inc.;**

- l) Wanneroo Amateur Football Club Inc., Wanneroo Cricket Club Inc., Wanneroo Junior Cricket Club Inc. and Wanneroo Junior Football Club Inc. (Wanneroo Showgrounds Clubrooms);
 - m) Wanneroo BMX Club Inc.;
 - n) Wanneroo City Soccer Club Inc.;
 - o) Wanneroo Districts Cricket Club Inc. (Indoor Facility);
 - p) Wanneroo Districts Cricket Club Inc. & Wanneroo Districts Hockey Association Inc.;
 - q) Wanneroo Districts Netball Association Inc.;
 - r) Wanneroo Districts Rugby Union Football Club Inc.;
 - s) Wanneroo Horse & Pony Club Inc.;
 - t) Wanneroo Shooting Complex Inc.;
 - u) Wanneroo Sports & Social Club Inc.;
 - v) Wanneroo Tennis Club Inc.;
 - w) Wanneroo Trotting Training Club Inc.;
 - x) West Australian Rifle Association Inc.;
 - y) Yanchep Golf Club Inc.;
 - z) Yanchep Sports & Social Club Inc.;
 - aa) Yanchep Surf Lifesaving Club Inc.; and
 - bb) Kingsway Little Athletics Centre
4. In accordance with the provisions of Sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*:
- a) IMPOSES Differential Rates and Minimum Rates for the 2020/21 Financial Year; and
 - b) IMPOSES the 2020/21 Gross Rental Value Differential Rates and Minimum Rates as follows, subject to the provisions of Sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*: -

GRV Category	Rate in the Dollar (cents)	General Minimum Rate \$
Residential Improved	7.6953	988
Lesser Minimum Strata Titled Caravan Parks	7.6953	144
Residential Vacant	13.4160	970
Commercial & Industrial Improved	7.7080	1,344
Lesser Minimum Strata Titled Storage Units	7.7080	672
Commercial & Industrial Vacant	7.1860	1,344

- c) **IMPOSES** the 2020/21 Unimproved Value Differential Rates and Minimum Rates as follows, subject to the provisions of Sections 6.32, 6.33 and 6.35 of the *Local Government Act 1995*: -

UV Category	Rate in the Dollar (cents)	General Minimum Rate \$
Residential Improved	0.3850	988
Residential Vacant	0.5622	970
Commercial & Industrial Improved	0.2833	1,344
Commercial & Industrial Vacant	0.3283	1,344
Rural & Mining Improved	0.3762	980
Rural & Mining Vacant	0.4991	928

5. **APPROVES** to provide a one-off COVID-19 Rates Relief Concession in accordance with Section 6.47 of the *Local Government Act 1995* to the 2020/21 Council Rates (excluding Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Services Levy and Minimum rated properties) for the Residential and Commercial/Industrial Improved Rate categories whose Gross Rental Valuations (GRV) are the same or lower than 2019/20 to ensure that no rate payer in these categories has an annual rate charge greater than the respective 2019/20 Rate charged as follows:
- a) Residential Improved Category concessions will be applied in \$50 increments to achieve a 99.25% target covering all properties with valuations that were lower or had no change from 2019/20 at an estimated cost of \$2.0m (per Attachment 6); and
 - b) Commercial Improved Category concessions will be applied in \$50 increments for the first 20 groups and then \$250 increments for the rest to achieve a 95% target covering all properties with valuations that were lower or had no change from 2019/20 at an estimated cost of \$0.7m (per Attachment 6).
6. **APPROVES** to offer the following payment options and incentives for the payment of Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees and Emergency Service Levy in accordance with the provisions of Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996:
- a) **One Instalment:**
 - i. Payment in full within 35 days of the issue date of the Annual Rate Notice (14 September 2020); and
 - ii. Eligibility to enter the Rates Early Payment Incentive Scheme.
 - b) **Two Instalments:**
 - i. The first instalment of 50% of the total current Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Service Levy and Instalment Charge, plus the total outstanding arrears payable within 35 days of date of issue of the Annual Rate Notice (14 September 2020);
 - ii. Second Instalment 63 days after due date of first instalment (16 November 2020);

- ii. **Eligibility to enter the Rates Early Payment Incentive Scheme.**
- c) **Four Instalments:**
 - i. **The first instalment of 25% of the total current Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Service Levy, Instalment Charge, plus the total outstanding arrears payable within 35 days of date of issue of the Annual Rate Notice (14 September 2020).**
 - ii. **The second, third and fourth instalments each of 25% of the total current Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Service Levy and Instalment Charge, payable as follows:**
 - a. **Second Instalment 63 days after due date of first instalment (16 November 2020);**
 - b. **Third Instalment 63 days after due date of second instalment (18 January 2021);**
 - c. **Fourth Instalment 63 days after due date of third instalment (22 March 2021);**
 - d. **Eligibility to enter the Rates Early Payment Incentive Scheme.**
- d) **Five Instalments:**
 - i. **The first instalment of 20% of the total current Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Service Levy, Instalment Charge, plus the total outstanding arrears payable within 35 days of date of issue of the Annual Rate Notice (14 September 2020).**
 - ii. **The second, third, fourth and fifth instalments each of 20% of the total current Rates & Charges, Waste Service Fee, Private Swimming Pool Inspection Fees, Emergency Service Levy and Instalment Charge, payable as follows:**
 - a. **Second Instalment 63 days after due date of first instalment (16 November 2020);**
 - b. **Third Instalment 63 days after due date of second instalment (18 January 2021);**
 - c. **Fourth Instalment 63 days after due date of third instalment (22 March 2021);**
 - d. **Fifth Instalment 63 days after due date of fourth instalment (24 May 2021); and**
 - e. **Eligibility to enter the Rates Early Payment Incentive Scheme.**
- e) **Rates Early Payment Incentive Scheme:**

- i. In accordance with the provisions of Section 6.46 of the *Local Government Act 1995*, a Local Government is empowered to offer a discount or other incentive for the early payment of rates.
 - ii. The City will provide \$100 vouchers from local businesses to 100 randomly selected Ratepayers who pay in full or the first instalment by 14 September 2020 as indicated above.
- 7. **IMPOSES**, In accordance with the provisions of Sections 6.13 and 6.51 of the *Local Government Act 1995* and Clause 14 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, interest on all arrears and current charges in respect of Rates & Charges, Waste Service Fees and Private Swimming Pool Inspection Fees (including GST where applicable) at a rate of 5.0% per annum. This amount will be calculated on a simple interest basis on arrears amounts that remain unpaid and current amounts that remain unpaid after 35 days from the issue date of the Original Rate Notice (14 September 2020), or the due date of the instalment and continues until all instalment are paid, excluding:
 - a) Deferred Rates;
 - b) Instalment current amounts not yet due under the four payment options;
 - c) Registered Pensioner Portions;
 - d) Current Government Pensioner Rebate amounts; and
 - e) Where the debtor is a person or organisation considered by the City of Wanneroo to be suffering financial hardship as a consequence of the COVID-19 pandemic.
- 8. **IMPOSES**, in accordance with the provisions of Section 6.45 of the *Local Government Act 1995* and Clause 13 of the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020, for the 2020/21 Financial Year, the following Administration Fees & Charges for payment of Rates & Charges, Waste Service Fees and Private Swimming Pool Inspection Fees:
 - a) Two Instalment Option:
 - i. An Administration Fee of \$5.00 for Instalment Two; and
 - ii. Instalment Interest Charge of 3.0% per annum, calculated on a simple interest basis on 50% of the total current General Rate and Charges calculated thirty-five (35) days from the date of issue of the Annual Rate Notice to 63 days after the due date of the first instalment.
 - b) Four Instalment Option:
 - i. An Administration Fee of \$5.00 for each of Instalment Two, Three and Four; and
 - ii. Instalment Interest Charge of 3.0% per annum, calculated on a simple interest basis on:

- a. 75% of the total current General Rate and Charges calculated 35 days from the date of issue of the Annual Rate Notice to 63 days after the due date of the first instalment;
 - b. 50% of the total current General Rate and Charges calculated from the due date of the Second Instalment to the due date of the Third Instalment; and
 - c. 25% of the total current General Rate and Charges calculated from the due date of the Third Instalment to the due date of the Fourth Instalment.
- c) **Five Instalment Option:**
 - i. An Administration Fee of \$5.00 for each of Instalment Two, Three, Four and Five; and
 - ii. Instalment Interest Charge of 3.0% per annum, calculated on a simple interest basis on:
 - a. 80% of the total current General Rate and Charges calculated 35 days from the date of issue of the Annual Rate Notice to 63 days after the due date of the first instalment;
 - b. 60% of the total current General Rate and Charges calculated from the due date of the Second Instalment to the due date of the Third Instalment; and
 - c. 40% of the total current General Rate and Charges calculated from the due date of the Third Instalment to the due date of the Fourth Instalment.
 - d. 20% of the total current General Rate and Charges calculated from the due date of the Fourth Instalment to the due date of the Fifth Instalment.
- d) **Exclusion:**







This additional charge and interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Financial Hardship – Collection of Rates and Service Charges Policy (the Policy) due to the COVID-19 pandemic.
- 9. **ACCEPTS \$1.973M funding provided by the Australian Government under its Local Roads Community Infrastructure Program announced on 22 May 2020, and:**
 - a) **AUTHORISES** the Chief Executive Officer to approve and execute the Grant Agreement with the Program administering entity Federal Department of Infrastructure, Transport, Regional Development and Communications;
 - b) **APPROVES** the submission of the Works Schedule (Attachment 5) as per the criteria set out in the Local Roads Community Infrastructure Program guidelines released on 24 June 2020; and

- c) **APPROVES** the inclusion of the projects listed in the Works Schedule (Attachment 5) in the 2020/2021 Capital Works Program.
- 10. **ADOPTS** in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, for the purposes of reporting material variances for Operational Costs and Capital expenditure for the 2020/21 Financial Year, a percentage of 10% together with minimum values of \$100,000.
 - 11. **REQUESTS**, the Chief Executive Officer to identify further reductions in Operating and Capital Budgets as part of the first Quarter Review and present to the Ordinary Council Meeting.
 - 12. **AGREES** to these key messages being included in a community awareness campaign on the City of Wanneroo website, social media, print advertising, information flyers and other external publications.
 - a) Council understands the health, social and economic challenges some of our community members are facing as a result of the COVID-19 pandemic.
 - b) In a time of uncertainty, Council has delivered a budget to support ratepayers and aid community and economic recovery.
 - c) In April 2020, Council resolved to develop a budget based on a 0% increase in rates, and fees and charges. The 2020/21 budget goes above and beyond to deliver a financially responsible budget that supports ratepayers, local businesses and the community through the COVID-19 pandemic.
 - d) \$4.8 million has been allocated to provide direct assistance to ratepayers, community support groups and local businesses impacted by the COVID-19 pandemic including:
 - i. A one-off COVID-19 Rates Concession will ensure that 99.25% of ratepayers in the residential improved category and 95% of ratepayers in the commercial/industrial improved category pay the same or less in rates compared to last year
 - ii. A community response and recovery package will fund new and existing community services that provide direct support to the City of Wanneroo community. This includes non-profit agencies and incorporated community groups that support vulnerable community members by offering food relief, legal services and financial counselling.
 - iii. A economic relief package provides local business owners and operators direct support and tools to help local businesses thrive beyond the COVID-19 pandemic.
 - iv. Enhancement of the City's Financial Hardship Policy to provide support to Community members and businesses financially impacted by the COVID-19 pandemic with some assistance to pay their rates.
 - e) \$59.4 million will go towards delivering new Capital Works that supports the economy and generates jobs and also improves existing and delivers new community facilities and assets.
 - f) The City has worked hard to balance a reduction in operational and capital works expenditure in response to the current environment while minimising the impact on the City's ability to continue to provide services and facilities our community deserves and relies on. Council has also

approved the use of reserve funding to off-set the shortfall in rates funding.

- g) **The City of Wanneroo will review the budget and related relief packages throughout the year as we continue to understand the impact of the COVID-19 pandemic on our community.**

Attachments:

1 	Attachment 1 - Corporate Business Plan 2020-21 to 2023-24	20/81981	Minuted
2 	Attachment 2 - 2020-21 Statutory Budget Statement	20/262473	Minuted
3 	Attachment 3 - Schedule of Fees Charges 2020 21	20/158320	Minuted
4 	Attachment 4 - 2020-21 Capital Works Program	20/255650	Minuted
5 	Attachment 5 - LRCIP Project Listing	20/295851	Minuted
6 	Attachment 6 - Rates Concessions - Residential and Commercial Industrial	20/295984	Minuted

City of Wanneroo

Corporate Business Plan

2020/21-2023/24

Contents

ACKNOWLEDGEMENT OF COUNTRY 3

MAYOR’S MESSAGE..... 4

CEO MESSAGE..... 5

OUR CITY 7

OUR COMMUNITY 9

OUR ORGANISATION 10

HOW WE PLAN OUR BUSINESS 12

OUR PRIORITIES 17

PERFORMANCE AND RISK..... 19

DELIVERING AGAINST OUR STRATEGIC OBJECTIVES..... 20

KEY PARTNERS AND STAKEHOLDERS 55

OUR OPERATING BUDGET..... 56

ACKNOWLEDGEMENT OF COUNTRY

The City of Wanneroo acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

MAYOR'S MESSAGE

The City of Wanneroo, our residents, local businesses and the economy have been greatly impacted by COVID-19, however, I am confident we will recover and move forward together – stronger and more resilient.

The City continues to experience rapid growth, with over 205,000 residents calling our community home, and a figure that is expected to increase by an additional 150,000 by 2041.

With such exponential growth, it is vital we plan ahead and ensure our future strategies align to the needs of the community. The Corporate Business Plan 2020/21-2023/24 (CBP) outlines how we will achieve the outcomes in the City's overarching Strategic Community Plan (SCP).

Each action and outcome is aligned to one of our four strategic themes; Society, Economy, Environment and Civic Leadership. This document is vital for Administration to balance the operational priorities against each respective theme and is a strong example of the City's robust and comprehensive strategic planning framework.

The current pandemic has resulted in uncertainty, and it is our priority to help support the community through these challenging times, which means we will be reviewing the SCP to ensure the objectives still complement the aspirations of our residents. We will focus on dividing the City's resources and finances to service the community during this recovering economic time.

We will also be increasing our efforts to support local business – who form the backbone of our economy across the City. With over 13,000 businesses providing 55,000 jobs, it is vital we all continue supporting and buying local where possible.

The City will continue to deliver essential services and projects, and finance key infrastructure where required in order to preserve growth, local jobs and the prosperity of our community.

We will continue working hard to provide lasting support through sound decision making and community consultation to ensure our wonderful city is revived and will continue to thrive for many generations to come.

Thank you to all our residents for your resilience during the pandemic and for the amazing community spirit you have displayed. To the City's Councillors, Chief Executive Officer, Executive Leadership team and staff; thank you for your continuous commitment and contribution to the City of Wanneroo.

Mayor Tracey Roberts JP

CEO MESSAGE

The Corporate Business Plan demonstrates our strong focus on essential and desirable services and facilities to our community in an ever-changing world. As a large and growing local government, constant collaboration and strategic planning are foundation stones for our success.

Our Strategic Community Plan details the vision and aspirations for the future of our community over the next decade, and the Corporate Business Plan focuses on achieving those objectives through an ambitious but financially responsible agenda.

It details how, over the next four years, we will deliver outcomes for our community through the four strategic themes of Society, Economy, Environment and Civic Leadership.

The COVID-19 global pandemic had a significant impact on the City of Wanneroo in 2020 – some of it positive, such as bringing forward delivery of certain services online, but many negatives, including the impact on our community and local businesses, tightening of the financial environment, and changes to the way we work due to health requirements.

Two key initiatives that we have included for the first time in the Corporate Business Plan 2020/21-2023/24 are implementing and completing a Community Recovery Plan and a COVID-19 Economic Recovery Plan, which can be found under the Society and Economy outcomes respectively.

Responding to events such as the Yanchep bushfire and the COVID-19 pandemic, along with changes in the community's expectations of local government and our services means that we need to increase our agility as an organisation. We are embracing technological change and a move to online services, while ensuring we continue to provide quality in-person and phone service for those customers who need it. Improving the customer experience is always at the forefront of the City's plans for the future.

We continue to make community safety a priority, with implementation of the CCTV Service Plan, a new Animal Care Centre Facility, ongoing public health compliance services, and continuing to support our Volunteer Bush Fire Brigades.

Meeting the needs of the community through the creation of unique places to reflect our diversity as a City continues to be a priority. We will develop and implement Local Area Plans, continue implementation of the Yanchep Lagoon Master Plan, and activate the Yanchep Two Rocks Access Centre (YTRAC) as a community hub.

We acknowledge the importance of promoting the City as a recipient for meaningful investment and as a tourism destination through creating collaborative relationships with other government and nongovernment organisations. We aim to solidify support for local business and stimulate investment, drive economic growth and diversify our economic base.

Protecting and managing our key environmental resources and values are vital to the City's future. We will continue to develop, implement and review plans to manage coastal hazards, reduction in our energy use, our urban forest plan and adapting to climate change.

We have an exciting four years ahead of us with many changes to the way we connect and service the community.

I would like to express my appreciation to our Mayor and Councillors for their strong stewardship and caring of our community and leadership to ensure we as a Council respond to the needs of our community at this very challenging time.

Equally to our Executive Leadership Team, all our leaders and team members, I would like to thank you for your commitment to maintaining services where possible during the COVID-19 pandemic.

The City of Wanneroo is a vibrant, welcoming place to live, work and visit. Our strength is in the way our community members and our organisation work together and our Corporate Business Plan provides the framework to support this collaboration.

Daniel Simms

Chief Executive Officer

OUR CITY

Strategic Direction

The City's Strategic Community Plan 2017/18-2026/27 presents the vision and aspirations for the future of our community. It sets out the key strategies and actions required to achieve these aspirations.

It provides the City of Wanneroo, and others, with a clear understanding of what matters most to the communities within Wanneroo and guides the way in which we plan for the future and deliver services.

A major review of the City's Strategic Community Plan will be undertaken in the 2020/21 financial year with a program of in-depth stakeholder engagement to identify the current aspirations of our communities.

Our Vision

Inspired by our past, working to create a vibrant, progressive City, providing opportunity and investment to enable our growing communities to prosper.

VIBRANT | PROGRESSIVE | PROSPEROUS

Our Council and its role

The Council is the decision-making body that sets the strategic direction, policies and priorities for provision of services to the communities of Wanneroo. The Council is also the governing body that appoints a Chief Executive Officer. The needs and aspirations of communities are represented by 15 Elected Members across three wards, these being Central, North Coast and South.

MAYOR



Tracey Roberts JP

CENTRAL WARD

Ashby, Banksia Grove, Carabooda, Carramar, Hocking, Jandabup, Mariginiup, Neerabup, Nowergup, Pearsall, Pinjar, Sinagra, Tapping, Wanneroo



**Deputy Mayor
Cr Frank Cvitan JP**



**Cr Jacqueline
Huntley**



**Cr Paul
Miles**



**Cr Dot
Newton JP**

NORTH COAST WARD

Alkimos, Butler, Clarkson, Eglington, Jindalee, Merriwa, Mindarie, Quinns Rocks, Ridgewood, Tamala Park, Two Rocks, Yanchep



**Cr Linda
Aitken JP**



**Cr Chris
Baker**



**Cr Sonet
Coetzee**



**Cr Lewis
Flood**



**Cr Natalie
Sangalli**

SOUTH WARD

Alexander Heights, Darch, Girrawheen, Gnangara, Koondoola, Landsdale, Madeley, Marangaroo, Wangara, Woodvale (part)



**Cr Hugh
Nguyen**



**Cr Vinh
Nguyen**



**Cr Glynis
Parker**



**Cr Brett
Treby**



**Cr Domenic
Zappa**

OUR COMMUNITY

The City of Wanneroo is one of the fastest and largest growing local government authorities in Australia, and includes 32 kilometres of coastline, natural environments, agricultural and bush land. The City has 36 suburbs, across 684 square kilometres, stretching from Girrawheen in the south to Two Rocks in the north.

Key Statistics

To be presented as infographics

Population

- The population forecast for 2020 is 206,860
- The expected increase in population between 2020 and 2023 is 7,601
- The population forecast for 2030 is 258,350
- The median age of residents is 33
- 41% of residents were born overseas
- 20% of residents speak a language other than English at home
- The estimated number of people aged 65+ in 2030 will be 35,329
- 40% of households are made up of couples and children

Infrastructure

- 593 parks and gardens totalling 2720 hectares
- 45 active parks comprising golf courses, sporting complexes and sports grounds
- 161 conservation reserves such as bushland and wetlands
- 1770 kilometres of road
- 1333 kilometres of pathway
- 357 kilometres of cycle paths
- 5338 kilometres of foreshore

Community Facilities

- 295 Playgrounds (42 nature play)
- 4 Libraries
- 2 Recreation Centres
- 1 Aquatic Facility
- 24 Sporting Pavilions
- 21 Community Centres
- 3 Museums
- 41 Sports Reserves
- 36 Tennis Courts
- 67 Netball Courts
- 22 Half-court Basketball or multi-use game areas
- 10 Skate Parks
- 14 BMX Tracks
- 40 Parks with outdoor exercise equipment
- 3 Lawn Bowls facilities
- 2 Golf Courses - Marangaroo and Carramar

OUR ORGANISATION

Executive Team and Service Units

The City of Wanneroo's organisational structure is grouped into four directorates. The leaders of each directorate make up the Executive Leadership Team, led by the Chief Executive Officer, Daniel Simms.

CHIEF EXECUTIVE OFFICER



Daniel Simms

As well as being responsible for the day-to-day management of the City, the CEO is also responsible for the following Service Units:

- Advocacy and Economic Development
- Governance and Legal

DIRECTOR ASSETS



Harminder Singh

The Director Assets is responsible for the following Service Units:

- Asset Maintenance
- Infrastructure Capital Works
- Parks and Conservation Management
- Strategic Asset Management
- Traffic Services
- Waste Services

DIRECTOR COMMUNITY AND PLACE



Debbie Terelinck

The Director Community and Place is responsible for the following Service Units:

- Communications and Brand
- Community Facilities
- Community Safety and Emergency Management
- Community Development
- Cultural Development
- Place Management

DIRECTOR CORPORATE STRATEGY AND PERFORMANCE



Noelene Jennings

The Director Corporate Strategy and Performance is responsible for the following Service Units:

- Contracts and Procurement
- Council and Corporate Support
- Customer and Information Services
- People and Culture
- Property Services
- Strategic and Business Planning
- Finance

DIRECTOR PLANNING AND SUSTAINABILITY



Mark Dickson

The Director Planning and Sustainability is responsible for the following Service Units:

- Approval Services
- Health and Compliance
- Land Development
- Strategic Land Use Planning and Environment

Our Values

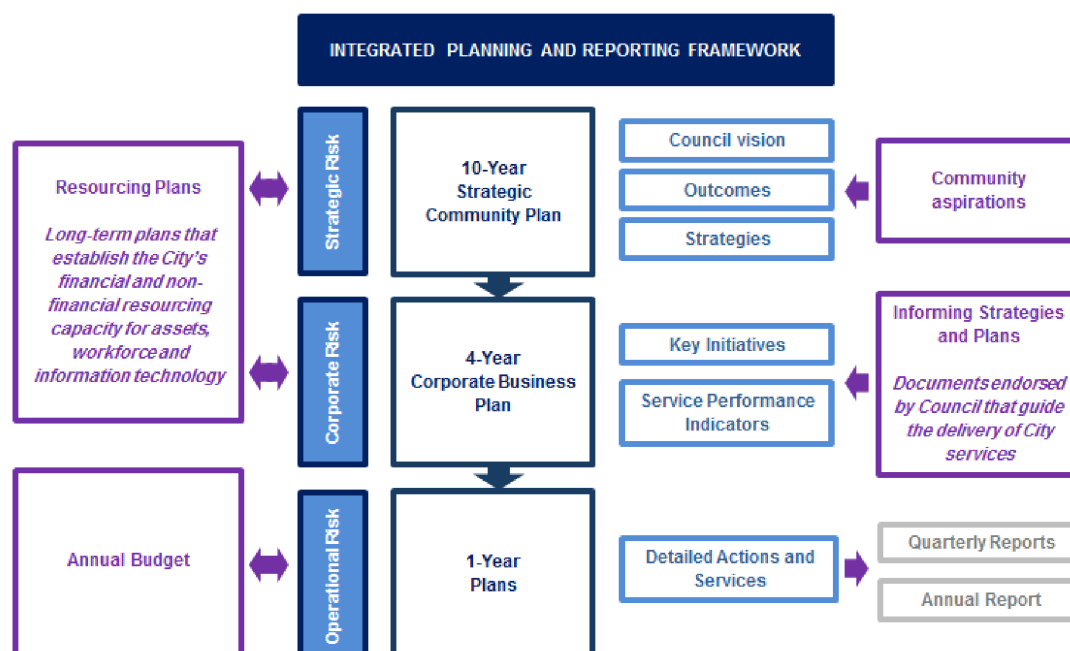
The values provide a foundation for the City, which distinguish us and guide our actions to deliver results. Values guide our behaviours and provide the boundaries within which our interactions occur. Values are linked to our vision, culture and strategy. The City's values are:

- **Customer Focused**
Delivering service excellence
- **Improvement**
Finding simpler, smarter and better ways of working
- **Accountability**
Accepting responsibility and meeting commitments, on-time and to standards
- **Collaboration**
Together we are stronger
- **Respect**
Trusting others and being trustworthy

HOW WE PLAN OUR BUSINESS

Integrated Planning

The City of Wanneroo's Integrated Planning and Reporting Framework guides our planning process to ensure alignment to and delivery on our community's expectations. The Framework is also aligned to legislative requirements for local governments in Western Australia.



Strategic Community Plan (Level 1)

The Strategic Community Plan is a ten-year plan that undergoes a major review every four years through community consultation and engagement. This plan is the Council's key strategic document that represents the community's long-term vision, aspirations and objectives.

Corporate Business Plan (Level 2)

The Corporate Business Plan (CBP) defines four years of priorities, services, projects and actions the City will implement in order to realise the Strategic Community Plan 2017/18–2026/27. The CBP is supported by resourcing plans to enable implementation.

Annual Service Plans (Level 3)

Detailed planning for the implementation of year one of the Corporate Business Plan is done through internal Service Plans and Annual Action Plans.

Resourcing Plans

The City's resourcing plans include financial and non-financial resources that are required over the life of the Corporate Business Plan. Their purpose is to ensure that adequate resources are available to maintain services at levels that are established by the Council and to deliver on the priorities of the Corporate Business Plan. The City currently has the following Resourcing Plans:

Asset Management Plans

The City relies heavily on assets to deliver its services to the community. It is therefore necessary to plan for the effective and sustainable management of our assets to meet current and future community needs and to optimise return on investment.

Directed by an Asset Management Strategy, a number of Asset Management Plans (AMPs) define the levels of service and operational requirements for the various classes of assets. They also highlight the processes used to manage the associated assets that services rely on, and consider how current and future services to the community will be sustainably provided at the most appropriate standard, time, place and cost. The AMPs inform the 20-year long term Capital Works Program.

Long Term Financial Plan

The 20-year Long Term Financial Plan (LTFP) has been developed as part of the City's ongoing financial planning to ensure continued long-term financial sustainability while providing sufficient funding for future workforce, services, and infrastructure to the community.

The LTFP was adopted in December 2019 and is reviewed annually giving consideration to prevailing economic circumstances and community expectations. The review may result in new priorities being added or planned projects being deferred or reassessed according to the priorities established each year. Strategic financial parameters will also be reviewed and adjusted accordingly to reflect the most realistic current financial circumstances and outlook in any rating year and the impacts on the outer nineteen years. This provides the City with the opportunity to:

- Change priorities to reflect emerging opportunities or changing circumstances;
- Incorporate changes arising from the prescribed reviews of the Strategic Community Plan and Corporate Business Plan and corresponding reviews of the Workforce Plan and Asset Management Plans;
- Update estimated income and expenditure for each year covered by the plan.

In developing the LTFP, key considerations have been given to the need to:

- Prudently manage financial risks relating to debt, assets and liabilities to ensure good stewardship of the City's assets;
- Manage the level of rate burden for our communities;
- Consider the financial effects on future generations to address issues of inter-generational equity; and
- Strategic Budget Policy.

The LTFP is developed collaboratively from a wide range of inputs and forms a guide to the development of the annual budget for successive years.

Assumptions in the Long Term Financial Plan

The LTFP has been constructed based on a number of assumptions which are evaluated as part of the annual integrated planning and budgeting process. These assumptions relate to:

- Consumer Price Index
- Revenue including
 - Rates base
 - Rates growth (based on population forecasts)
 - Interest Yield
- Expenses including
 - Employee costs
 - Employee growth
 - Materials and Contracts (with consideration of forecasts on asset growth)
 - Utility Charges
 - Depreciation
- Other State and Federal charges
- Other changes in economic factors

The City currently has a depreciable asset portfolio valued at \$2.22bn based on fair-valuation at the 30th June 2019. The portfolio is growing at a significant rate as a result of the City's capital works program and assets acquired through ongoing development activity. Long term financial planning is informed by the City's Asset Management Plans, so that adequate provisions are made for assets to be maintained, refurbished and replaced at appropriate intervals; this ensures continuity of services in line with community expectations and longer term sustainability.

Workforce Plan

The City's Workforce Plan focuses on workforce requirements and strategies that enable delivery of the Corporate Business Plan. The plan considers current and future capability and capacity needs to ensure that the City has people with the right skills in the right roles delivering the right customer outcomes. The Workforce Plan is part of a continuous process and workforce requirements are incorporated into the City's Long Term Financial Plan.

The Workforce Plan contains financial and non-financial triggers that indicate when to review or revise the Plan. A trigger based approach enables the City to proactively identify when changes to the Workforce Plan are warranted, given evolving business circumstances or priorities. The recent COVID-19 crisis has activated a substantial review of the Plan. The aim of the review is to assess the overall impact of the situation on current and future capability and capacity needs, and identify initiatives that will support the City's recovery actions.

Workforce Profile

A large proportion of our employees choose to live and work locally. At present 53.99% of our employees live within the City of Wanneroo boundary. Our workforce is well balanced across genders with 56.81% of the City's workforce being female and 43.19% male.

Generationally, we have the greatest representation across Gen X and Baby Boomers as shown in the categories below:

Gen Z 9.49%
 Gen Y 24.52%
 Gen X 36.53%
 Baby Boomers 29.47%

Other key informing Plans and Strategies

The City of Wanneroo has a number of plans and strategies that inform decision making and provide direction to the organisation. These plans and strategies are aligned to the current Strategic Community Plan themes and are summarised in the Delivery Against Our Strategic Objectives section of this plan.

Place Framework

The City of Wanneroo established a Place Framework in 2018 which forms part of the City's Integrated Planning and Reporting Framework (IPRF).

The framework informs future policy work, strategic planning and provides general guidance on the City's Place Approach.

The City has seven Place Management Areas that act as focal points for deployment of the City's Place Approach. This allows the City to develop a distinctive vision for each area and recognise the communities of interest.

These Place Management Areas have been identified as part of the City's Land Use Vision 2008-2030 which takes into consideration key factors of land use planning and development goals for the City. The seven Place Management Areas and the suburbs they cover are as follows:

Transitional Coastal

Yanchep, Two Rocks, Jindowie, Capricorn, Yanchep Golf Course Estate, Vertex, The Reef, and Atlantis

Emerging Coastal

Alkimos, Eglinton

Established Central

Ashby, Banksia Grove, Carramar, Sinagra, Tapping and parts of Wanneroo, Hocking and Pearsall

Established Coastal

Butler, Clarkson, Jindalee, Merriwa, Mindarie, Quinns Rocks and Ridgewood

North East Rural

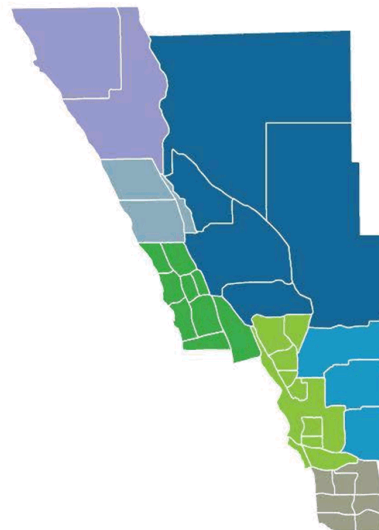
Carabooda, Nowergup, Neerabup and Pinjar

Transitional Rural

Gnangara, Jandabup, Mariginiup and parts of Wanneroo

Established Southern

Alexander Heights, Darch, Girrawheen, Koondoola, Landsdale, Madeley and Marangaroo



Local Area Planning

The Local Area Planning process allows the City to communicate with residents about what is planned, committed and budgeted for, and allows the community an opportunity to see what the City is prioritising in a local area. Local Area Planning provides important information and data that is considered as part of the City's integrated planning model.

This process includes engaging with the local community on their key issues and priorities; and considers other community insights gathered through various engagement methods. In addition, it sets out the City's approach and objectives for future planning and includes a broad framework to pursue those objectives.

Girrawheen / Koondoola Local Area Plan

The Girrawheen Koondoola Local Area is located in the City's southernmost point and sits within the Established Southern Place Management Area. The Local Area comprises approximately 780 hectares of land and is approximately 11km from the Perth CBD. The key themes and priorities identified for the local area were:

- Parks and Trees
- Safety
- Shopping Centres and Local Business
- Sense of Community Connection
- Landscape and Maintenance
- Traffic and Connections
- Location
- Facilities and Library

Yanchep / Two Rocks Local Area Plan

The Yanchep Two Rocks Local Area is located in the City's far north and sits within the Transitional Coastal Place Management Area. The Local Area comprises approximately 7,550 hectares of land within the northernmost extent of the Perth Metropolitan Region, approximately 60km from the Perth CBD. The key themes and priorities identified for the local area were:

- Jobs, Business, Tourism and Economy
- Connectedness and Lifestyle
- City Facilities
- Coast and Environment
- Parks, Verges and Gardens
- Yanchep Lagoon

Wanneroo Local Area Plan

The Wanneroo Local Area is located in the City's central point and sits within the Established Central Place Management Area. The Local Area comprises approximately 308 hectares of land and is approximately 23 km from the Perth Central Business District.

The Wanneroo Local Area Plan is currently in development and expected to be endorsed by the Council in September 2020.

OUR PRIORITIES

Major Projects

The City of Wanneroo identifies major projects that will be undertaken each year based on community need and financial value. The major projects for 2020-21 are:

SCP THEME - ECONOMY				
SCP Outcome	Project	Description	Responsible Service Unit	Budget
Strategic Growth	Neerabup Industrial Area	Development of the City's landholdings within area	Advocacy & Economic Development	\$980,523
SCP THEME - SOCIETY				
SCP Outcome	Project	Description	Responsible Service Unit	Budget
Healthy and Active People	Halesworth Park, Butler	Design and construct playing fields and sports amenities building (Butler North District Open Space)	Infrastructure Capital Works	\$10,987,994
Healthy and Active People	Dalvik Park, Merriwa	Design and construction of new change rooms, storage areas and car park	Infrastructure Capital Works	\$587,000
Healthy and Active People	Leatherback Park, Alkimos	Design and construction of new sports amenities building	Infrastructure Capital Works	\$1,478,000
SCP THEME - ENVIRONMENT (BUILT)				
SCP Outcome	Project	Description	Responsible Service Unit	Budget
Connected and Accessible City	Neerabup Industrial Area (Existing Estate), Neerabup	Provision of new water and wastewater services, and upgraded drainage, roads, lighting, parking and path infrastructure along Mather Drv, Warman St, Avery St and Turnbull Rd	Infrastructure Capital Works	\$1,120,000
Connected and Accessible City	Yanchep Industrial Area	Design and construction of road and drainage improvements	Infrastructure Capital Works	\$500,000
Connected and Accessible City	Hartman Dr, Wangara	Design and construction of dual carriageway from Hepburn Ave to Gnangara Rd	Infrastructure Capital Works	\$2,100,000
Activated Places	Mirraboopa Ave, Rawlinson Drive	Upgrade Intersection with geometric improvements	Infrastructure Capital Works	\$900,000
Activated Places	Southern Suburbs Library, Landsdale	Design and construct a new public library	Infrastructure Capital Works	\$650,000
Activated Places	Renew Park Assets	Design and install various passive park elements as identified from the Parks Asset Renewal Plan	Infrastructure Capital Works	\$1,730,000
Activated Places	Hinckley Park, Hocking	Design and construct park upgrades	Infrastructure Capital Works	\$1,346,227

Capital Works Sub-Programs

The City will deliver a Capital Works Program over the next four years to benefit the health and wellbeing of our community, our local and regional economy and natural and built environment. The value of the City's Capital Works sub-programs for the next four years is:

SCP THEME - SOCIETY				
Sub Program	2020/21	2021/22	2022/23	2023/24
Golf Courses	195,000	1,000,000	565,000	1,325,000
Community Safety	238,000	425,000	150,000	-
Sports Facilities	16,407,271	21,523,781	8,520,800	8,740,730
Community Buildings	1,908,482	9,792,221	3,135,300	14,261,197
TOTAL	18,748,753	32,741,002	12,371,100	23,001,927

SCP THEME - ECONOMY				
Sub Program	2020/21	2021/22	2022/23	2023/24
Investments Projects	1,221,523	1,497,284	9,285,037	829,240
TOTAL	1,221,523	1,497,284	9,285,037	829,240

SCP THEME - ENVIRONMENT (NATURAL)				
Sub Program	2020/21	2021/22	2022/23	2023/24
Conservation Reserves	297,000	373,000	334,000	336,000
Environmental Offset	507,600	333,500	308,500	293,750
Foreshore Management	1,700,845	3,984,839	3,142,000	807,000
Parks Rehabilitation	1,050,000	1,500,000	1,530,000	1,560,600
Stormwater Drainage	20,000	985,000	1,700,000	640,000
TOTAL	3,575,445	7,176,339	7,014,500	3,637,350

SCP THEME - ENVIRONMENT (BUILT)				
Sub Program	2020/21	2021/22	2022/23	2023/24
Street Landscaping	500,000	153,575	200,000	300,000
Traffic Treatments	2,128,005	3,454,000	2,755,000	2,120,000
Pathways and Trails	895,000	2,561,000	2,446,750	1,100,000
Park Furniture	2,456,000	3,710,000	3,840,000	3,790,000
Roads	9,673,592	14,540,000	23,155,370	22,445,370
Passive Park Development	1,452,424	904,167	678,666	578,166
TOTAL	17,105,021	25,322,742	33,075,786	30,333,536

SCP THEME - CIVIC LEADERSHIP				
Sub Program	2020/21	2021/22	2022/23	2023/24
Corporate Buildings	195,000	1,370,000	250,000	350,000
Fleet Management - Corporate	7,171,990	8,767,710	4,481,749	3,635,588
IT Equipment and Software	4,921,661	3,840,994	3,071,885	2,633,000
TOTAL	12,288,651	13,978,704	7,803,634	6,618,588

PERFORMANCE AND RISK

The City of Wanneroo has robust performance reporting processes to ensure transparency and accountability on the progress of our priorities and plans.

The table below shows how we report against each of our major plans and programs:

PLANS			REPORTING	
Plan	Duration	Review	Report	Audience
Strategic Community Plan	10 years	Major review every four years	Annual Report	Council / Community
Corporate Business Plan	4 years	Annually	Quarterly Report	Audit and Risk Committee
			Mid-Year Report	Council / Community
			Annual Report	Council / Community
Annual Budget	1 year	Annually	Monthly Report	Council
			Quarterly Report	Audit and Risk Committee
Capital Works Program	20 years	Annually	Quarterly Report	Audit and Risk Committee
			Mid-Year Report	Council / Community
			Annual Report	Council / Community

Risk Management

Risk is managed in accordance with the appetite for risk, as determined by the Council. To ensure robust risk management at all levels of planning and decision-making, risks are assessed at the strategic, corporate, operational and project levels. These are regularly reviewed, monitored and, where appropriate, reported to the Audit and Risk Committee and Executive Leadership Team in line with the Risk Management Framework. This ensures that adequate progress is made to address the prioritised risks, and that the management systems and controls in place for risk management are effective.

DELIVERING AGAINST OUR STRATEGIC OBJECTIVES

The Corporate Business Plan 2020/21-2023/24 provides operational delivery detail specifically linked to the four Strategic Themes as defined in the Strategic Community Plan 2017/18-2026/27.

Each Strategic Theme (Society, Economy, Environment, Civic Leadership) is framed by the desired Outcomes for our community, and the Strategies by which we will achieve these Outcomes. To ensure successful delivery on these strategies, key service initiatives and indicators of performance have been developed. The capital works program, including the City's major projects, underpin delivery of the services to the community.

Society

Healthy, safe, vibrant and connected communities

To achieve the outcomes of the Strategic Community Plan we will:

- Create opportunities that encourage community wellbeing and active and healthy lifestyles
- Facilitate opportunities within the City to access peak and elite activities
- Enable the community to be prepared and to recover from emergency situations
- Create distinctive places based on identity of areas
- Create place-based access to local services
- Advocate and partner to meet changing community service expectations in place
- Connect communities through engagement and involvement
- Strengthen community and customer connectedness through community hubs
- Build strong communities through the strength of cultural and heritage diversity

Our Performance

We assess our progress through the following indicators:

- Sporting facility attendance (Aquamotion and Kingsway)
- Achievement of public health inspection and sampling number targets
- Community safety customer requests addressed within agreed timeframe
- Volunteer contribution hours

1. Community Recreation Programs and Facilities

Strategic Community Plan Outcome

- Healthy and Active People

Service Intent

Plan and provide innovative models for quality community facilities and programs to enable opportunities for healthy and active lifestyles.

Services

- Sport and recreation program delivery
- Community facility planning and development
- Community facility bookings and use
- Facility management and maintenance
- Community and sporting clubs facilitation
- Beach safety services

Our Strategies and Plans

The Social Strategy 2019

The Social Strategy sets out how the City will deliver on the long term vision for our community and provides the direction on how the social objectives identified by the Council will be achieved.

Asset Management Strategy 2018-2022

The Asset Management (AM) Strategy sets out the high level AM objectives and outcomes for the City to build its AM capability and capacity necessary to sustainably meet the challenges into the future, consistent with the City's AM Policy; and Strategic Community Plan and Corporate Business Plan objectives. It also ensures that improvements meet the requirements of the IPRF and are in alignment with ISO 55001 asset management system standards.

Active Reserves Master Plan 2016

The Active Reserves Master Plan provides a Master Plan for the City's active reserves to guide the redevelopment of facilities including playing fields, passive park components and all supporting infrastructure; and to identify current usage, future uses and any opportunities or issues that will inform new infrastructure, existing infrastructure upgrades and future management strategies.

Access and Inclusion Plan 2018/19-2021/22

The Access and Inclusion Plan outlines how the City will work to eliminate barriers to access and inclusion and to advocate for equity of access for all abilities and cultures in our community.

Asset Management Plans

Asset management plans define the levels of service and tactical requirements for the various classes of the City's assets. They also highlight the processes used to manage the associated assets that services rely on and consider how current and future services to the community will be sustainably provided at the most appropriate standard, time, place and cost. These documents provide the basis for future development and improvements to the management of assets.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Facility Strategic Plans (as detailed in the Community Facility Planning Framework)	1.1.1	Finalise	Implement	Implement	Implement	Community Facilities
Early provision of a recreational aquatic facility within the Alkimos/Yanchep growth corridor	1.1.1	Finalise business case including site location and concept design	Action based on outcome of business case	Advocate for funding / implement	Advocate for funding / implement	Community Facilities
Wanneroo Raceway Masterplan	1.1.2	Consultation with stakeholders to determine priorities	Advocate	Implement	Implement	Community Facilities
Acquisition of Alkimos Regional Active Open Space	3.2.2	Action based on results of advocacy	Action based on results of advocacy	Action based on results of advocacy	Action based on results of advocacy	Community Facilities
Master Plan for Sport related Cycling Facilities	1.1.1	Progress based on achieving acquisition of Alkimos Regional Active Open Space	Progress based on achieving acquisition of Alkimos Regional Active Open Space	Progress based on achieving acquisition of Alkimos Regional Active Open Space	Progress based on achieving acquisition of Alkimos Regional Active Open Space	Community Facilities
Golf Courses Strategic Plan	1.1.2	Implement	Implement	Implement	Implement	Property Services

Capital Works Sub-Programs

- Golf courses
- Sports facilities
- Community buildings

2. Public Health

Strategic Community Plan Outcomes

- Healthy and active people
- Safe communities

Service Intent

Ensuring statutory compliance through the provision of integrated compliance services to facilitate healthy and safe communities.

Services

- Managing safe food preparation through education, inspections, and sampling
- Inspection and water quality sampling
- Notifiable disease investigations and skin penetration establishment inspections to prevent disease
- Monitoring and chemical treatment of wetlands to control pests
- Inspections of public buildings, events and caravan parks to ensure a safe built environment
- Monitoring of noise, asbestos, air, soil and water pollution

Key Legislation

- Environmental Protection Act 1986
- Health Act 2016 and associated Regulations

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Respond to expected statutory changes related to public health including plans	1.1.1	Review	Develop Public Health Plan	Implement	Implement	Community Development/Health and Compliance

3. Community Safety

Strategic Community Plan Outcome

- Safe Communities

Service Intent

To promote a public realm where people feel safe and respected by working with community and industry partners.

Services

- Provision of safety information to the community in conjunction with industry partners
- Partnering with the community to increase awareness and enforcement of local, state and federal laws
- Domestic animal management including registration and investigations
- Proactive crime prevention through provision of safety patrols and CCTV management
- Provision of security presence at civic events

Our Strategies and Plans

The Social Strategy

The Social Strategy sets out how the City will deliver on the long term vision for our community and provides the direction on how the social objectives identified by the Council will be achieved.

Closed Circuit Television (CCTV) Plan 2018

The Closed Circuit Television (CCTV) Plan describes how the City's CCTV network will be developed and managed to support the City's safety strategy, crime prevention and response effectiveness.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
CCTV Service Plan 2018/19-2021/22	1.2.1	Implement	Implement	Review	Implement	Community Safety and Emergency Management
New Animal Care Centre Facility	1.2.1	Site selection and concept design	Building concept design development	Detailed design	Construction	Community Safety and Emergency Management

Capital Works Sub-Programs

- Community safety

4. Emergency Management

Strategic Community Plan Outcome

- Safe Communities

Service Intent

To minimise potential risks and impacts on the community from natural disasters such as bushfires and weather events, through prevention, preparedness, response and recovery.

Services

- Management of local emergency preparedness
- Management of volunteer bush fire brigade
- Fire protection mitigation action
- Management of recovery planning and action

Our Strategies and Plans

City of Wanneroo Local Emergency Management Arrangements

The Local Emergency Management Arrangements detail the responsibilities, priorities, and strategies in place for emergency management in the City of Wanneroo.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Bush Fire Risk Management Plan	1.2.1	Implement (including the development of the Fire Mitigation Treatment Plan)	Implement	Review and Implement	Implement	Community Safety and Emergency Management
Emergency Management Model	1.2.1	Review	Implement	Implement	Implement	Community Safety and Emergency Management
Volunteer Bush Fire Brigade facility requirements over the next 5-10 years	1.2.1	Feasibility planning for potential facility	Implement based on outcome	Implement based on outcome	Implement based on outcome	Community Safety and Emergency Management

5. Place Management

Strategic Community Plan Outcomes

- Distinctive Places
- Connected communities

Service Intent

Develop unique places by connecting with the community to help shape our local plans and service delivery.

Services

- Development of Local Area Plans to reflect the distinctive character of a place
- Activation of places to support community identity, connection and inclusiveness
- City events management
- Coordination of community engagement

Our Strategies and Plans

The Social Strategy

The Social Strategy sets out how the City will deliver on the long term vision for our community and provides the direction on how the social objectives identified by the Council will be achieved.

Place Framework 2018

The Place Framework describes the City's approach creating and enhancing unique places across the City and how they will be developed, managed and activated now and into the future.

Local Area Plans

Local Area Plans for Girrawheen Koondoola and Yanchep Two Rocks have been developed to identify what makes these places special, to set out the community's vision for the future and to guide the provision of services, facilities and programs which reflect their distinctive identity.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Place Framework	1.3.1	Review and update	Finalise review and update implementation plan	Implement	Implement	Place Management
Activate Yanchep Two Rocks Access Centre (YTRAC) as a community hub	2.2.1	Develop a Service Level Agreement between the City and Yanchep Beach Joint Venture for the delivery of Y Hub activation	Implement	Review YTRAC Performance		Place Management
Local Area Plans (LAP)	1.3.1	Implement for Girrawheen, and Yanchep/Two Rocks Finalise Wanneroo LAP Review need to develop more LAPs	Develop and implement LAPs	Develop and implement LAPs	Develop and implement LAPs	Place Management
Improve and enhance the City's community engagement approach	4.1.2	Review Community Engagement Policy & Management Procedure	Implement community engagement roadmap	Implement community engagement roadmap	Implement community engagement roadmap	Place Management
Yanchep Lagoon Master Plan	2.4.1	Advocate/Implement	Implement	Implement	Implement	Place Management
Community Led Initiatives	1.4.1	Implement pilot approach to supporting Community led initiatives	Review and update approach	Implement	Implement	Place Management
Community Events	1.1.1	Implement place-based community event calendar	Review community event calendar	Implement	Implement	Place Management

6. Community Development and Engagement

Strategic Community Plan Outcomes

- Connected Communities
- Healthy and Active People

Service Intent

Work with community and stakeholders to foster connectedness and capacity across all ages, diverse cultures and abilities to enhance quality of life.

Services

- Social inclusion to ensure that all people can participate in community life
- Community development to support capacity building
- Childhood services to build confidence and capacity in families and the community
- Youth development to build valued, empowered and supported youth
- Provision of community funding to support community groups and organisations

Our Strategies and Plans

The Social Strategy

The Social Strategy illustrates how the City of Wanneroo will shape 'healthy, safe, vibrant and connected communities' through its many services and community-directed plans including:

- Age Friendly Strategy (2017/18-2020/21)
- Youth Plan (2017/18 - 2020/21)
- Early Childhood Strategic Plan (2017/18-2019/20)
- Regional Homelessness Plan (2018/19-2021/22)
- Access and Inclusion Plan (2018/19-2021/22)
- Reconciliation Action Plan (2018-2022)

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Age Friendly Strategy (2017/18 - 2020/21)	1.4.1	Implement and review	Implement	Implement	Implement	Community Development
Youth Plan (2017/18 - 2020/21)	1.4.1	Implement and review	Implement	Implement	Implement	Community Development
Early Childhood Strategic Plan (2017/18 - 2019/20)	1.4.1	Implement and review	Implement	Implement	Implement	Community Development
Regional Homelessness Plan (2018/19 to 2021/22)	1.4.1	Implement and review	Implement	Implement	Implement	Community Development
Access and Inclusion Plan (2018/19 - 2021/22)	1.4.1	Implement and review	Implement	Implement	Implement	Community Development
Reconciliation Action Plan (2018-2022)	1.4.3	Implement and review	Implement	Implement	Implement	Community Development
Community Recovery Plan	1.2.1	Implement and complete				Community Development

7. Library Services

Strategic Community Plan Outcome

- Connected Communities

Service Intent

Provision of library services including community resources, facilities, digital media, literacy and lifelong learning opportunities.

Services

- Community resources, facilities and engagement
- Digital media provision and access
- Support for literacy and lifelong learning

Our Strategies and Plans

The Social Strategy

The Social Strategy sets out how the City will deliver on the long term vision for our community and provides the direction on how the social objectives identified by the Council will be achieved.

Strategic Library Services Plan 2017/18 – 2021/22

This Plan comprises four strategic objectives that will focus the City's efforts to enrich lives and strengthen communities through providing opportunities to learn, discover, create and connect.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Service delivery models for libraries and community hubs	1.4.2	Implement	Implement	Implement	Implement	Cultural Development
Library Services Plan	1.4.2	Implement and Review	Implement	Implement	Implement	Cultural Development
Cultural Services operational hours review	1.4.2	Implement	Implement and complete			Cultural Development
Long-term library facilities plan	1.4.2	Finalise development	Implement	Implement	Implement	Cultural Development
Southern suburbs library	1.4.2	Detailed design	Construction	Construction and complete		Cultural Development

8. Museums, Heritage and the Arts

Strategic Community Plan Outcome

- Connected Communities

Service Intent

Facilitate opportunities for participation in and access to a diverse range of cultural activities and assets that embrace the richness of our community's diverse beliefs, values, life experience and interests.

Services

- Promotion of cultural and artistic experiences for the community
- Management and promotion of heritage
- Management of the City's cultural assets

Our Strategies and Plans

The Social Strategy

The Social Strategy sets out how the City will deliver on the long term vision for our community and provides the direction on how the social objectives identified by the Council will be achieved.

Cultural Plan (2018/19 – 2021/22)

The Cultural Plan provides a strategic focus for the City to foster a community that is inspired to develop new skills, access opportunities for creative community participation through culture and the arts, and to have the City's cultural facilities and activities recognised as providing excellence for our community.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Cultural Plan	1.4.3	Implement	Implement	Review	Implement	Cultural Development
Performing arts service provision	1.4.3	Finalise review	Implement findings of review	Implement	Implement	Cultural Development

Economy

Progressive, connected communities that enable economic growth and employment

To achieve the outcomes of the Strategic Community Plan we will:

- Develop strong economic hubs locally and near transport
- Build capacity for businesses to grow
- Activate Yanchep as a future city of the North
- Continue to activate the Wanneroo Town Centre
- Activate secondary and district centres
- Protect and increase availability of employment generating land
- Attract investment development and major infrastructure
- Focus on industry development in key strategic areas such as Neerabup
- Attract innovative businesses with a focus on technology hubs and agri-business
- Promote early adoption of innovative technology by business
- Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit
- Enhance Wanneroo as a distinctive place to invest

Our Performance

We assess our progress through the following indicators:

- Business survey results to the following questions:
 - What the City is doing to attract government and private investment, attract and retain businesses and create more job opportunities
 - Support for new business innovation and business growth
- Number of business training/program events hosted/facilitated
- Number of new events attracted to the City

9. Economic Development

Strategic Community Plan Outcomes

- Local Jobs
- Strategic Growth
- Smart Business

Service Intent

Focus on local, regional and strategic significant infrastructure and economic development initiatives which enable local economic growth and employment opportunities.

Services

- Supporting the growth and development of existing industries, as well as diversifying our industry base
- Supporting local businesses through the provision of sufficient employment areas, business support and workforce development services to assist their growth and development
- Developing and strengthening regional partnerships to collaboratively increase and maximise the region's economic competitiveness

Our Strategies and Plans

Economic Development Strategy (2016 – 2021)

The City's Economic Development Strategy sets the direction for local economic development. The Strategy aims to solidify support for local business and enhance the City's focus on transformational initiatives to stimulate major investment (public and private), drive economic growth and diversify our economic base.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Economic Development Strategy	2.1.2	Review	Implement	Implement	Implement	Advocacy and Economic Development
Energy Opportunities	2.3.2	Actively work with industry to explore clean energy opportunities	Continue	Continue	Continue	Advocacy and Economic Development
Investment Attraction	2.2.5	Implement local investment attraction and strategic marketing package to promote the City, key employment locations and specialist precincts including Wangara Industrial Area.	Implement	Implement	Implement	Advocacy and Economic Development
Neerabup Industrial Area Development	2.2.6	Continue implementation of Neerabup project plan	Implement	Implement	Implement	Advocacy and Economic Development
Agribusiness	2.3.1	Progress development of agri-precinct in North Wanneroo including exploring tourism and agribusiness linkages and investigating alternative water supplies.	Progress	Progress	Progress	Advocacy and Economic Development
COVID-19 Economic Recovery Plan		Implement and complete				Advocacy and Economic Development

Capital Works Sub-Programs

- Investment Projects

10. Advocacy

Strategic Community Plan Outcome

- Working with Others

Service Intent

To work collaboratively with government, regional partners and stakeholders and advocate for the priorities identified by our community.

Services

- Advocacy campaign design and management
- Management of stakeholder relationships

Our Strategies and Plans

Economic Development Strategy 2016 - 2021

The City's Economic Development Strategy sets the direction for local economic development. The Strategy aims to solidify support for local business and enhance the City's focus on transformational initiatives to stimulate major investment (public and private), drive economic growth and diversify our economic base.

Advocacy Plan

The Advocacy Plan identifies the strategic priorities on which the City will engage with government, regional partners and stakeholders in order to progress them with our community.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Advocacy Plan	4.1.3	Review	Implement	Implement	Implement	Advocacy and Economic Development

11. Tourism

Strategic Community Plan Outcome

- Places of Destination

Service Intent

Collaborate with the community, the tourism industry and State Government agencies to grow tourism in the City through leadership, investment attraction and targeted marketing with industry.

Services

- Facilitating tourism opportunities
- Supporting destination marketing
- Providing destination signage
- Maximising regional tourism

Our Strategies and Plans

Economic Development Strategy (2016 – 2021)

The City's Economic Development Strategy sets the direction for local economic development. The Strategy aims to solidify support for local business and enhance the City's focus on transformational initiatives to stimulate major investment (public and private), drive economic growth and diversify our economic base.

Tourism Plan (2019 – 2024)

The Tourism Plan guides actions to support and promote our local tourism industry over the next five years. The Plan identifies a number of transformation projects and presents several opportunities on which the City will focus.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Yanchep Lagoon Master Plan	2.2.1	Advocate/Implement	Implement	Implement	Implement	Place Management
Tourism Plan	2.4.1	Implement	Implement	Implement	Review	Advocacy and Economic Development
Quinns Rocks Caravan Park Project Plan	2.4.2	Complete Business Case and finalise submission	Action based on results of business case	Action based on results of business case	Action based on results of business case	Property Services

Environment

A healthy and sustainable natural and built environment

To achieve the outcomes of the Strategic Community Plan we will:

- Treat waste as a resource
- Foster a partnership with community and industry to reduce waste
- Create and promote waste management solutions
- Create local area land use plans supporting our activated places
- Provide safe spaces, centres and facilities through our infrastructure management and designs for community benefit and recreation
- Enhance distinctive built form and spaces based on identity of areas
- Improve local amenity by retaining and complementing natural landscapes within the built environment
- Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility
- Connect walking and cycling opportunities to key destinations and distinctive places
- Advocate for major integrated transport options close to communities
- Facilitate housing diversity to reflect changing community needs

Our Performance

We assess our progress through the following indicators:

Natural environment

- Achievement of Department of Water usage for the City's ground water licences allowances
- Increase in tree canopy through planting programs
- Kerbside collection diverted from landfill (domestic)

Built environment

- Development applications processed within 60 or 90 day timeframe
- Certified Building permit applications processed within timeframe

12. Environmental Management

Strategic Community Plan Outcomes

- Resource Management
- Enhanced Environment

Service Intent

Deliver a healthy and sustainable environment by managing our highly valued natural and built environmental attributes, including biodiversity of flora and fauna; land and waste; liveability; climate change impacts; air quality and sustainable energy.

Services

- Managing the City's influence on climate change and improving resilience
- Retaining and enhancing biodiversity in the City
- Managing resource consumption and waste production

Our Strategies and Plans

The Local Environment Strategy (2019)

Outlines the City's overall approach to protecting and managing the key environmental resources and values important to the City's future. It also provides a framework to help protect and improve the quality of the City's natural and built environment by identifying the threats to the City's key environmental assets and values, and the opportunities for their enhancement.

Climate Change Adaptation and Mitigation Strategy 2016-2020

The purpose of the Climate Change Adaptation and Mitigation Strategy (CCAMS) is to identify areas where the City and the community it represents are exposed to the effects of climate change and provide risk management adaptation measures to reduce the risk. The CCAMS outlines the adaptation actions that are required to be implemented across the City and the required timeframes needed for successful implementation.

Energy Reduction Plan 2017-2020

The Energy Reduction Plan (ERP) is a key initiative of the CCAMS. The ERP provides a framework to deliver energy reduction strategies across the City and identifies key actions that need to be progressed in order for the City to realise energy savings into the future.

Coastal Hazard Risk Management and Adaptation Plan 2018

The Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been prepared to provide a long term view of the potential future coastal hazards for the City, and highlight possible strategies to adapt to the changing future oceanic and coastal conditions. A range of options for addressing the challenges of coastal erosion and its effects on the coastal zone over the next century have been outlined.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Climate Change Adaptation and Mitigation Strategy	3.1.1	Review	Implement	Implement	Implement	SLUPE
Coastal Hazard Risk Management Adaptation Plan	3.1.1	Implement	Implement	Implement	Implement	Asset Maintenance
Energy Reduction Plan	3.1.2	Review	Implement	Implement	Implement	SLUPE
Coastal Management Plan - Part 2	3.2.1	Develop	Implement	Implement	Implement	SLUPE
Local Environmental Strategy	3.2.1	Implement	Implement	Implement	Implement	SLUPE
Environmental Management System	3.2.1	Develop	Implement	Implement	Implement	SLUPE
Urban Forest Plan	3.4.4	Develop	Implement	Implement	Implement	SLUPE

Capital Works Sub-Programs

- Environmental Offset

13. Parks and Conservation Areas

Strategic Community Plan Outcome

- Enhanced Environment

Service Intent

Managing and enhancing reserve areas to support a healthy and active community and maintain conservation value.

Services

- Conservation area, foreshore and coastal management
- Manage and maintain parks and streetscapes

Our Strategies and Plans

The Local Environment Strategy 2019

Outlines the City's overall approach to protecting and managing the key environmental resources and values important to the City's future. It also provides a framework to help protect and improve the quality of the City's natural and built environment by identifying the threats to the City's key environmental assets and values, and the opportunities for their enhancement.

Local Biodiversity Plan 2018/19 – 2023/24

The Local Biodiversity Plan sets out a new direction for biodiversity protection based on prioritised local natural areas. The Plan aims to protect and enhance biodiversity values across the City through a variety of methods including policy preparation and community education. The Plan outlines the City's targets for the retention, protection and management of local natural areas. Proposed targets for protection of vegetation complexes within each biodiversity planning precinct have been based on land zoning. The Plan will be implemented over 5 years through a comprehensive list of actions.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Local Biodiversity Plan	3.2.1	Implement	Implement	Implement	Implement	SLUPE
Coastal Assets	3.1.1	Monitor and maintain in consultation with relevant stakeholders	Monitor and maintain in consultation with relevant stakeholders	Monitor and maintain in consultation with relevant stakeholders	Monitor and maintain in consultation with relevant stakeholders	Asset Maintenance
Acquisition of Alkimos Regional Active Open Space	4.1.3	Advocate	Plan based on results of advocacy	Plan based on results of advocacy	Plan based on results of advocacy	Community facilities

Capital Works Sub-Programs

- Conservation Reserves
- Parks Rehabilitation
- Foreshore Management
- Street Landscaping
- Park Furniture
- Passive Park Development

14. Waste Management

Strategic Community Plan Outcome

- Reduce, Reuse, Recycle Waste

Service Intent

Lead environmentally sustainable approaches to waste management and provide waste collection services.

Services

- Domestic waste collection
- Recycling collection
- Bulk junk waste collection and management
- Bulk green waste collection and management
- Provision of public place rubbish bins
- Removal of illegal dumping
- Operation of Wangara Greens Recycling Facility

Our Strategies and Plans

Strategic Waste Management Plan (2016 – 2022)

Provides guidance in the delivery of waste services to prioritise and improve initiatives that are designed to divert waste from landfill and improve recycling practices.

Waste Education Plan (2018/19 - 2022/23)

Aims to increase community awareness of waste management and environmental sustainability through the communication of the 'Reduce, Reuse, Recycle' waste education message.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
City of Wanneroo Waste Strategy	3.3.1	Implement actions, as per the reviewed Strategy	Implement actions, as per the reviewed Strategy	Implement actions, as per the reviewed Strategy	Implement actions, as per the reviewed Strategy	Waste Services
Waste Education Plan	3.3.2	Review to align with the Waste Strategy Review	Implement	Implement	Implement	Waste Services
Service Delivery Review	3.3.3	Implement approved actions as recommended	Implement approved actions as recommended	Implement approved actions as recommended	Implement approved actions as recommended	Waste Services

15. Future Land Use Planning

Strategic Community Plan Outcomes

- Strategic Growth
- Connected and accessible City
- Housing choice

Service Intent

Focus on strategic land use planning, incorporating the preparation and implementation of land use, transport and environmental strategies and plans to deliver healthy and sustainable natural and built environments.

Services

- Strategic land use planning
- Transport and land use integration
- Environmental and land use planning integration
- Administration of developer contributions

Key Legislation

- Planning and Development Act 2005

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Local Planning Strategy	3.4.1 3.6.1	Prepare (including Local Housing Strategy)	Prepare	Implement	Implement	SLUPE
Local Planning Scheme No. 3	3.4.1	Prepare	Prepare	Prepare	Implement	SLUPE
Transport Plan	3.5.1	Prepare	Implement	Implement	Implement	Traffic Management

16. Planning and Building Approvals

Strategic Community Plan Outcome

- Activated Places

Service Intent

Provision of integrated approval services to deliver customer focussed and quality outcomes.

Services

- Assessing development applications
- Assessing subdivision applications
- Assessing town planning scheme amendments
- Developing and reviewing planning policies
- Preparing and assessing structure plan proposals
- Assessing uncertified building permit applications
- Issuing licences, permits and certificates

Key Legislation

- Planning and Development Act 2005
- Building Act 2012
- Local Government Act 1995

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Mixed use precincts policy	3.6.1	Implement	Implement	Implement	Implement	Approval Services

17. Planning and Building Compliance

Strategic Community Plan Outcome

- Activated Places

Service Intent

Ensuring statutory compliance through the provision of integrated compliance services to facilitate healthy and safe communities.

Services

- Monitoring compliance with planning approvals
- Inspection of swimming pool barriers for compliance
- Monitoring compliance with building approvals

Key Legislation

- Building Act 2011
- District Planning Scheme No 2
- Planning and Development Act 2005

18. Transport and Drainage

Strategic Community Plan Outcome

- Connected and Accessible City

Service Intent

Manage accessible and sustainable local transport and drainage infrastructure to meet community needs now and in the future in the most cost effective way.

Services

- Provision and maintenance of roads, car parks, bus shelters and street furniture
- Provision and maintenance of pathways, bridges and underpasses
- Provision and maintenance of drainage infrastructure

Our Strategies and Plans

Transport Strategy (2019-20)

The City's Transport Strategy has been developed to meet the community's aspiration for a sustainable transport future outlined through the City's Strategic Community Plan. It is a long-term, overarching document that outlines eight broad principles to achieve the goal of creating a balanced and sustainable transport future.

Asset Management Strategy 2018-2022

The Asset Management (AM) Strategy sets out the high level AM objectives and outcomes for the City to build its AM capability and capacity necessary to sustainably meet the challenges into the future, consistent with the City's AM Policy; and Strategic Community Plan and Corporate Business Plan objectives. It also ensures that improvements meet the requirements of the IPRF and are in alignment with ISO 55001 asset management system standards.

Wanneroo Cycle Plan (2018/19-2021/22)

The Plan supports the creation a cycle friendly environment that is desirable, accessible and attractive to a variety of users and provides a credible alternative to vehicle use for 0 - 10km trips. The plan also seeks to create a connected network for commuter cyclists that links regional and district facilities internal and external to the City.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Roads, Paths and Trails, Stormwater Drainage, Bus Shelters, Street Lighting and Roads Capital Works Sub-programs	3.5.1	Implement project plans	Implement project plans	Implement project plans	Implement project plans	Infrastructure Capital Works
Maximise integration of rail and road	3.5.3	Participate in State Government project reference groups	Participate in State Government project reference groups	Participate in State Government project reference groups	Participate in State Government project reference groups	Infrastructure Capital Works

Capital Works Sub-Programs

- Stormwater Drainage
- Bus Shelters
- Traffic Treatments
- Pathways and Trails
- Roads

Civic Leadership

Working with others to ensure the best use of our resources

To achieve these outcomes of the Strategic Community Plan we will:

- Build effective partnerships and demonstrate leadership in local government at regional, state and national levels
- Engage, include and involve community
- Advocate and collaborate for the benefit of the City
- Provide transparent and accountable governance and leadership
- Provide responsible resource and planning management which recognises our significant future growth
- Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework
- Lead excellence and innovation in local government
- Ensure excellence in our customer service

Our Performance

We assess our progress through the following indicators:

- Customer requests addressed within agreed service level timeframe
- All risks rated as high or extreme reported and managed
- Adverse external audit qualifications
- Lost time injury frequency rate
- Asset Renewal Funding
- Reserves spending ratio

19. Leadership, Strategy and Governance

Strategic Community Plan Outcomes

- Working with others
- Good governance
- Progressive organisation

Service Intent

To ensure that:

- The organisation is unified by a shared vision, culture and values, providing consistent purpose, direction and action
- Clear and reliable organisational governance processes mean that the City meets its legal obligations and makes ethical decisions in the interests the community and its stakeholders

Services

- Governance and Legal
- Council and Corporate Support
- Strategic and Business Planning

Our Strategies and Plans

Long Term Financial Plan 2019-2038

The City has prepared a Long Term Financial Plan to ensure that it understands the financial implications of decisions over the long-term and operates within its means. The Plan details the underlying principles that will help direct the City towards a financially sustainable future and incorporates a range of assumptions to assess the impact of decisions on current and future sustainability.

Asset Management Strategy 2018-2022

The Asset Management (AM) Strategy sets out the high level AM objectives and outcomes for the City to build its AM capability and capacity necessary to sustainably meet the challenges into the future, consistent with the City's AM Policy; and Strategic Community Plan and Corporate Business Plan objectives. It also ensures that improvements meet the requirements of the IPRF and are in alignment with ISO 55001 asset management system standards.

Corporate Governance Framework 2017

The Corporate Governance Framework provides a mechanism for the City to practice good governance and ensures that the City is able to manage its many complex legislative and governance responsibilities effectively and in the best interests of the Community.

People and Culture Strategy 2018-2022

The People and Culture Strategy describes how the City will develop workforce systems that enable a culture where our people are genuinely engaged and committed to being agile, capable, productive, resilient, diverse and ethically accountable.

Strategic Three Year Internal Audit Plan 2018

The strategic three year rolling audit plan is a risk based plan and directs audit resources in an efficient manner to provide assurance that key risks are being managed effectively. It

takes into account the City's strategic objectives and priorities; risk management framework; and knowledge of operations and internal controls derived from previous audits.

Enterprise Risk Management Framework 2015

The Risk Management Framework provides the necessary foundations and organisational arrangements for managing risk across the City of Wanneroo. The Framework outlines a standardised, consistent approach to risk management in accordance with current industry standards and whilst providing a best practice methodology that meets the City's Risk Management Policy requirements.

Advocacy Plan

The Advocacy Plan identifies the strategic priorities on which the City will engage with government, regional partners and stakeholders in order to progress them with our community.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Strategic Land Policy	2.4.2	Implement Policy and supporting procedures	Implement Policy and supporting procedures	Implement Policy and supporting procedures	Implement Policy and supporting procedures	Property Services
Strategic Community Plan	4.1.2	Major review and Implement	Implement	Minor review and implement	Implement	Strategic and Business Planning
Advocacy Plan	4.1.3	Implement Advocacy Plan	Implement	Implement	Implement	Advocacy and Economic Development
Strategic Policy Framework	4.2.1	Finalise and Implement	Implement	Review	Implement	Governance and Legal
Internal Control Framework (as part of the Governance Framework)	4.2.1	Implement	Review	Implement	Implement	Governance and Legal
Long Term Financial Plan	4.2.2	Review and implement	Review and implement	Review and implement	Review and implement	Finance
Strategic Workforce Plan	4.2.2	Implement	Review and implement	Review and implement	Review and implement	People and Culture
Integrated Planning Process	4.2.2	Review	Implement	Implement	Implement	Strategic and Business Planning
Fees and Charges	4.2.2	Review	Review	Review	Review	Finance
Asset Management Strategy	4.2.3	Implement	Implement	Review	Implement	Asset Planning

20. Customer and Stakeholder Delivery

Strategic Community Plan Outcomes

- Working with others
- Good governance
- Progressive organisation

Service Intent

To ensure that:

- We collaborate with our community and stakeholders to provide services they value
- We manage the City's resources and services to meet the current and future needs of our community in a socially, culturally, environmentally and financially sustainable way

Services

- Customer Services
- Information Services
- Communications and Branding
- People and Culture
- Finance
- Contracts and Procurement
- Property Services

Our Strategies and Plans

Customer Service Commitment

Our Customer Service Commitment outlines the City's standards of service to deliver service excellence and the best possible customer experience throughout every interaction we have with our customers.

Customer First Strategy 2016-2020

The Customer First Strategy outlines a comprehensive plan on how the City of Wanneroo will continuously improve to keep up with the changing needs and expectations of our customers.

Communications Strategy

The Communications strategy provides a strategic framework for communications that are: proactive wherever possible; consistent, clear and accurate; informative, engaging and engender the trust of our target audiences; reflect and enhance the City's brand strategy; comply with and promote the City's vision and Strategic Community Plan at the broader level to key community stakeholder groups.

Branding Strategy

The Brand Strategy describes three key elements; our brand ambition, our brand manifesto and our brand personality which work together to create one voice for the City of Wanneroo which is aligned to our vision and values.

Community Engagement Framework

The Community Engagement Framework provides guiding principles, procedures and tools for community engagement to ensure consistent, meaningful and best practice engagement is carried out within the City.

Strategic Procurement Roadmap 2018 Brand Strategy

The Strategic Procurement Road Map identifies stages of incremental improvement towards the attainment of procurement best practice whilst delivering compliant, cost-effective, efficient, and innovative procurement solutions which in turn enhances the City's capability to deliver essential services to the Community and to meet Corporate Business Plan objectives.

ICT Strategy and Roadmap 2018-2024

The Information and Communication Technology Strategy & Roadmap has been developed as a guide for the City with the intention of setting a clear direction on the vision, capabilities and use of technology throughout the organisation into the future.

Recordkeeping Plan 2018

The Recordkeeping Plan is a legislative requirement and sets out the matters about which records are created by the City and how they are kept. The Recordkeeping Plan reflects the recordkeeping program within the organisation, including information regarding the City's recordkeeping systems, disposal arrangements, policies, practices and processes.

People and Culture Plan 2018-2022

The People and Culture Plan describes how the City will develop workforce systems that enable a culture where our people are genuinely engaged and committed to being agile, capable, productive, resilient, diverse and ethically accountable.

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Strategic Procurement Roadmap	4.1.1	Implement	Implement	Review	Implement	Contracts and Procurement
Communications Strategy (including Social Media Plan; Branding Plan)	4.1.2	Implement	Implement	Review	Implement	Communications and Brand
People and Culture Plan 2018 - 2022	4.2.2	Implement and Review	Implement	Review	Implement	People and Culture
Organisational integrated management system aligned to International Standards (ISOs).	4.2.1	Implement	Implement	Implement	Implement	Corporate Strategy and Performance
Asset Management Information System	4.2.3	Implement	Implement	Review and complete		Customer and Information Services
Information Communication and Technology Strategy and Roadmap	4.3.1	Implement	Implement	Strategy Review	Implement	Customer and Information Services
New Financial System	4.3.1	Implement	Review and complete			Customer and Information Services
Smart Cities	4.3.1	Design roadmap	Implement	Implement	Implement	Customer and Information Services
Customer and Stakeholder Management Framework	4.3.2	Pilot software system	Review pilot outcomes and develop	Implement	Implement	Office of the CEO
Customer First Strategy	4.3.2	Review	Implement	Implement	Implement	Customer and Information Services
Customer Relationship Management System	4.3.2	Procure system	Implement	Review and complete		Customer and Information Services

21. Results and Sustainable Performance

Strategic Community Plan Outcomes

- Working with Others
- Good governance
- Progressive Organisation

Service Intent

To ensure that:

- We manage the key results required to achieve our vision and evaluate progress towards the strategic outcomes for our community
- We understand stakeholder requirements and effectively manage the organisation's risk and capability and to ensure sustainable performance

Services

- Performance management
- Financial management and reporting

Key Initiatives

Initiative	SCP Ref.	Action 2020/21	Action 2021/22	Action 2022/23	Action 2023/24	Service Unit
Sustainable Performance	4.2.2	Refine and monitor indicators	Implement	Implement	Implement	Strategic and Business Planning
Corporate Performance Management Solution	4.3.1	Develop and implement phase 2	Develop and implement phase 3	Implement	Implement	Strategic and Business Planning

KEY PARTNERS AND STAKEHOLDERS

Successful delivery of this Corporate Business Plan relies on having a good understanding of our operating context, and establishing and maintaining strong relationships with our stakeholders. Stakeholders have varying levels of interest, and can impact in different ways on how we operate. The City of Wanneroo continues to establish new and improve existing relationships with key stakeholders to maximise the outcomes associated with delivery of services and projects for our community. This is achieved by working collaboratively with all of our stakeholders. The following listing provides an insight into some of our key stakeholders:

Level	Stakeholder
Commonwealth	Australian Local Government Association Australian Government Departments Council of Australian Governments Local Federal Members of Parliament National Growth Areas Alliance Property Council of Australia Urban Development Institute of Australia
State	Department of Local Government, Sport and Cultural Industries Local State Members of Parliament Western Australian Government Departments Western Australian Local Government Association
Regional	City of Joondalup City of Stirling City of Swan Growth Alliance Perth and Peel Mandarie Regional Council North Metropolitan Regional Recreation Advisory Group Tri Cities Alliance - City of Joondalup, Stirling and Wanneroo
Local	Developers of Land Educational Institutions Health Providers Local Community Associations Natural Areas Friends Groups Residents Wanneroo Business Association

OUR OPERATING BUDGET

To be provided

CITY OF WANNEROO
BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

TABLE OF CONTENTS

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Key Terms and Definitions - Reporting Programs	5
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	8

CITY OF WANNEROO
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Estimate	2019/20 Budget
		\$	\$	\$
Revenue				
Rates	1(a)	135,971,516	134,481,206	135,581,907
Operating grants, subsidies and contributions	10(a)	11,426,636	11,691,244	10,860,681
Fees and charges	9	44,156,022	46,550,152	46,787,670
Interest earnings	12(a)	4,416,017	7,579,269	8,715,234
Other revenue	12(b)	1,015,816	574,792	627,194
		196,986,007	200,876,663	202,572,686
Expenses				
Employee costs		(75,073,152)	(74,872,298)	(76,825,787)
Materials and contracts		(71,049,101)	(66,599,282)	(68,528,997)
Utility charges		(9,976,703)	(9,631,498)	(9,695,193)
Depreciation on non-current assets	5	(42,863,029)	(42,647,295)	(40,947,313)
Interest expenses		(4,114,716)	(4,116,279)	(4,111,186)
Insurance expenses		(1,327,151)	(1,518,848)	(1,510,000)
		(204,403,852)	(199,385,500)	(201,618,476)
Result from Operations		(7,417,845)	1,491,163	954,210
Non-operating grants, subsidies and contributions (including contributed assets)	10(b)	20,141,674	48,496,493	45,073,113
Profit on asset disposals	4(b)	248,176	688,175	585,217
Loss on asset disposals	4(b)	(14,821,299)	(411,281)	(14,110,346)
Town Planning Scheme (TPS) & Developer Contribution Plan (DCP) Revenue		10,667,481	11,865,712	15,288,167
TPS & DCP Expense		(6,759,073)	(9,841,904)	(8,031,975)
		9,476,959	50,797,195	38,804,176
Net result		2,059,114	52,288,358	39,758,386
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,059,114	52,288,358	39,758,386

This statement is to be read in conjunction with the accompanying notes.

CITY OF WANNEROO

BASIS OF PREPARATION

The City's financial information is prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1995* and accompanying regulations.

Except for cash flow and rate setting information, all financial information will be prepared on an accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of the City's financial information in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds, through which the City controls resources to carry on its functions, are included in the relevant financial information. In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) are eliminated.

2019/20 ESTIMATE BALANCES

Amounts shown in this budget as 2019/20 Estimate are forecast as at the time of budget preparation and are subject to final adjustments.

COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted :

AASB 1059 Service Concession Arrangements: Grantors

AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget.

Specific impacts of AASB 2018-7 have not been identified.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered, excluding administration fees, interest on instalments, interest on arrears and service charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, water underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments.

REVENUES (CONTINUED)

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

FEES AND CHARGES

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries are separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

UTILITIES (GAS, ELECTRICITY, WATER, TELEPHONE, ETC.)

Expenditures made to the respective agencies for the provision of power, telephone, gas and water. Excluded are expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

CITY OF WANNEROO
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Estimate	2019/20 Budget
Revenue		\$	\$	\$
Governance		480,345	622,700	822,226
General purpose funding		149,424,957	150,933,457	152,604,559
Law, order, public safety		1,621,374	1,417,320	1,125,120
Health		377,154	482,024	563,348
Education and welfare		259,950	254,887	165,222
Community amenities		32,377,358	32,935,916	32,372,015
Recreation and culture		9,328,447	11,064,992	10,898,560
Transport		878,795	1,237,670	1,495,150
Economic services		1,942,493	1,850,451	2,256,136
Other property and services		10,962,615	11,942,958	15,558,517
		207,653,488	212,742,375	217,860,853
Expenses excluding finance costs				
Governance		(10,823,417)	(6,037,648)	(8,194,177)
General purpose funding		(6,037,014)	(3,466,999)	(3,080,831)
Law, order, public safety		(9,691,367)	(9,832,236)	(9,657,668)
Health		(2,754,781)	(2,714,872)	(2,787,776)
Education and welfare		(6,147,639)	(6,563,327)	(6,571,048)
Community amenities		(41,547,234)	(41,235,129)	(40,968,247)
Recreation and culture		(62,818,916)	(62,983,733)	(64,325,790)
Transport		(54,337,371)	(55,380,630)	(54,983,820)
Economic services		(5,224,877)	(5,615,135)	(5,666,201)
Other property and services		(7,334,442)	(11,175,058)	(8,855,707)
		(206,717,058)	(205,004,767)	(205,091,265)
Finance costs				
General purpose funding		(411,000)	(627,746)	(661,807)
Recreation and culture		(3,405,290)	(2,867,472)	(3,169,960)
Transport		(154,033)	(154,528)	(154,528)
Other property and services		(475,544)	(572,891)	(572,891)
	12(d)	(4,445,867)	(4,222,637)	(4,559,186)
Subtotal		(3,509,437)	3,514,971	8,210,402
Non-operating grants, subsidies and contributions (including contributed assets)	10(b)	20,141,674	48,496,493	45,073,113
Profit on disposal of assets	4(b)	248,176	688,175	585,217
(Loss) on disposal of assets	4(b)	(14,821,299)	(411,281)	(14,110,346)
		5,568,551	48,773,387	31,547,984
Net result		2,059,114	52,288,358	39,758,386
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,059,114	52,288,358	39,758,386

This statement is to be read in conjunction with the accompanying notes.

**CITY OF WANNEROO
FOR THE YEAR ENDED 30 JUNE 2021**

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

ACTIVITIES

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters that do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and protection of the environment and other aspects of public safety including emergency services.

HEALTH

To provide services to achieve community and environmental health.

Maternal and infant health facilities, immunisation, meat inspection services, inspection of food outlets, noise control and pest control services.

EDUCATION AND WELFARE

To provide services to children, youth, the elderly and disadvantaged persons.

Pre-school and other education services, child minding facilities, playgroups, senior citizens centres and youth services.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment, administration of town planning schemes and public conveniences.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of public halls, civic centre, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction (if not capitalised) and maintenance of roads, streets, footpaths, depots, cycleways, parking facilities and traffic control. Water transport facilities, cleaning of streets, maintenance of street trees and street lighting.

ECONOMIC SERVICES

To help promote the City and its economic wellbeing.

Tourism economic advocacy and provision of rural services including weed control, vermin control and standpipes. Building control services. Economic development and local business support.

OTHER PROPERTY AND SERVICES

To monitor and control council's overhead operating accounts.

Plant repair, operational costs and engineering costs.

CITY OF WANNEROO
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Estimate	2019/20 Budget
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		129,832,322	131,437,382	132,200,939
Operating grants, subsidies and contributions		16,277,691	17,785,832	10,860,681
Fees and charges		44,156,022	46,550,152	46,787,670
Interest earnings		4,416,017	7,579,269	8,715,234
Goods and services tax		10,263,692	11,404,102	11,642,845
Other revenue		1,015,816	574,792	627,194
		205,961,560	215,331,529	210,834,563
Payments				
Employee costs		(70,073,152)	(70,667,529)	(76,825,787)
Materials and contracts		(73,567,324)	(67,520,916)	(68,528,997)
Utility charges		(9,976,703)	(9,631,498)	(9,695,193)
Interest expenses		(4,114,716)	(4,116,279)	(4,111,186)
Insurance expenses		(1,327,151)	(1,518,848)	(1,510,000)
Goods and services tax		(10,557,388)	(9,597,625)	(10,836,863)
		(169,616,434)	(163,052,695)	(171,508,026)
Net cash provided by (used in) operating activities	3	36,345,126	52,278,834	39,326,537
CASH FLOWS FROM INVESTING ACTIVITIES				
TPS & DCP revenue		10,667,481	11,865,712	15,288,167
TPS & DCP expense		(6,759,073)	(9,841,904)	(12,250,030)
Payments for purchase of property, plant and equipment		(38,127,434)	(17,036,410)	(39,978,715)
Payments for construction of infrastructure		(29,845,179)	(74,771,132)	(67,313,372)
Non-operating grants, subsidies and contributions		11,049,674	32,221,993	28,798,613
Proceeds from sale of investment property	4(b)	200,000	602,958	500,000
Proceeds from sale of plant and equipment	4(b)	876,850	984,250	984,250
Net cash provided by (used in) investing activities		(51,937,681)	(55,974,533)	(73,971,086)
CASH FLOWS FROM FINANCING ACTIVITIES				
Principal elements of lease payments	7	(73,393)	(79,723)	0
Proceeds from new borrowings	6(a)&(b)	2,000,000	5,256,009	7,263,200
Net cash provided by (used in) financing activities		1,926,607	5,176,286	7,263,200
Net increase (decrease) in cash held		(13,665,948)	1,480,587	(27,381,349)
Cash at beginning of year		381,195,925	379,715,338	358,207,428
Cash and cash equivalents at the end of the year	3	367,529,977	381,195,925	330,826,079

This statement is to be read in conjunction with the accompanying notes.

CITY OF WANNEROO
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget \$	2019/20 Estimate \$	2019/20 Budget \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		0	0	(19,585,667)
		0	0	(19,585,667)
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and contributions		11,426,636	11,691,244	10,860,681
Fees and charges	9	44,156,022	46,550,152	46,787,670
Interest earnings	12(a)	4,416,017	7,579,269	8,715,234
Other revenue	12(b)	1,015,816	574,792	627,194
Profit on asset disposals	4(b)	248,176	688,175	585,217
TPS & DCP Revenue		10,667,481	11,865,712	15,288,167
		71,930,148	78,949,344	82,864,163
Expenditure from operating activities				
Employee costs		(75,073,152)	(74,872,298)	(76,825,787)
Materials and contracts		(71,049,101)	(66,599,282)	(68,528,997)
Utility charges		(9,976,703)	(9,631,498)	(9,695,193)
Depreciation on non-current assets	5	(42,863,029)	(42,647,295)	(40,947,313)
Interest expenses		(4,114,716)	(4,116,279)	(4,111,186)
Insurance expenses		(1,327,151)	(1,518,848)	(1,510,000)
Loss on asset disposals	4(b)	(14,821,299)	(411,281)	(14,110,346)
TPS & DCP Expense		(6,759,073)	(9,841,904)	(8,031,975)
		(225,984,224)	(209,638,685)	(223,760,797)
Operating activities excluded from budgeted deficiency				
Non-cash amounts excluded from operating activities	2 (a)(i)	57,436,152	42,370,401	54,472,442
Amount attributable to operating activities		(96,617,924)	(88,318,940)	(106,009,859)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions (including contributed assets)	10(b)	20,141,674	48,496,493	45,073,113
Purchase of property, plant and equipment (including contributed assets)	4(a)	(42,193,792)	(20,574,683)	(40,013,615)
Purchase and construction of infrastructure (including contributed assets)	4(a)	(33,911,537)	(78,309,405)	(67,348,272)
Proceeds from disposal of assets	4(b)	1,076,850	1,587,208	1,484,250
Amount attributable to investing activities		(54,886,805)	(48,800,387)	(60,804,524)
FINANCING ACTIVITIES				
Proceeds from new borrowings	6(a)	2,000,000	5,256,009	7,263,200
Transfers to cash backed reserves (restricted assets including DCPs)	8(a)	(24,953,148)	(85,601,206)	(41,382,138)
Transfers from cash backed reserves (restricted assets including DCPs)	8(a)	36,685,179	65,721,064	35,094,989
Transfers from restricted grants, contributions and loans		681,000	18,272,514	21,836,335
Transfers to TPS		(8,483,333)	(10,222,322)	(12,427,342)
Transfers from TPS		6,764,815	9,212,062	20,847,432
Amount attributable to financing activities		12,694,513	2,638,121	31,232,476
Budgeted deficiency before general rates		(138,810,216)	(134,481,206)	(135,581,907)
Estimated amount to be raised from general rates	1(a)	135,971,516	134,481,206	135,581,907
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	(2,838,700)	0	0

This statement is to be read in conjunction with the accompanying notes.

CITY OF WANNEROO
 INDEX OF NOTES TO THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2021

Note 1	Rates	9 - 16
Note 2	Net Current Assets	17 - 19
Note 3	Reconciliation of Cash	20
Note 4(a)	Acquisition of Assets	21
Note 4(b)	Disposal of Assets	22
Note 5	Asset Depreciation	23
Note 6	Borrowings	24 - 25
Note 7	Lease Liabilities	26
Note 8	Cash Backed Reserves	27
Note 9	Fees and Charges Revenue	28
Note 10	Grant Revenue	28
Note 11	Revenue Recognition	29
Note 12	Other Information	30
Note 13	Major Land Transactions	31 - 35
Note 14	Trading Undertakings and Major Trading Undertakings	36
Note 15	Trust Funds	37
Note 16	Significant Accounting Policies - Other Information	38
Note 17	Ratios	39

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES

(a) Rating Information

				2020/21	2020/21	2020/21	2019/20	2019/20
	Rate in \$	Number	Rateable	Budgeted	Budgeted	Budgeted	Estimate	Budget
RATE TYPE	in Cents	of	value	rate	interim	total	total	total
		properties		revenue	rates	revenue	revenue	revenue
			\$	\$	\$	\$	\$	\$
Differential general rate or general rate								
Gross rental valuations								
Improved - Residential	7.6953	61,239	1,071,623,759	82,464,663	1,250,000	83,714,663	88,401,697	88,864,031
Improved - Commercial/Industrial	7.7080	2,769	311,784,284	24,032,333	250,000	24,282,333	24,315,564	24,058,865
Vacant - Residential	13.4160	1,996	42,523,648	5,704,973	0	5,704,973	5,688,232	6,099,216
Vacant - Commercial/Industrial	7.1860	177	12,383,519	889,880	0	889,880	880,370	986,605
Unimproved valuations								
Improved - Residential	0.3850	185	146,155,000	562,697	0	562,697	562,739	571,049
Improved - Commercial/Industrial	0.2833	37	72,420,348	205,167	0	205,167	205,136	209,202
Improved - Rural & Mining	0.3762	381	540,755,000	2,034,320	0	2,034,320	2,034,452	2,037,060
Vacant - Residential	0.5622	45	658,505,000	3,702,115	0	3,702,115	3,226,075	3,834,550
Vacant - Commercial/Industrial	0.3283	11	32,410,000	106,402	0	106,402	106,404	99,380
Vacant - Rural & Mining	0.4991	86	81,723,207	407,880	0	407,880	407,931	439,306
Sub-Totals		66,926	2,970,283,765	120,110,430	1,500,000	121,610,430	125,828,600	127,199,264
Minimum payment	\$							
Gross rental valuations								
Improved - Residential	988	11,348	130,176,522	11,211,824	0	11,211,824	5,759,052	5,719,532
Lesser Minimum Strata Titled Caravan Park	144	0	0	0	0	0	0	0
Improved - Commercial/Industrial	1,344	780	10,529,201	1,048,320	0	1,048,320	759,360	736,512
Lesser Minimum Strata Titled Storage Units	672	106	640,872	71,232	0	71,232	75,264	75,264
Vacant - Residential	970	1,985	10,643,681	1,925,450	0	1,925,450	1,940,378	1,730,286
Vacant - Commercial/Industrial	1,344	32	399,330	43,008	0	43,008	52,416	53,760
Unimproved valuations								
Improved - Residential	988	1	189,652	988	0	988	988	988
Improved - Commercial/Industrial	1,344	5	1,243,000	6,720	0	6,720	6,720	8,064
Improved - Rural & Mining	980	1	248,000	980	0	980	980	0
Vacant - Residential	970	2	46,500	1,940	0	1,940	2,973	2,973
Vacant - Commercial/Industrial	1,344	0	0	0	0	0	0	0
Vacant - Rural & Mining	928	33	199,212	30,624	0	30,624	30,624	35,264
Sub-Totals		14,293	154,315,970	14,341,086	0	14,341,086	8,628,755	8,362,643
		81,219	3,124,599,735	134,451,516	1,500,000	135,951,516	134,457,355	135,561,907
Ex-gratia rates						20,000	23,851	20,000
Total amount raised from general rates						135,971,516	134,481,206	135,581,907

All land (other than exempt land) in the City of Wanneroo is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the City of Wanneroo.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required within the permitted statutory threshold between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Charges

Four option plans will be available to Ratepayers for payment of their Rates by instalments.

Note: Payments are to be made by 6.00pm AEST.

Option 1 (Full Payment)

Full amount of Rates and Service Charges, including arrears, to be paid on or before 35 days from the issue date appearing on the Rate notice (due: 14 September 2020).

Option 2 (Two Instalments)

First instalment to be received on or before 35 days after the issue date appearing on the Rate notice, including all arrears and half of the current Rates and Service Charges (due: 14 September 2020). The second and final instalment will be due and payable 63 days after the due date of the first instalment (due: 16 November 2020).

Option 3 (Four Instalments)

First instalment to be received on or before 35 days after the issue date appearing on the Rate notice, including all arrears and a quarter of the current Rates and Service Charges (due: 14 September 2020). The second, third and fourth instalments are to be made at 63 day intervals, thereafter (due: 16 November 2020, 18 January 2021 and 22 March 2021).

Option 4 (Five Instalments)

First instalment to be received on or before 35 days after the issue date appearing on the Rate notice, including all arrears and a fifth of the current Rates and Service Charges (due: 14 September 2020). The second, third, fourth and fifth instalments are to be made at 63 day intervals, thereafter (due: 16 November 2020, 18 January 2021, 22 March 2021 and 24 May 2021).

Cost of Instalment Options

The cost of the instalment options will comprise of simple interest of 3% per annum, calculated from the date the first instalment is due and payable (14 September 2020), together with an Administration Fee of \$5.00 for each instalment. It is estimated this will generate income of \$696,860.

Special Arrangements & Late Payment Penalty

An interest rate of 5% per annum will be charged on all Rates, both current and arrears, that remain unpaid after 35 days from the issue date (10 August 2020) of the Rate notice. It is estimated this will generate income of \$1,570,538.

In addition to the Late Payment Interest, an Administration Fee of \$30.00 per assessment will be charged to any Ratepayers wishing to enter into special payment agreements with the City.

In accordance with the provisions of Section 6.46 of the Local Government Act 1995, a Local Government is empowered to offer a discount or other incentive for the early payment of rates. Whilst no discount is offered for 2020/21, an allowance of \$10,000 for the purchase of prizes has been included in the Annual Budget.

The City will provide 100 x \$100 vouchers from local businesses for a prize draw of Ratepayers who pay per one of the four available payment options by the 1st Due date (14 September 2020).

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

	2020/21 Budget Revenue	2019/20 Estimate Revenue	2019/20 Budget Revenue
	\$	\$	\$
Instalment plan administration charge revenue	402,000	394,615	394,500
Instalment plan interest	294,860	647,869	652,506
Unpaid Rates interest	1,570,538	1,310,157	1,014,000
	2,267,398	2,352,641	2,061,006

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating:

Differential general rate

Description	Objects & Reasons
GRV & UV Residential Improved	The rate in the dollar has been set on the basis that ratepayers make a reasonable contribution to the cost of local government services and facilities available to residents that are not available to those in the Commercial/Industrial and Rural & Mining categories.
GRV & UV Residential Vacant	The rate in the dollar has been set in an effort to promote development of these properties thereby stimulating growth and development in the community.
GRV & UV Commercial/Industrial Improved	The rate in the dollar for all Commercial/Industrial Improved property has been set to provide an acceptable standard of infrastructure and parking needs due to the greater volumes of people and vehicular traffic.
GRV & UV Commercial/Industrial Vacant	The rate in the dollar for all Commercial/Industrial Vacant land has been set in an effort to promote the development of these properties by attracting business and industry to the City thereby stimulating growth and development in the community.
UV Rural & Mining Improved	The rate in the dollar has been set with an intention to foster and encourage farming and horticultural activities in the City thereby stimulating growth and development in the community.
UV Rural & Mining Vacant	The rate in the dollar has been set with an intention to encourage the development of vacant land thereby stimulating growth and development in the community.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(d) Differential Minimum Payment

Description	Objects & Reasons
GRV & UV Residential Improved	<p>The minimum rate has been set on the basis that ratepayers make a reasonable contribution to the cost of local government services and facilities available to residents that are not available to those in the Commercial/Industrial and Rural & Mining categories.</p> <p>The lesser minimum for strata titled caravan parks is set recognising the unique purpose of these properties while still ensuring a reasonable contribution to the cost of local government services and facilities available to residents.</p>
GRV & UV Residential Vacant	<p>The minimum rate has been set in an effort to promote development of these properties thereby stimulating growth and development in the community.</p>
GRV & UV Commercial/Industrial Improved	<p>The minimum rate for all Commercial/Industrial Improved property has been set to provide an acceptable standard of infrastructure and parking needs due to the greater volumes of people and vehicular traffic.</p> <p>The lesser minimum for strata titled storage units used for the storage of household goods (excluding boats, trailers, caravans and tools of trade) is set recognising the unique purpose of these properties.</p>
GRV & UV Commercial/Industrial Vacant	<p>The minimum rate for all Commercial/Industrial Vacant land has been set in an effort to promote the development of these properties by attracting business and industry to the City thereby stimulating growth and development in the community.</p>
UV Rural & Mining Improved	<p>The minimum rate has been set with an intention to foster and encourage farming and horticultural activities in the City thereby stimulating growth and development in the community.</p>
UV Rural & Mining Vacant	<p>The minimum rate has been set with an intention to encourage the development of vacant land thereby stimulating growth and development in the community.</p>

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(e) Variation in Adopted Differential Rates to Local Public Notice

The following rates and minimum payments were previously set out in the local public notice (28/05/2020) giving notice of the intention to charge differential rates:

Differential general rate or general rate	Proposed Rate in \$ in Cents	Adopted Rate in \$ in Cents	Reasons for the difference
Gross rental valuations			
Improved - Residential	7.6953	7.6953	N/A
Improved - Commercial/Industrial	7.7080	7.7080	
Vacant - Residential	13.4160	13.4160	
Vacant - Commercial/Industrial	7.1860	7.1860	
Unimproved valuations			
Improved - Residential	0.3850	0.3850	N/A
Improved - Commercial/Industrial	0.2833	0.2833	
Improved - Rural & Mining	0.3762	0.3762	
Vacant - Residential	0.5622	0.5622	
Vacant - Commercial/Industrial	0.3283	0.3283	
Vacant - Rural & Mining	0.4991	0.4991	
Minimum payment	Proposed Minimum \$	Adopted Minimum \$	Reasons for the difference
Gross rental valuations			
Improved - Residential	988	988	N/A
Lesser Minimum Strata Titled Caravan Parks	144	144	
Improved - Commercial/Industrial	1,344	1,344	
Lesser Minimum Strata Titled Storage Units	672	672	
Vacant - Residential	970	970	
Vacant - Commercial/Industrial	1,344	1,344	
Unimproved valuations			
Improved - Residential	988	988	N/A
Improved - Commercial/Industrial	1,344	1,344	
Improved - Rural & Mining	980	980	
Vacant - Residential	970	970	
Vacant - Commercial/Industrial	1,344	1,344	
Vacant - Rural & Mining	928	928	

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(f) Specified Area Rate

The City has not budgeted to raise specified area rates for the year ended 30 June 2021.

(g) Service Charges

The City has not budgeted to raise service charges for the year ended 30 June 2021.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(h) Waivers and concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Method	2020/21 Budget	2019/20 Estimate	2019/20 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
Rates on Differentially Rated Properties	Concession	% n/a	\$ 2,697,700	\$ 0	\$ 0	Per Council Resolution.	To ease the financial burden on property owners that are charged above the Minimum Rate.
Rates	Concession	n/a	100	500,000	0	0 Per Financial Hardship - Collection of Rates and Service Charges Policy.	To provide further financial assistance to residential property owners adversely impacted from COVID-19.
Rates for Community Groups a) AJS Motorcycle Club of WA Inc.; b) Kingsway Football & Sporting Club Inc.; c) Kingsway Little Athletics Centre.; d) Olympic Kingsway Sports Club Inc.; e) Pinjar Motorcycle Park Inc.; f) Quinns Mindarie Surf Lifesaving Club Inc.; g) Quinns Rocks Sports Club Inc.; h) The Badminton Association of WA Inc.; i) Tiger Kart Club Inc.; j) Vikings Softball Club Inc & The Wanneroo Giants Baseball Club Inc.; k) Wanneroo Agricultural Society Inc.; l) Wanneroo Amateur Boxing Club Inc.; m) Wanneroo Amateur Football Club Inc., Wanneroo Cricket Club Inc., Wanneroo Junior Cricket Club Inc. and Wanneroo Junior Football Club Inc. (Wanneroo Showgrounds Clubrooms); n) Wanneroo BMX Club Inc.; o) Wanneroo City Soccer Club Inc.; p) Wanneroo Districts Cricket Club Inc. (Indoor Facility); q) Wanneroo Districts Cricket Club Inc. & Wanneroo Districts Hockey Association Inc.; r) Wanneroo Districts Netball Association Inc.; s) Wanneroo Districts Rugby Union Football Club Inc.; t) Wanneroo Horse & Pony Club; u) Wanneroo Shooting Complex Inc.;	Waiver	100.0%	n/a	121,386	97,834	98,041 Per Council Resolution.	To provide assistance to not-for-profit entities operating within the City.

CITY OF WANNEROO

NOTES TO AND FORMING PART OF THE BUDGET

FOR THE YEAR ENDED 30 JUNE 2021

1. RATES (CONTINUED)

(h) Waivers and concessions (Continued)

Rate or fee and charge to which the waiver or concession is granted	Type	Method	2020/21 Budget	2019/20 Estimate	2019/20 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
		%	\$	\$	\$		
v) Wanneroo Sports & Social Club Inc.;							
w) Wanneroo Tennis Club Inc.;							
x) Wanneroo Trotting Training Club Inc.;							
y) West Australian Rifle Association Inc.;							
z) Yanchep Golf Club Inc.;							
aa) Yanchep Sports & Social Club Inc.; and							
ab) Yanchep Surf Lifesaving Club Inc.							
Rates and Charges	Concession	n/a	As assessed	100,000	0	0 Per Financial Hardship - Collection of Rates and Service Charges Policy.	To provide financial assistance to property owners that meet hardship criteria.
Property Lease/Rental Fee	Abatement	n/a	As assessed	126,000	57,618	0 Per application based on individual circumstances.	To provide support to local businesses adversely impacted by economic climate.
Community Facility Booking Fee	Concession	n/a	n/a	2,024,104	2,550,000	3,000,000 Per Facility Hire & Use Policy.	To provide a level of assistance to community users of facilities.
				5,569,190	2,705,452	3,098,041	

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

2 (a). NET CURRENT ASSETS

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32*.

	Note	2020/21 Budget 30 June 2021	2019/20 Estimate 30 June 2020	2019/20 Budget 30 June 2020
		\$	\$	\$
(i) Operating activities excluded from budgeted deficiency				
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.				
Adjustments to operating activities				
Less: Profit on asset disposals	4(b)	(248,176)	(688,175)	(585,217)
Add: Loss on disposal of assets	4(b)	14,821,299	411,281	14,110,346
Add: Depreciation on assets	5	42,863,029	42,647,295	40,947,313
Non cash amounts excluded from operating activities		57,436,152	42,370,401	54,472,442
(ii) Current assets and liabilities excluded from budgeted deficiency				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.				
Adjustments to net current assets				
Less: Cash - restricted reserves	3	(340,214,357)	(351,941,547)	(308,449,131)
Add: Current liabilities not expected to be cleared at end of year				
- Employee benefit provisions		0	0	1,727,067
Total adjustments to net current assets	2 (a)(iii)	(340,214,357)	(351,941,547)	(306,722,064)

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	Note	2020/21 Budget 30 June 2021	2019/20 Estimate 30 June 2020	2019/20 Budget 30 June 2020
		\$	\$	\$
(iii) Composition of estimated net current assets				
Current assets				
Cash and cash equivalents- unrestricted	3	27,315,620	29,254,378	22,376,948
Cash and cash equivalents - restricted				
Cash backed reserves		333,303,832	343,317,345	300,940,133
Unspent grants, subsidies, contributions and loans		6,910,525	8,624,202	7,508,998
Receivables		20,023,000	18,734,861	25,595,130
Inventories		316,000	362,637	335,237
		387,868,977	400,293,423	356,756,446
Less: current liabilities				
Trade and other payables		(28,349,890)	(26,215,548)	(34,523,724)
Contract liabilities		(1,487,643)	(2,520,320)	0
Lease liabilities		(73,393)	(73,393)	0
Provisions		(20,582,394)	(19,542,615)	(15,510,658)
		(50,493,320)	(48,351,876)	(50,034,382)
Net current assets		337,375,657	351,941,547	306,722,064
Less: Total adjustments to net current assets	2 (a)(ii)	(340,214,357)	(351,941,547)	(306,722,064)
Closing funding surplus / (deficit)		(2,838,700)	0	0

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

2 (b). NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operation cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months. An exception exists for land held for resale, where it is held as non-current based on the City's intentions to release for sale.

TRADE AND OTHER PAYABLES

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The City's Standard Payment Terms are 30 days from the date of receipt of the invoice unless otherwise agreed.

PROVISIONS

Provisions are recognised when the City has a present legal or constructive obligation as a result of past events for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow, with respect to any one item included in the same class of obligations, may be small.

INVENTORIES

(i) Raw materials and stores, work in progress and finished goods.

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenditure, the latter being allocated on the basis of normal operating capacity. Costs are assigned to individual items of inventory on the basis of weighted average costs. Net realisable value is the established selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(ii) Land held for resale/capitalisation of borrowing costs. Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred. Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time when the conditions of a binding contract of sale are met. Land held for resale is classified as current except where it is held as non-current based on the City's intentions to release for sale.

TRADE AND OTHER RECEIVABLES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that the debt will not be collectible.

EMPLOYEE BENEFITS

Short-term employee benefits

The provision for employees' benefits, wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees' services provided to financial position date. The provision is to be calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

Superannuation

Contributions to employee defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

LEASES

All Leases will be recognised in the Statement of Financial Position as a liability by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as depreciation on the 'right-of-use' asset, and interest will be charged on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	367,529,977	381,195,925	330,826,079
	367,529,977	381,195,925	330,826,079
- Unrestricted cash and cash equivalents	27,315,620	29,254,378	22,376,948
- Restricted cash and cash equivalents	340,214,357	351,941,547	308,449,131
Cash and cash equivalents at the end of the year	367,529,977	381,195,925	330,826,079
The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:			
Alkimos/Eglinton District Community Facilities Reserve	15,516,972	14,827,861	15,281,151
Asset Renewal Reserve	11,026,446	10,375,101	10,397,478
Asset Replacement Reserve	7,000,841	6,129,526	4,336,825
Carry Forward Capital Projects Reserve	0	3,953,277	0
Coastal Infrastructure Management Reserve	15,293,186	15,836,652	15,970,362
Domestic Refuse Reserve	7,867,509	12,119,709	10,220,845
Golf Courses Reserve	1,028,930	966,816	985,820
Strategic Land Reserve	5,905,285	4,373,106	4,382,785
Leave Liability Reserve	12,923,399	11,883,620	1,727,067
Loan Repayment Reserve	55,004,631	54,404,297	24,110,463
Neerabup Development Reserve	2,869,750	4,140,865	3,652,306
Plant Replacement Reserve	14,023,041	15,985,945	12,427,959
Regional Open Space Reserve	18,320,948	14,216,337	14,258,381
Section 152 Reserve (formerly Section 20A Land Reserve)	765,940	765,345	844,957
Strategic Projects/Initiatives Reserve	61,889,071	72,311,285	81,731,561
TPS 20 - District Distributor Headworks Reserve	7,323,619	7,270,122	7,288,600
Yanchep Bus Reserve	123,007	117,145	118,474
Yanchep/Two Rocks District Community Facilities Reserve	978,746	(83,657)	1,460,337
Town Planning Schemes	95,442,511	93,723,993	91,744,762
Unspent grants, subsidies, contributions and loans	6,910,525	8,624,202	7,508,998
	340,214,357	351,941,547	308,449,131
Reconciliation of net cash provided by operating activities to net result			
Net result	2,059,114	52,288,358	39,758,386
Depreciation	5 42,863,029	42,647,295	40,947,313
(Profit)/loss on sale of asset	4(b) 14,573,123	(276,894)	13,525,129
TPS & DCP Revenue	(10,667,481)	(11,865,712)	(15,288,167)
(Increase)/decrease in receivables	(1,288,139)	4,857,241	(3,636,383)
(Increase)/decrease in inventories	46,637	(48,290)	(6,573)
Increase/(decrease) in payables	2,134,342	(1,393,664)	981,066
Increase/(decrease) in contract liabilities	(1,032,677)	2,520,320	0
Increase/(decrease) in employee provisions	1,039,779	2,204,769	86,904
TPS & DCP Expense	6,759,073	9,841,904	8,031,975
Non-operating grants, subsidies and contributions	(20,141,674)	(48,496,493)	(45,073,113)
Net cash from operating activities	36,345,126	52,278,834	39,326,537

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and on hand and short-term deposits with an original maturity of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Statement of Cash Flows, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the Statement of Financial Position.

FINANCIAL ASSETS AT AMORTISED COST

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as Fair Value Through Profit or Loss (FVTPL)):

- they are held within a business model whose objective is to hold the financial assets and collect its contractual cash flows; and
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.

This category includes non-derivative financial assets like loans and receivables with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method. Discounting is omitted where the effect of discounting is immaterial. The City's cash and cash equivalents, trade and most other receivables fall into this category of financial instruments.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program							2020/21 Budget total	2019/20 Estimate total	2019/20 Budget total
	Governance	Education and welfare	Community amenities	Recreation and culture	Transport	Economic services	Other property and services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>										
Land			118,600	61,717	255,000		1,445,079	1,880,396	1,150,917	8,289,165
Buildings - Non-specialised	225,000			17,511,591		120,000		17,856,591	11,016,081	17,799,199
Furniture and equipment	7,575,851	203,000	35,000	182,000				7,995,851	4,707,665	7,350,909
Plant and equipment	35,000		6,439,316				7,986,638	14,460,954	3,700,020	6,574,342
	7,835,851	203,000	6,592,916	17,755,308	255,000	120,000	9,431,717	42,193,792	20,574,683	40,013,615
<i>Infrastructure</i>										
Infrastructure - Roads					15,726,447			15,726,447	44,747,300	37,151,452
Infrastructure - Drainage					4,035,768			4,035,768	5,784,798	2,947,000
Infrastructure - Other	50,000			2,072,000			75,000	2,197,000	2,195,812	2,866,644
Infrastructure - Pathways				95,000	1,682,500			1,777,500	2,268,500	2,082,000
Infrastructure - Car Parks				145,800				145,800	125,910	787,195
Infrastructure - Reserves			447,000	9,582,022				10,029,022	23,187,085	21,513,981
	50,000	0	447,000	11,894,822	21,444,715	0	75,000	33,911,537	78,309,405	67,348,272
Total acquisitions	7,885,851	203,000	7,039,916	29,650,130	21,699,715	120,000	9,506,717	76,105,329	98,884,088	107,361,887

A detailed breakdown of assets budgeted to be capitalised resulting from projects listed in the capital program can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

All assets are to be initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to initial measurement, cost is determined as the consideration paid plus costs incidental to acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately but are placed on an "Attractive & Portable Device Register" list for reference and maintenance.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS (CONTINUED)

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Estimate Net Book Value	2019/20 Estimate Sale Proceeds	2019/20 Estimate Profit	2019/20 Estimate Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Transport*	13,699,065	0	0	(13,699,065)	0	0	0	0	13,699,065	0	0	(13,699,065)
Other property and services	1,950,908	1,076,850	248,176	(1,122,234)	1,310,314	1,587,208	688,175	(411,281)	1,310,314	1,484,250	585,217	(411,281)
	15,649,973	1,076,850	248,176	(14,821,299)	1,310,314	1,587,208	688,175	(411,281)	15,009,379	1,484,250	585,217	(14,110,346)
By Class												
<u>Property, Plant and Equipment</u>												
Plant and equipment	1,950,908	876,850	48,176	(1,122,234)	1,310,314	984,250	85,217	(411,281)	1,310,314	984,250	85,217	(411,281)
<u>Infrastructure</u>												
Infrastructure - Roads*	13,699,065	0	0	(13,699,065)	0	0	0	0	13,699,065	0	0	(13,699,065)
<u>Investment Property</u>												
Land	0	200,000	200,000	0	0	602,958	602,958	0	0	500,000	500,000	0
	15,649,973	1,076,850	248,176	(14,821,299)	1,310,314	1,587,208	688,175	(411,281)	15,009,379	1,484,250	585,217	(14,110,346)

*It is noted that a significant accounting loss will be incurred due to a requirement for the City to transfer the ownership of a section of Ocean Reef Road to the State Government at no cost, which was initially funded from grant monies. This handover was initially planned for 2019/20 and now rescheduled to 2020/21.

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Comprehensive Income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

5. ASSET DEPRECIATION**By Program**

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
Governance	2,562,203	2,326,131	2,241,131
Law, order, public safety	52,356	46,904	46,904
Health	33,681	33,302	33,302
Education and welfare	187,686	149,231	149,231
Community amenities	424,607	372,053	355,053
Recreation and culture	14,167,110	13,880,297	13,319,297
Transport	21,817,016	21,812,270	20,945,270
Economic services	13,044	12,641	12,641
Other property and services	3,605,326	4,014,466	3,844,484
	42,863,029	42,647,295	40,947,313

By Class

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
Buildings - Non-specialised	5,780,149	5,371,472	5,222,363
Furniture and equipment	1,419,129	1,481,197	1,430,197
Plant and equipment	2,698,489	3,007,651	2,899,351
Infrastructure - Roads	15,451,686	15,382,636	14,770,636
Infrastructure - Drainage	3,598,487	3,610,874	3,474,874
Infrastructure - Other	3,753,982	3,860,508	3,690,508
Infrastructure - Pathways	2,668,484	2,701,243	2,599,243
Infrastructure - Car Parks	410,126	355,743	338,761
Infrastructure - Reserves	7,008,823	6,793,380	6,521,380
Right of use - buildings	71,891	71,891	0
Right of use - plant and equipment	1,783	10,700	0
	42,863,029	42,647,295	40,947,313

SIGNIFICANT ACCOUNTING POLICIES**DEPRECIATION OF NON CURRENT ASSETS**

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets is completed and held ready for use.

Depreciation for infrastructure assets is calculated from the end of the year in which the asset was completed and brought into account.

Depreciation is recognised on a straight-line basis over the useful life.

The major categories of assets and the useful lives recorded on recognition are:

Buildings	40 years
Bus Shelters*	30 - 50 years
Computer Hardware	3 years
Computer Software	2 years
Pathways*	25 - 70 years
Furniture & Equipment (excluding Artwork & Artefacts **)	10 years
Heavy Vehicles - 1,201 kg to 4,000 kg	6 years/100,000 km's (45% residual)
Heavy Vehicles - 4,001 kg to 9,000 kg	6 years/200,000 km's (40% residual)
Heavy Vehicles - 9,001 kg to 12,000 kg	8 years/500,000 km's (48% residual)
Heavy Vehicles – Refuse	5 years (20% residual)
Irrigation Piping	30 years
Land**	Not Applicable
Light Vehicles	3 years (60% residual)
Other Infrastructure*	10 – 80 years
Other Plant and Equipment	10 years
Parks & Reserves*	12 - 85 years
Mobile Plant	10 years (50% residual)
Reserves/Playground Equipment*	10 - 15 years
Sealed Car Parks – Pavement	40 - 80 years
Road – Kerb	40 years
Road – Seal*	15 - 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 -80 years

*Due to useful lives of the individual assets within each asset type varying, despite being of a similar nature, the asset types denoted have a range of depreciation periods.

**Land, Artwork and Artefacts are not considered depreciable asset classes.

Certain elements of a non-current asset useful life can be shorter than the particular asset and this will be depreciated faster than the parent asset.

Residual values, useful lives and residual lives of individual assets are reviewed every three years as part of the revaluation process. Subsequent depreciation is recorded based on assets fair value and residual life.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

6. BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Detail	Loan type	Fixed or variable	Interest Rate	Budget Principal 1 July 2020	2020/21 Budget New Loans	2020/21 Budget Principal Repayments	Budget Principal outstanding 30 June 2021	2020/21 Budget Interest Repayments	Actual Principal 1 July 2019	2019/20 Estimate New Loans	2019/20 Estimate Principal Repayments	Actual Principal outstanding 30 June 2020	2019/20 Estimate Interest Repayments	Budget Principal 1 July 2019	2019/20 Budget New Loans	2019/20 Budget Principal Repayments	Budget Principal outstanding 30 June 2020	2019/20 Budget Interest Repayments
			%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Institution																		
WATC#	Interest only	Fixed	6.77	60,778,188	0	0	60,778,188	4,111,186	60,778,188	0	0	60,778,188	4,111,186	60,778,188	0	0	60,778,188	4,111,186
CBA*	Interest only	Variable	2.21	3,100,000	0	0	3,100,000	72,650	3,100,000	0	0	3,100,000	36,635	3,100,000	0	0	3,100,000	84,797
CBA*	Interest only	Variable	2.21	2,500,000	0	0	2,500,000	58,589	2,500,000	0	0	2,500,000	29,544	2,500,000	0	0	2,500,000	68,384
CBA*	Interest only	Variable	1.78	2,700,000	0	0	2,700,000	50,964	2,700,000	0	0	2,700,000	31,907	2,700,000	0	0	2,700,000	73,856
CBA*	Interest only	Variable	2.23	700,000	0	0	700,000	16,553	0	700,000	0	700,000	8,272	0	2,700,000	0	2,700,000	73,856
TBD*	Interest only	Variable	TBD	0	2,000,000	0	2,000,000	47,295	0	0	0	0	0	0	0	0	0	0
New Loan Facility (WATC)#*	Interest only	Variable	1.59	4,556,009	0	0	4,556,009	85,100	0	4,556,009	0	4,556,009	0	0	4,563,200	0	4,563,200	147,107
				74,334,197	2,000,000	0	76,334,197	4,442,337	69,078,188	5,256,009	0	74,334,197	4,217,544	69,078,188	7,263,200	0	76,341,388	4,559,186

Notes:

WATC = Western Australia Treasury Corporation.

CBA = Commonwealth Bank of Australia.

TBD = To be determined.

A 0.7% government guarantee levy is included for WATC loans.

* These loans will be repaid from the Yanchep/Two Rocks District Community Facilities Reserve.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

6. INFORMATION ON BORROWINGS (CONTINUED)

(b) New borrowings - 2020/21

Particulars/Purpose	Institution	Loan type	Fixed or variable	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
Yanchep District Playing Fields	TBD	Interest only	Variable	10 years	% TBD	\$ 2,000,000	\$ 47,295	\$ 2,000,000	\$ 0
						2,000,000	47,295	2,000,000	0

(c) Unspent borrowings

Loan Details	Purpose of the loan	Year loan taken	Amount b/fwd.	Amount used 2020/21 Budget	New loans unspent at 30 June 2021	Amount as at 30 June 2021
WATC	Capital projects	2005/06	\$ 6,325,000	\$ 681,000	\$ 0	\$ 5,644,000
			6,325,000	681,000	0	5,644,000

(d) Credit Facilities

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
Undrawn borrowing facilities	\$	\$	\$
credit standby arrangements			
Credit card limit	550,000	550,000	550,000
Credit card balance at balance date	(50,000)	(50,000)	(50,000)
Total amount of credit unused	500,000	500,000	500,000
Loan facilities			
Loan facilities in use at balance date	76,334,197	74,334,197	76,341,388

SIGNIFICANT ACCOUNTING POLICIES

INTEREST-BEARING LOANS AND BORROWING COSTS

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings. Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

7. LEASE LIABILITIES

Purpose	Lease Commencement Date	Institution	Lease Interest Rate	Full Lease Term	Budget Lease Principal 1 July 2020	2020/21 Budget New Leases	2020/21 Budget Lease Principal Repayments	Budget Lease Principal outstanding 30 June 2021	2020/21 Budget Lease Interest Repayments	Estimate Principal 1 July 2019	2019/20 Estimate New Leases	2019/20 Estimate Lease Principal repayments	Estimate Lease Principal outstanding 30 June 2020	2019/20 Estimate Lease Interest repayments	Budget Principal 1 July 2019	2019/20 Budget New Leases	2019/20 Budget Lease Principal repayments	Budget Lease Principal outstanding 30 June 2020	2019/20 Budget Lease Interest Repayments
			%		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities																			
Yanchep Hub - Building Lease	April 2018	Yanchep Beach Joint Venture	2.1	60 months	200,548	0	(71,591)	128,957	(3,525)	269,590	0	(69,042)	200,548	(4,933)	0	0	0	0	0
Recreation and culture																			
Spin Bike Equipment - Aquamotion Lease	Sept 2017	Capital Finance	2.1	36 months	1,802	0	(1,802)	0	(5)	12,483	0	(10,681)	1,802	(160)	0	0	0	0	0
					202,350	0	(73,393)	128,957	(3,530)	282,073	0	(79,723)	202,350	(5,093)	0	0	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

LEASES

All Leases will be recognised in the Statement of Financial Position as a liability by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as depreciation on the 'right-of-use' asset, and an interest will be charged on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Note: On adoption of AASB 16 from 1 July 2019, the City has recognised lease liabilities in relation to leases which had previously been classified as an 'operating lease' under AASB 117 in the 2019/20 financial year.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

8. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Estimate Transfer to	2019/20 Estimate Transfer (from)	2019/20 Estimate Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Alkimos/Eglinton District Community Facilities Reserve	14,827,861	743,302	(54,191)	15,516,972	13,770,741	1,160,390	(103,270)	14,827,861	13,795,101	1,529,320	(43,270)	15,281,151
(b) Asset Renewal Reserve	10,375,101	2,576,345	(1,925,000)	11,026,446	11,304,366	2,198,957	(3,128,222)	10,375,101	11,238,120	2,252,858	(3,093,500)	10,397,478
(c) Asset Replacement Reserve	6,129,526	3,040,728	(2,169,413)	7,000,841	5,814,062	2,102,327	(1,786,863)	6,129,526	4,180,204	2,094,055	(1,937,434)	4,336,825
(d) Carry Forward Capital Projects Reserve	3,953,277	0	(3,953,277)	0	3,741,959	3,953,277	(3,741,959)	3,953,277	3,741,959	0	(3,741,959)	0
(e) Coastal Infrastructure Management Reserve	15,836,652	116,534	(660,000)	15,293,186	13,872,726	2,244,160	(280,234)	15,836,652	13,850,015	2,311,625	(191,278)	15,970,362
(f) Domestic Refuse Reserve	12,119,709	908,653	(5,160,853)	7,867,509	11,786,825	558,484	(225,600)	12,119,709	8,871,242	1,399,603	(50,000)	10,220,845
(g) Golf Courses Reserve	966,816	207,114	(145,000)	1,028,930	655,283	361,533	(50,000)	966,816	621,829	363,991	0	985,820
(h) Strategic Land Reserve	4,373,106	1,532,179	0	5,905,285	3,314,766	1,058,340	0	4,373,106	3,308,347	1,074,438	0	4,382,785
(i) Leave Liability Reserve	11,883,620	1,039,779	0	12,923,399	1,800,928	10,082,692	0	11,883,620	1,640,163	86,904	0	1,727,067
(j) Loan Repayment Reserve	54,404,297	600,334	0	55,004,631	23,439,125	30,965,172	0	54,404,297	23,090,917	1,019,546	0	24,110,463
(k) Neerabup Development Reserve	4,140,865	29,374	(1,300,489)	2,869,750	5,056,833	89,000	(1,004,968)	4,140,865	4,802,720	108,061	(1,258,475)	3,652,306
(l) Plant Replacement Reserve	15,985,945	5,973,734	(7,936,638)	14,023,041	12,662,184	6,448,181	(3,124,420)	15,985,945	12,104,620	6,497,681	(6,174,342)	12,427,959
(m) Regional Open Space Reserve	14,216,337	4,104,611	0	18,320,948	11,513,696	2,702,641	0	14,216,337	11,499,639	2,758,742	0	14,258,381
(n) Section 152 Reserve (formerly Section 20A Land Reserve)	765,345	5,595	(5,000)	765,940	1,361,637	23,965	(620,257)	765,345	1,364,335	30,698	(550,076)	844,957
(o) Strategic Projects/Initiatives Reserve	72,311,285	2,574,661	(12,996,875)	61,889,071	102,363,493	21,036,406	(51,088,614)	72,311,285	80,926,416	18,355,228	(17,550,083)	81,731,561
(p) TPS 20 - District Distributor Headworks Reserve	7,270,122	53,497	0	7,323,619	7,144,381	125,741	0	7,270,122	7,128,215	160,385	0	7,288,600
(q) Yanchep Bus Reserve	117,145	5,862	0	123,007	110,205	6,940	0	117,145	110,977	7,497	0	118,474
(r) Yanchep/Two Rocks District Community Facilities Reserve	(83,657)	1,440,846	(378,443)	978,746	0	483,000	(566,657)	(83,657)	633,403	1,331,506	(504,572)	1,460,337
	249,593,352	24,953,148	(36,685,179)	237,861,321	229,713,210	85,601,206	(65,721,064)	249,593,352	202,908,222	41,382,138	(35,094,989)	209,195,371

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Alkimos/Eglinton District Community Facilities Reserve	Ongoing	To be used for the purpose of accumulating Developer Contributions for the capital funding of community facilities and associated costs related to the administration and implementation of the Developer Contribution Plan in the Alkimos/Eglinton Development Contribution Area.
(b) Asset Renewal Reserve	Ongoing	To be used for the funding of asset renewal and upgrade works.
(c) Asset Replacement Reserve	Ongoing	To be used for the purpose of receiving the proceeds of the sale of significant property assets. Funds held are to be used in acquiring new or replacement assets for the City.
(d) Carry Forward Capital Projects Reserve	Ongoing	For the accumulation of funds to support the municipally funded carried forward capital projects.
(e) Coastal Infrastructure Management Reserve	Ongoing	For the accumulation of funds to support coastal infrastructure capital works.
(f) Domestic Refuse Reserve	Ongoing	To be used for additional requirements specifically needed for the provision of the domestic collection service.
(g) Golf Courses Reserve	Ongoing	To be used for the capital improvement of the Carramar and Marangaroo Golf Courses.
(h) Strategic Land Reserve	Ongoing	For the purpose of acquisition, leasing, development and/or disposal of land under the City of Wanneroo Strategic Land Policy
(i) Leave Liability Reserve	Ongoing	To be used to cash back the liability of the City for long service leave and annual leave.
(j) Loan Repayment Reserve	2025/26	To set aside adequate funds over time to repay loan commitments per the City's 10 Year Strategic Financial Management Plans debt management policy.
(k) Neerabup Development Reserve	Ongoing	For the purpose of meeting the associated cost of developing the City's investment land in Neerabup.
(l) Plant Replacement Reserve	Ongoing	To be used to replace Council's plant and equipment.
(m) Regional Open Space Reserve	Ongoing	For the accumulation of funds to support regional open space capital works.
(n) Section 152 Reserve (formerly Section 20A Land Reserve)	Ongoing	To be used for capital improvements on recreation reserves in the general locality of source of funds.
(o) Strategic Projects/Initiatives Reserve	Ongoing	For the purpose of accumulating funds to be used for the introduction of new or upgrade of existing services, maintenance, renewal, upgrade of existing assets and purchase of new assets or project works of the City over an expected period of 20 years. The annual funds transfer is derived from the rate setting surplus less municipal funding of capital works carried forward.
(p) TPS 20 - District Distributor Headworks Reserve	Ongoing	To be used for the construction of District Distribution Roads associated with Town Planning Scheme 20.
(q) Yanchep Bus Reserve	Ongoing	For the accumulation of funds from the Yanchep community for the costs associated with the replacement of the community bus.
(r) Yanchep/Two Rocks District Community Facilities Reserve	Ongoing	To be used for the purpose of accumulating Developer Contributions for the capital funding of community facilities and associated costs related to the administration and implementation of the Developer Contribution Plan in the Yanchep/Two Rocks Development Contribution Area.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

9. FEES AND CHARGES REVENUE

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
Governance	65,513	42,110	107,890
General purpose funding	513,800	497,057	501,100
Law, order, public safety	667,750	673,800	663,800
Health	229,244	386,622	410,622
Education and welfare	64,340	81,126	81,780
Community amenities	32,168,023	32,132,216	31,803,858
Recreation and culture	8,573,720	10,145,122	9,987,255
Transport	539,818	820,223	1,100,000
Economic services	1,327,420	1,764,526	2,125,000
Other property and services	6,394	7,350	6,365
	44,156,022	46,550,152	46,787,670

10. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Estimate	2019/20 Budget
By Program:	\$	\$	\$	\$	\$	\$	\$	\$
(a) Operating grants, subsidies and contributions								
Governance	0	414,332	(414,332)	0	0	414,332	577,145	713,736
General purpose funding	0	8,523,624	(8,523,624)	0	0	8,523,624	8,375,925	7,806,313
Law, order, public safety	0	836,624	(836,624)	0	0	836,624	613,520	324,320
Health	0	147,910	(147,910)	0	0	147,910	95,402	152,726
Education and welfare	53,779	195,610	(195,610)	53,779	53,779	195,610	173,761	83,442
Community amenities	0	192,325	(192,325)	0	0	192,325	536,296	526,857
Recreation and culture	0	692,744	(692,744)	0	0	692,744	817,113	797,601
Transport	0	327,227	(327,227)	0	0	327,227	401,765	357,150
Economic services	211,000	86	(86)	211,000	211,000	86	3,136	3,136
Other property and services	0	96,154	(96,154)	0	0	96,154	97,181	95,400
	264,779	11,426,636	(11,426,636)	264,779	264,779	11,426,636	11,691,244	10,860,681
(b) Non-operating grants, subsidies and contributions								
Community amenities	158,098	1,534,678	(1,534,678)	158,098	158,098	1,534,678	281,990	65,501
Recreation and culture	777,113	4,121,126	(4,784,690)	113,549	113,549	4,121,126	7,836,965	10,828,978
Transport	604,002	12,212,122	(12,581,235)	234,889	234,889	12,212,122	38,539,482	31,228,208
Other property and services	716,328	2,273,748	(2,273,748)	716,328	716,328	2,273,748	1,838,056	2,950,426
	2,255,541	20,141,674	(21,174,351)	1,222,864	1,222,864	20,141,674	48,496,493	45,073,113
Total	2,520,320	31,568,310	(32,600,987)	1,487,643	1,487,643	31,568,310	60,187,737	55,933,794

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

11. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

12. OTHER INFORMATION

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
The net result includes as revenues			
(a) Interest earnings			
Investments			
- Reserve funds	1,642,179	3,977,936	4,156,600
- Other funds	908,440	1,643,307	2,892,128
Other interest revenue	1,865,398	1,958,026	1,666,506
	4,416,017	7,579,269	8,715,234
DCP's	132,048	317,390	324,641
TPS's	811,333	2,367,749	2,284,650
	5,359,398	10,264,408	11,324,525
(b) Other revenue			
Reimbursements, recoveries and resource extraction sales	1,015,816	574,792	627,194
	1,015,816	574,792	627,194
The net result includes as expenses			
(c) Auditors remuneration			
Audit services	85,000	107,652	90,000
	85,000	107,652	90,000
(d) Interest expenses (finance costs)			
Borrowings (refer Note 6(a))	4,442,337	4,217,544	4,559,186
Interest expense on lease liabilities	3,530	5,093	0
	4,445,867	4,222,637	4,559,186
(e) Elected members remuneration			
Mayor's Allowance & Attendance Fees	137,268	140,201	140,769
Deputy Mayor's Allowance & Attendance Fees	54,116	53,580	57,616
Councillor's Meeting Attendance Fees	411,814	404,500	403,895
Information, Communications & Technology Allowance	52,500	52,500	45,500
Conference Expenses	80,000	80,000	80,000
Other Expense Reimbursements	60,000	75,000	75,000
	795,698	805,781	802,780
(f) Waivers/Concessions			
General Rates	3,419,086	97,834	98,041
Fees and charges	2,150,804	2,632,618	3,025,000
	5,569,890	2,730,452	3,123,041
(g) Low Value lease expenses			
Office equipment - Yanchep Hub	75,116	73,975	73,975
Gymnasium equipment - Aquamotion	1,807	10,841	10,841
	76,923	84,816	84,816

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

13. MAJOR LAND TRANSACTIONS

a) Tamala Park Regional Council (TPRC)

Details

The City of Wanneroo, along with the City of Perth, City of Joondalup, City of Stirling, City of Vincent, Town of Cambridge and Town of Victoria Park is a member of the TPRC. The establishment of the TPRC was pursuant to Section 3.61 of the Local Government Act. The TPRC formally came into existence on the 3 February 2006. The TPRC's activities centre around the development of Mindarie Lot 9504 on Deposit Plan 52070. Lot 9504 (subdivided from Lot 118) was initially purchased in 1981 to provide a refuse landfill site for member councils of the Mindarie Regional Council. This Lot is now being developed with a purpose of creating a new urban land development and a new urban community. The City of Wanneroo will contribute one sixth of any funding required for capital or operating costs. It is likely that income distributions will be received from the TPRC in 2020/21 estimated at \$200,000, which if received will be placed into the City's Loan Repayment Reserve.

b) Town Planning Schemes (TPS)

Details

The City's major land transactions relate to its role in Town Planning and Regional Development and have the following Town Planning Schemes and "Development Areas" in operation:-

- Berkley Road Structure Plan Area
- East Wanneroo Development Area (Cells 1 - 9)
- Neerabup Structure Plan
- Town Planning Scheme 5 (Landsdale)

Details of the budgeted transactions for each Scheme are listed below:

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
<u>Berkley Road Structure Plan Area</u>			
Income			
Interest on Investments	27,939	77,792	77,792
	27,939	77,792	77,792
Expenditure			
Administration Charges	0	0	0
Audit Fee Expenses	0	(2,000)	(2,000)
Construction Costs	0	0	0
	0	(2,000)	(2,000)
Net Result	27,939	75,792	75,792
Surplus/(Deficit) Brought Forward	3,101,154	3,025,362	3,020,258
Net Result	27,939	75,792	75,792
Adjustments from Transactional Audit	0	0	0
Surplus/(Deficit) Carried Forward	3,129,093	3,101,154	3,096,050
<u>East Wanneroo Development Area (Cell 1)</u>			
Income			
Contributions	774,000	700,000	1,366,407
Interest on Investments	33,548	200,000	156,045
	807,548	900,000	1,522,452
Expenditure			
Administration Charges	(43,667)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(8,222)	(2,000)
Contract Expenses	0	(562,852)	0
Consulting Fees	(3,000)	(7,000)	(2,000)
Construction Costs	(143,500)	(1,001,780)	(601,011)
	(196,367)	(1,620,143)	(645,300)
Net Result	611,181	(720,143)	877,152

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

13. MAJOR LAND TRANSACTIONS (CONTINUED)

Town Planning Schemes (TPS) (Continued)

	2020/21 Budget	2019/20 Estimate	2019/20 Budget
	\$	\$	\$
Surplus/(Deficit) Brought Forward	4,546,137	10,398,286	12,473,261
Net Result	611,181	(720,143)	877,152
Partial Return of Estimated Excess Funds	0	(5,132,006)	(4,218,055)
Adjustments from Transactional Audit	0	0	(3,180,936)
Surplus/(Deficit) Carried Forward	5,157,318	4,546,137	5,951,422
<u>East Wannon Development Area (Cell 2)</u>			
Income			
Contributions	880,000	536,000	536,000
Interest on Investments	79,564	198,101	198,101
	959,564	734,101	734,101
Expenditure			
Administration Charges	(43,667)	(32,151)	(32,151)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting Fees	(3,000)	(7,000)	(2,000)
Construction Costs	0	0	0
	(52,867)	(41,473)	(36,251)
Net Result	906,697	692,628	697,850
Surplus/(Deficit) Brought Forward	8,857,081	8,164,453	8,940,405
Net Result	906,697	692,628	697,850
Adjustments from Transactional Audit	0	0	(722,926)
Surplus/(Deficit) Carried Forward	9,763,778	8,857,081	8,915,329
<u>East Wannon Development Area (Cell 3)</u>			
Income			
Contributions	0	112,288	0
Interest on Investments	7,486	26,197	26,197
	7,486	138,485	26,197
Expenditure			
Administration Charges	(20,969)	(16,076)	(16,076)
Advertising	(200)	(710)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting	(3,000)	(7,000)	(2,000)
Construction Costs	0	0	0
	(30,169)	(26,008)	(20,176)
Net Result	(22,683)	112,477	6,021
Surplus/(Deficit) Brought Forward	810,387	697,910	1,603,943
Net Result	(22,683)	112,477	6,021
Adjustments from Transactional Audit	0	0	0
Surplus/(Deficit) Carried Forward	787,704	810,387	1,609,964
<u>East Wannon Development Area (Cell 4)</u>			
Income			
Contributions	164,000	109,285	109,285
Interest on Investments	113,993	301,970	301,970
	277,993	411,255	411,255
Expenditure			
Administration Charges	(35,672)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(3,000)
Consulting Fees	(3,000)	(7,000)	(2,000)
Legal Fees	(150,000)	(200,000)	(150,000)
Construction Costs	(47,250)	(43,583)	0
	(242,122)	(293,094)	(195,289)
Net Result	35,871	118,161	215,966
Surplus/(Deficit) Brought Forward	7,745,031	7,626,870	13,443,354
Net Result	35,871	118,161	215,966
Adjustments from Transactional Audit	0	0	(985,567)
Surplus/(Deficit) Carried Forward	7,780,902	7,745,031	12,673,753

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

13. MAJOR LAND TRANSACTIONS (CONTINUED)

Town Planning Schemes (TPS) (Continued)

East Wanneroo Development Area (Cell 5)

Income

Contributions	747,000	217,000	217,000
Interest on Investments	56,565	200,000	160,856
Miscellaneous Income	0	390,000	400,000
	803,565	807,000	777,856

Expenditure

Administration Charges	(30,294)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting Fees	(3,000)	(7,000)	(2,000)
Compensation Payments	(1,731,000)	(298,800)	(298,800)
Legal Fees	0	0	(32,500)
Construction Costs	(27,897)	(29,086)	0
	(1,798,391)	(377,397)	(375,589)

Net Result

	(994,826)	429,603	402,267
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Surplus/(Deficit) Brought Forward

	3,690,238	3,260,635	9,922,486
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Net Result	(994,826)	429,603	402,267
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Adjustments from Transactional Audit	0	0	(4,668,268)
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Surplus/(Deficit) Carried Forward	2,695,412	3,690,238	5,656,485
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East Wanneroo Development Area (Cell 6)

Income

Contributions	200,000	100,000	120,000
Interest on Investments	228,520	625,147	625,147
Miscellaneous Income	0	390,000	400,000
	428,520	1,115,147	1,145,147

Expenditure

Administration Charges	(49,045)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting Fees	(3,000)	(7,000)	(2,000)
Compensation Payments	(320,000)	(310,000)	(310,000)
Construction Costs	(93,663)	(978,000)	0
	(471,908)	(1,337,511)	(354,289)

Net Result

	(43,388)	(222,364)	790,858
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Surplus/(Deficit) Brought Forward

	22,095,340	22,317,704	28,863,345
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Net Result	(43,388)	(222,364)	790,858
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Adjustments from Transactional Audit	0	0	(4,171,853)
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Surplus/(Deficit) Carried Forward	22,051,952	22,095,340	25,482,350
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East Wanneroo Development Area (Cell 7)

Income

Contributions	240,000	0	0
Interest on Investments	24,239	69,358	69,358
	264,239	69,358	69,358

Expenditure

Administration Charges	(35,672)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting	(3,000)	(7,000)	(2,000)
Contract Expenses	0	0	0
Construction Costs	(22,000)	0	0
	(66,872)	(49,511)	(44,289)

Net Result

	197,367	19,847	25,069
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Surplus/(Deficit) Brought Forward

	2,646,267	2,626,420	2,962,861
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Net Result	197,367	19,847	25,069
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Adjustments from Transactional Audit	0	0	(128,621)
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Surplus/(Deficit) Carried Forward	2,843,634	2,646,267	2,859,309
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CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

13. MAJOR LAND TRANSACTIONS (CONTINUED)

Town Planning Schemes (TPS) (Continued)

East Wannon Development Area (Cell 8)

Income

Contributions	250,000	400,000	400,000
Interest on Investments	55,249	125,893	125,893
	305,249	525,893	525,893

Expenditure

Administration Charges	(35,672)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(2,222)	(2,000)
Consulting Fees	(5,000)	(7,000)	(2,000)
Contract Expenses	(309,000)	(578,788)	(578,788)
Legal Fees	0	0	(67,500)
Construction Costs	(49,508)	(28,677)	0
	(405,380)	(656,976)	(690,577)

Net Result

	(100,131)	(131,083)	(164,684)
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Surplus/(Deficit) Brought Forward

	5,697,970	5,829,053	5,060,949
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Net Result	(100,131)	(131,083)	(164,684)
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Adjustments from Transactional Audit	0	0	551,516
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Surplus/(Deficit) Carried Forward	5,597,839	5,697,970	5,447,781
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East Wannon Development Area (Cell 9)

Income

Contributions	4,417,000	4,900,000	6,594,000
Interest on Investments	177,442	524,381	524,381
	4,594,442	5,424,381	7,118,381

Expenditure

Administration Charges	(36,981)	(40,189)	(40,189)
Advertising	(200)	(100)	(100)
Audit Fee Expenses	(6,000)	(4,622)	(2,000)
Consulting Fees	(3,000)	(7,000)	0
Contract Expenses	(1,200,000)	(150,000)	0
Compensation Payments	(2,200,000)	(6,875,000)	(4,535,000)
Construction Costs	(54,558)	(74,754)	(70,000)
	(3,500,739)	(7,151,665)	(4,647,289)

Net Result

	1,093,703	(1,727,284)	2,471,092
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Surplus/(Deficit) Brought Forward

	19,889,588	21,616,872	20,810,587
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Net Result	1,093,703	(1,727,284)	2,471,092
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Adjustments from Transactional Audit	0	0	(527,728)
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Surplus/(Deficit) Carried Forward	20,983,291	19,889,588	22,753,951
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Neerabup Structure Plan

Income

Interest on Investments	0	0	0
	0	0	0

Expenditure

Administration Charges	0	0	0
Audit Fee Expenses	0	0	0
Construction Costs	0	0	0
	0	0	0

Net Result

	0	0	0
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Surplus/(Deficit) Brought Forward

	(3,448,943)	(3,448,943)	(3,451,085)
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Net Result	0	0	0
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Adjustments from transactional audit	0	0	0
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Surplus/(Deficit) Carried Forward	(3,448,943)	(3,448,943)	(3,451,085)
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13. MAJOR LAND TRANSACTIONS (CONTINUED)

Town Planning Schemes (TPS) (Continued)

Summary

| 35

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

14. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

(a) Details

Neerabup Industrial Area (NIA) Resource Extraction

The City is undertaking extraction of limestone and sand resources from Lot 9003 (85) Mather Drive, Neerabup. The resource extraction is necessary to reduce the level of the land to contours agreed in the City's Agreed Structure Plan No.17 – Neerabup Industrial Area (ASP). The land is owned in freehold by the City and is currently zoned General Industrial within the City's District Planning Scheme No. 2 (DPS2) and is incorporated in the ASP. A Business Plan has been prepared in accordance with Section 3.59 of the Local Government Act 1995.

(b) Statement of Comprehensive Income

	2019/20 Estimate	2020/21 Budget	2021/22 Forecast	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast	2025/26 Forecast
	\$	\$	\$	\$	\$	\$	\$
Revenue							
Resource extraction sales	0	556,487	607,077	404,718	607,077	455,308	723,433
	0	556,487	607,077	404,718	607,077	455,308	723,433
Expenditure							
Resource extraction costs	0	(1,343,339)	(1,287,108)	(6,480,951)	(1,199,817)	(1,363,598)	(712,866)
	0	(1,343,339)	(1,287,108)	(6,480,951)	(1,199,817)	(1,363,598)	(712,866)
NET RESULT	0	(786,852)	(680,031)	(6,076,233)	(592,740)	(908,290)	10,567

CITY OF WANNEROO
 NOTES TO AND FORMING PART OF THE BUDGET
 FOR THE YEAR ENDED 30 JUNE 2021

15. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Estimated Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
Public Open Space	3,763,246	0	(444,000)	3,319,246
Miscellaneous/Appeals	56,185	5,000	(5,000)	56,185
	3,819,431	5,000	(449,000)	3,375,431

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

**16. SIGNIFICANT ACCOUNTING POLICIES - OTHER
INFORMATION**

GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets capitalised are to be stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

CITY OF WANNEROO
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

17. RATIOS

	2020/21 Budget	2019/20 Budget	2018/19 Actual	2017/18 Actual
a) Asset Consumption Ratio	0.69:1	0.69:1	0.72:1	0.72:1
b) Asset Renewal Funding Ratio	0.88:1	0.96:1	0.91:1	1.10:1
c) Asset Sustainability Ratio	0.51:1	0.44:1	0.34:1	0.32:1
d) Current Ratio	0.97:1	0.80:1	0.89:1	0.89:1
e) Debt Service Cover Ratio	8.62:1	6.71:1	14.92:1	14.88:1
f) Operating Surplus Ratio	-0.09:1	0.08:1	0.11:1	0.09:1
g) Own Source Revenue Coverage Ratio	0.87:1	1.03:1	1.05:1	1.00:1

The ratios are calculated as follows:

a) Asset Consumption Ratio:

$$\frac{\text{Depreciated Replacement Cost of Depreciable Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$$

*Standard is met >0.50

**Standard is advanced >0.75

b) Asset Renewal Funding Ratio:

$$\frac{\text{NPV of Planned Capital Renewals over 10 years}}{\text{NPV of Required Capital Expenditure over 10 years}}$$

*Standard is met >0.75

**Standard is advanced >1.05

c) Asset Sustainability Ratio:

$$\frac{\text{Capital Renewal & Replacement Expenditure}}{\text{Depreciation Expense}}$$

*Standard is met >0.90

**Standard is advanced >1.10

d) Current Ratio:

$$\frac{\text{Current Assets - Restricted Current Assets}}{\text{Current Liabilities - Liabilities Associated With Restricted Assets}}$$

*Standard is met >1.00

e) Debt Service Cover Ratio:

$$\frac{\text{Annual Operating Surplus Before Interest & Depreciation}}{\text{Principal & Interest}}$$

*Standard is met >2.00

**Standard is advanced >5.00

f) Operating Surplus Ratio:

$$\frac{\text{Operating Revenue - Operating Expense}}{\text{Own Source Operating Revenue}}$$

*Standard is met >0.01

**Standard is advanced >0.15

g) Own Source Revenue Coverage Ratio:

$$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$$

*Standard is met >0.40

**Standard is advanced >0.90

Note:

Due to the reclassification of some accounts there may be differences when comparing figures adopted for the previous financial year.



City of Wanneroo

Schedule of Fees & Charges

2020/21

20/158320

Schedule of Fees and Charges 2020/21

Table of Contents	
Description	Page Number
Corporate Strategy & Performance	
Council & Corporate Support	1
Customer & Information Services	1
Property Services	1
Transactional Finance	1
Community & Place	
Community Safety & Emergency Management	2 - 3
Community Development	3
Place Management	3
Cultural Development	4 - 7
Community Facilities	7 - 9
Aquamotion	9 - 11
Kingsway Indoor Stadium	11 - 13
Planning & Sustainability	
Approval Services	13 - 17
Health & Compliance Services	17 - 21
Land Development	21
Assets	
Asset Maintenance	21
Strategic Asset Management	22
Waste	22
<p><i>All Fees and Charges listed are inclusive of GST (where GST is applicable). Statutory charges are subject to change in line with statutory legislation amendments.</i></p>	

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Corporate Strategy & Performance			
Council & Corporate Support			
Council Minutes			
Transcripts	Per Hour or Pro-Rata		\$45.00
Civic Centre Tours			
Student Tours	Per Student		\$7.50
Customer & Information Services			
Freedom of Information - Administration Fees			
Application Fee	Non Personal Information Only		\$30.00
Delivery, Packaging and Postage			Actual Cost
Information from Tape or Other Device			Actual Cost
Staff Time Dealing with Application	Per Hour or Pro Rata		\$30.00
Staff Time Photocopying	Per Hour or Pro Rata		\$30.00
Staff Time Supervising Access	Per Hour or Pro Rata		\$30.00
Staff Time Transcribing	Per Hour or Pro Rata		\$30.00
Service Fees - Photocopying/Printing			
Photocopying - Black & White A4	Per Page		\$0.20
Photocopying - Black & White A3	Per Page		\$0.40
Photocopying - Colour A4	Per Page		\$1.00
Photocopying - Colour A3	Per Page		\$2.00
Printing (eg. Maps, Structure Plans, etc.) - Black & White A4	Per Page		\$0.20
Printing (eg. Maps, Structure Plans, etc.) - Black & White A3	Per Page		\$0.40
Printing (eg. Maps, Structure Plans, etc.) - Colour A4	Per Page		\$1.00
Printing (eg. Maps, Structure Plans, etc.) - Colour A3	Per Page		\$2.00
Property Services			
Golf Courses			
Carramar Golf Course			
Weekdays	9 Holes		\$20.00
Weekdays	18 Holes		\$30.00
Weekends/Public Holidays	9 Holes		\$25.00
Weekends/Public Holidays	18 Holes		\$35.00
Junior Concession	9 Holes		\$10.00
Junior Concession	18 Holes		\$20.00
Concessions	9 Holes		\$16.00
Concessions	18 Holes		\$23.00
Driving Range Fees	Small Bucket		\$8.00
Driving Range Fees	Medium Bucket		\$13.00
Driving Range Fees	Large Bucket		\$18.00
Promotional Discount (Standard)	Discretionary		-\$5.00
Promotional Discount (Concession)	Discretionary		-\$3.00
Twilight Golf (Summer Weekdays) Oct 15 to March 14	9 Holes (From 16:00)		\$15.00
Twilight Golf (Winter Weekdays) March 15 to Oct 14	9 Holes (From 15:00)		\$15.00
Annual Golf Cart Permit Rate	Per Permit		\$50.00
Marangaroo Golf Course			
Weekdays	9 Holes		\$20.00
Weekdays	18 Holes		\$30.00
Weekends/Public Holidays	9 Holes		\$25.00
Weekends/Public Holidays	18 Holes		\$35.00
Junior Concession	9 Holes		\$10.00
Junior Concession	18 Holes		\$20.00
Concessions	9 Holes		\$16.00
Concessions	18 Holes		\$23.00
Driving Range Fees	Small Bucket		\$8.00
Driving Range Fees	Medium Bucket		\$13.00
Driving Range Fees	Large Bucket		\$18.00
Promotional Discount (Standard)	Discretionary		-\$5.00
Promotional Discount (Concession)	Discretionary		-\$3.00
Twilight Golf (Summer Weekdays) Oct 15 to March 14	9 Holes (From 16:00)		\$15.00
Twilight Golf (Winter Weekdays) March 15 to Oct 14	9 Holes (From 15:00)		\$15.00
Annual Golf Cart Permit Rate	Per Permit		\$50.00
Notes:			
- Concession rates available to Companions wishing to assist and participate with a Companion Card Holder.			
- Concession rates available to Seniors - holders of Australian or State Seniors Card or Pensioner Concession Card.			
- Concession rates do not apply for seniors on weekends & public holidays.			
- Juniors - 18 years or less.			
- Refunds policy - will be the full monies or nine holes at discretion of Course Controller.			
- The City reserves the right to offer promotional incentives that can include but not limited to - buy one get one free and vouchers.			
General Property Services			
Replacement Keys - Loss or new key for lessee/licensee			Actual Cost
Consultants Fees (valuation, survey, lease preparation fees) - payable following initial assessment			Actual Cost
Advertising - Newspaper advert			Actual Cost
Advertising - Notice by Letter (Postage)			Actual Cost
Advertising - Sign on Site			Actual Cost
Transactional Finance			
Rates Information			
Rate Arrangement Administration Fee	Per Arrangement		\$30.00
Rates & Charges Enquiries	Per Enquiry		\$26.00
Direct Debit Return/Dishonour	Each		\$2.50
Credit Card Payments			
Surcharge for all payments made by Visa or Mastercard Credit Cards	% of payment amount		0.57% of payment incl. GST
Community & Place			

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Community Safety & Emergency Management			
Animal Control			
Sale of Animal	Per Animal		\$50.00
Animal Control-Dog			
Dog Registration Fees (Dog Act 1976) - State Government Controlled			
Sterilised Dog - Standard Registration	Per Annum	S	\$20.00
Sterilised Dog - Extended Registration	3 Years	S	\$42.50
Sterilised Dog - Lifetime Registration	Lifetime	S	\$100.00
Sterilised Dog - Standard Registration (Pensioner)	Per Annum	S	\$10.00
Sterilised Dog - Extended Registration (Pensioner)	3 Years	S	\$21.25
Sterilised Dog - Lifetime Registration (Pensioner)	Lifetime	S	\$50.00
Unsterilised Dog - Standard Registration	Per Annum	S	\$50.00
Unsterilised Dog - Extended Registration	3 Years	S	\$120.00
Unsterilised Dog - Lifetime Registration	Lifetime	S	\$250.00
Unsterilised Dog - Standard Registration (Pensioner)	Per Annum	S	\$25.00
Unsterilised Dog - Extended Registration (Pensioner)	3 Years	S	\$60.00
Unsterilised Dog - Lifetime Registration (Pensioner)	Lifetime	S	\$125.00
Dangerous Dog - Maximum One Year	Per Annum	S	\$50.00
- Effective 31 May each year half the normal fee is applicable on annual licences			
Impounding Fees (Dogs) - Local Government Controlled			
Impound/Sustenance Fee (First 7 days)	Per Impound		\$100.00
Sustenance Fee (After 7 days)	Per Day		\$25.00
Surrender of Dogs	Per Dog		\$300.00
Microchipping Fee	Per Dog		\$50.00
Sterilisation Fee - Female Dog	Per Dog		\$250.00
Sterilisation Fee - Male Dog	Per Dog		\$200.00
More than 2 Dog Application Fee - Local Government Controlled			
Per application	Per Application		\$150.00
Animal Control-Cat			
Cat Registration Fees (Cat Act 2011) - State Government Controlled			
Standard Registration	Per Annum	S	\$20.00
Extended Registration	3 Years	S	\$42.50
Lifetime Registration	Lifetime	S	\$100.00
Standard Registration - Pensioner	Per Annum	S	\$10.00
Extended Registration - Pensioner	3 Years	S	\$21.25
Lifetime Registration - Pensioner	Lifetime	S	\$50.00
Breeding Cats	Per Annum/Per Cat	S	\$100.00
Impound Fees (Cats) - Local Government Controlled			
Impound/Sustenance Fee (First 7 Days)	Per Cat		\$100.00
Sustenance Fee (After 7 Days)	Per Day		\$25.00
Surrender of Cat by Owner	Per Cat		\$100.00
Microchipping Fee	Per Cat		\$50.00
Sterilisation Fee - Female Cat	Per Cat		\$150.00
Sterilisation Fee - Male Cat	Per Cat		\$100.00
More than 3 Cat Application Fee - Local Government Controlled			
Per application	Per Application		\$150.00
Animal Control - Livestock			
Local Government Controlled			
Mares, Geldings, Colts, Fillies, Foals, Oxen, Cows, Steers, Heifers, Calves, Rams or Pigs	Per Head (6.00am to 6.00pm)		\$100.00
Wethers, Ewes, Lambs or Goats	Per Head (6.00am to 6.00pm)		\$10.00
Entire Horses, Mules, Asses, Camels, Bulls or Boars	Per Head (6.00am to 6.00pm)		\$100.00
- No charge is payable in respect of a suckling animal under the age of six months running with its mother.			
- The above fees include driving, leading or otherwise transporting the animal/s no more than a distance of 3 kilometres.			
-Where the distance is more than 3 kilometres, an additional charge of \$1.00 for each 1.5 kilometres or part thereof in excess of 3 kilometres shall be paid in respect of each animal impounded other than a suckling animal as provided.			
Sustenance (Local Government Act)			
Entire Horses, Mules, Asses, Camels, Bulls, Mares, Geldings, Colts, Fillies, Foals, Oxen, Cows, Heifer or Calves.	Per Head / Per Day		\$25.00
Local Government Controlled			
Pigs of any description	Per Head		\$25.00
Rams, Wethers, Ewes, Lambs or Goats	Per Head		\$25.00
- No charge is payable in respect of a suckling animal under the age of six months running with its mother.			
Impounding of Goods			
Impound Fees (Abandoned Vehicles) - Local Government Controlled			
Abandoned Vehicles Towing and Impound Fee	Per Vehicle		\$250.00
Abandoned Vehicles - Vehicles Larger than a Standard Vehicle	Per Vehicle		As per applicable towing invoice
Abandoned Vehicles - Sale of Vehicle	Per Vehicle		1/3 of total sale price
Impound Fees (Unauthorised Signs) - Local Government Controlled			
Signs	Per Sign		\$70.00
Impound Fees (Shopping Trolleys) - Local Government Controlled			
Shopping Trolleys	Per Trolley		\$90.00
Infringement Fee (Shopping Trolleys) - Local Government Controlled			
Infringement of abandoned shopping trolley to owner	Per Trolley		\$100.00
Impound Fees (Property other than Vehicles) - Local Government Controlled			
Property other than Vehicles	Per Item		\$90.00
Fees do not apply to dogs that have been voluntarily surrendered by the owner and meet the following public interest criteria:			
- The dog has been involved in an attack that has caused serious injury or death to a person or animal; or			
- The dog has caused injury to persons or animals on multiple occasions			
Private Property Parking Agreement - Local Government Controlled			
Per application and on annual review and renewal	Per Application & Renewal		\$150.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Towing vehicles from Private Property	Per Vehicle		\$350.00
Prescribed Burns			
Private Land <2.5 hectares	Per Day		\$250.00
Private Land 2.5 to 5 hectares	Per Day		\$450.00
Private Land over 5 hectares	Per Hectare		\$100.00
Land (Government, Commercial, Non Private) 0-50 hectares	Per Hectare		\$200.00
Land (Government, Commercial, Non Private) over 50 hectares	Per Hectare		\$200 per hectare for the first 50 hectares, then \$100 per hectare
Private Land: Private property means any land that has a separate certificate of title and it is in private ownership and is not used for commercial purposes.			
Community Development			
Community Programs			
Fitness Sessions - Multiple Locations	Per Session		\$0 - \$15
Youth Development			
School Holiday Program	Per Person Per Activity		\$0 to 50% of Activity Cost
Youth Programs - Term Programs - Excursions and Contracted Activities	Per Person Per Activity		50% of Activity Cost
Social Inclusion			
Community Transport - Individuals (City Services - residents)	Per Client Per One Way Trip		\$2.50
Community Transport Bus Hire - Half Day Hire (up to 5 hours)	Per Half Day Booking		\$75.00
Community Transport Bus Hire - Full Day Hire (over 5 hours)	Per Day Booking		\$100.00
Community Transport Bus Hire - Bond (Casual Hire)	Per Hire		\$250.00
Community Transport Bus Hire - Bond (Recurring Hire, bond held for duration of recurring bookings)	Per Recurring Hire		\$1,000.00
Yanchep Two Rocks Community Bus Service	Per Client Per Round Trip		\$0 - Gold coin donation
Yanchep Two Rocks Community Bus Hire - Half Day Hire (up to 5 hours)	Per Half Day Booking		\$0.30 - \$0.70 Cents per Km
Yanchep Two Rocks Community Bus Hire - Full Day Hire (over 5 hours)	Per Day Booking		\$0.30 - \$0.70 Cents per Km
Place Management			
Events			
Event Vendors	Subject to Individual Events		\$150.00
Girrawheen Hub			
Printing - Black and White A4 (casual hirer / user)	Per Page		\$0.20
Printing - Colour A4 (casual hirer / user)	Per Page		\$1.00
Printing - Black and White A3 (casual hirer / user)	Per Page		\$0.40
Printing - Colour A3 (casual hirer / user)	Per Page		\$2.00
Photocopying - Black and White A4 (casual hirer / user)	Per Page		\$0.20
Photocopying - Colour A4 (casual hirer / user)	Per Page		\$1.00
Photocopying - Black and White A3 (casual hirer / user)	Per Page		\$0.40
Photocopying - Colour A3 (casual hirer / user)	Per Page		\$2.00
Swipe Card / Key Replacement	Per card		\$10.00
Office Room 1, 2 - Commercial	Per Hour		\$4.20
Office Room 1, 2 - Commercial	Per Day (up to 8 hrs)		\$16.80
Office Room 1, 2 - Commercial	Per Week (5 days)		\$67.30
Office Room 1, 2 - Community	Per Hour		\$2.10
Office Room 1, 2 - Community	Per Day (up to 8 hrs)		\$8.40
Office Room 1, 2 - Community	Per Week (5 days)		\$33.70
Activity Room 1 - Commercial	Per Hour		\$11.40
Activity Room 1 - Commercial	Per Day (up to 8 hrs)		\$45.70
Activity Room 1 - Commercial	Per Week (5 days)		\$182.70
Activity Room 1 - Community	Per Hour		\$5.70
Activity Room 1 - Community	Per Day (up to 8 hrs)		\$22.80
Activity Room 1 - Community	Per Week (5 days)		\$91.30
Activity Room 2 - Commercial	Per Hour		\$7.20
Activity Room 2 - Commercial	Per Day (up to 8 hrs)		\$28.80
Activity Room 2 - Commercial	Per Week (5 days)		\$115.40
Activity Room 2 - Community	Per Hour		\$3.60
Activity Room 2 - Community	Per Day (up to 8 hrs)		\$14.40
Activity Room 2 - Community	Per Week (5 days)		\$57.70
Activity Room 3 - Commercial	Per Hour		\$6.00
Activity Room 3 - Commercial	Per Day (up to 8 hrs)		\$24.00
Activity Room 3 - Commercial	Per Week (5 days)		\$96.20
Activity Room 3 - Community	Per Hour		\$3.00
Activity Room 3 - Community	Per Day (up to 8 hrs)		\$12.00
Activity Room 3 - Community	Per Week (5 days)		\$48.10
Kitchen - Commercial	Per Hour		\$9.90
Kitchen - Commercial	Per Day (up to 8 hrs)		\$39.70
Kitchen - Commercial	Per Week (5 days)		\$158.70
Kitchen - Community	Per Hour		\$5.00
Kitchen - Community	Per Day (up to 8 hrs)		\$19.80
Kitchen - Community	Per Week (5 days)		\$79.30
Meeting Room 1 - Commercial	Per Hour		\$13.50
Meeting Room 1 - Commercial	Per Day (up to 8 hrs)		\$54.10
Meeting Room 1 - Commercial	Per Week (5 days)		\$216.30
Meeting Room 1 - Community	Per Hour		\$6.80
Meeting Room 1 - Community	Per Day (up to 8 hrs)		\$27.00
Meeting Room 1 - Community	Per Week (5 days)		\$108.20
Incubators 3, 4, 6 - Commercial	Per Hour		\$2.40
Incubators 3, 4, 6 - Commercial	Per Day (up to 8 hrs)		\$9.60

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Incubators 3, 4, 6 - Commercial	Per Week (5 days)		\$38.50
Incubators 3, 4, 6 - Community	Per Hour		\$1.20
Incubators 3, 4, 6 - Community	Per Day (up to 8 hrs)		\$4.80
Incubators 3, 4, 6 - Community	Per Week (5 days)		\$19.20
Multi Use Offices 5, 7, 8/9 - Commercial	Per Hour		\$3.00
Multi Use Offices 5, 7, 8/9 - Commercial	Per Day (up to 8 hrs)		\$12.00
Multi Use Offices 5, 7, 8/9 - Commercial	Per Week (5 days)		\$48.10
Multi Use Offices 5, 7, 8/9 - Community	Per Hour		\$1.50
Multi Use Offices 5, 7, 8/9 - Community	Per Day (up to 8 hrs)		\$6.00
Multi Use Offices 5, 7, 8/9 - Community	Per Week (5 days)		\$24.00
Collaborative Space - Whole Space Commercial	Per Hour		\$20.00
Collaborative Space - Whole Space Commercial	Per Day (up to 8 hrs)		\$80.00
Collaborative Space - Whole Space Community	Per Hour		\$10.00
Collaborative Space - Whole Space Community	Per Day (up to 8 hrs)		\$40.00
Collaborative Space - Whole Space	Bond (Alcohol)		\$400.00
Cultural Development			
Library Services			
Library Services - Clarkson			
Replacement of Lost Borrower Cards	Per Card		\$1.50
Book Clubs - Books in a Bag Service - Membership Fee	Annual		\$150.00
Photocopies - Black and White A4	Per Page		\$0.20
Photocopies - Black and White A3	Per Page		\$0.40
Photocopies - Colour A4	Per Page		\$1.00
Photocopies - Colour A3	Per Page		\$2.00
Laminating Service - Small Pouch	Per Pouch		\$1.00
Laminating Service - A4 Pouch	Per Pouch		\$2.00
Laminating Service - A3 Pouch	Per Pouch		\$3.00
Fax Service - Within Australia	1st Page		\$3.00
Fax Service - Within Australia	Additional Pages		\$1.00
Fax Service - International	1st Page		\$6.00
Fax Service - International	Additional Pages		\$1.00
Flash Drive - 8G	Per Flash Drive		\$6.00
Flash Drive - 16G	Per Flash Drive		\$8.00
Computer Printing - Black and White A4	Per Page		\$0.20
Computer Printing - Black and White A3	Per Page		\$0.40
Computer Printing - Colour A4	Per Page		\$1.00
Computer Printing - Colour A3	Per Page		\$2.00
Disposable Earphones	Per Set of Earphones		\$3.00
Sale of New Books/DvDs/Goods	Per Book/Goods		\$2.00-\$90.00
Library Product Type A	Per item		\$1.00
Library Product Type B	Per item		\$1.50
Library Product Type C	Per item		\$2.00
Library Product Type D	Per item		\$3.00
Library Product Type E	Per item		\$5.00
Library Product Type F	Per item		\$6.00
Library Product Type G	Per item		\$8.00
Library Product Type H	Per item		\$10.00
Library Product Type I	Per item		\$12.00
Library Product Type J	Per item		\$15.00
Library Product Type K	Per item		\$20.00
Library Product Type L	Per item		\$30.00
Library Product Type M	Per item		\$35.00
Library Product Type N	Per item		\$42.00
Library Product Type O	Per item		\$49.00
Library Product Type P	Per item		\$56.00
Library Product Type Q	Per item		\$65.00
Administration Fee	Administration Charge Per Invoice		\$15.00
Room Hire (Clarkson Library) - Meeting Room 1&2	Community Groups (Per Hour)		\$13.00
Room Hire (Clarkson Library) - Meeting Room 1&2	Commercial Groups (Per Hour)		\$25.00
Library Services - Girrawheen			
Replacement of Lost Borrower Cards	Per Card		\$1.50
Book Clubs - Books in a Bag Service - Membership Fee	Annual		\$150.00
Photocopies - Black and White A4	Per Page		\$0.20
Photocopies - Black and White A3	Per Page		\$0.40
Photocopies - Colour A4	Per Page		\$1.00
Photocopies - Colour A3	Per Page		\$2.00
Laminating Service - Small Pouch	Per Pouch		\$1.00
Laminating Service - A4 Pouch	Per Pouch		\$2.00
Laminating Service - A3 Pouch	Per Pouch		\$3.00
Fax Service - Within Australia	1st Page		\$3.00
Fax Service - Within Australia	Additional Pages		\$1.00
Fax Service - International	1st Page		\$6.00
Fax Service - International	Additional Pages		\$1.00
Flash Drive - 8G	Per Flash Drive		\$6.00
Flash Drive - 16G	Per Flash Drive		\$8.00
Computer Printing - Black and White A4	Per Page		\$0.20
Computer Printing - Black and White A3	Per Page		\$0.40
Computer Printing - Colour A4	Per Page		\$1.00
Computer Printing - Colour A3	Per Page		\$2.00
Disposable Earphones	Per Set of Earphones		\$3.00
Sale of New Books/DvDs/Goods	Per Book/Goods		\$2.00-\$90.00
Library Product Type A	Per item		\$1.00
Library Product Type B	Per item		\$1.50

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Library Product Type C	Per item		\$2.00
Library Product Type D	Per Item		\$3.00
Library Product Type E	Per Item		\$5.00
Library Product Type F	Per Item		\$6.00
Library Product Type G	Per Item		\$8.00
Library Product Type H	Per Item		\$10.00
Library Product Type I	Per Item		\$12.00
Library Product Type J	Per Item		\$15.00
Library Product Type K	Per Item		\$20.00
Library Product Type L	Per Item		\$30.00
Library Product Type M	Per Item		\$35.00
Library Product Type N	Per Item		\$42.00
Library Product Type O	Per Item		\$49.00
Library Product Type P	Per Item		\$56.00
Library Product Type Q	Per item		\$65.00
Administration Fee	Administration Charge Per Invoice		\$15.00
Library Services - Wanneroo			
Replacement of Lost Borrower Cards	Per Card		\$1.50
Book Clubs - Books in a Bag Service - Membership Fee	Annual		\$150.00
Photocopies - Black and White A4	Per Page		\$0.20
Photocopies - Black and White A3	Per Page		\$0.40
Photocopies - Colour A4	Per Page		\$1.00
Photocopies - Colour A3	Per Page		\$2.00
Laminating Service - Small Pouch	Per Pouch		\$1.00
Laminating Service - A4 Pouch	Per Pouch		\$2.00
Laminating Service - A3 Pouch	Per Pouch		\$3.00
Fax Service - Within Australia	1st Page		\$3.00
Fax Service - Within Australia	Additional Pages		\$1.00
Fax Service - International	1st Page		\$6.00
Fax Service - International	Additional Pages		\$1.00
Flash Drive - 8G	Per Flash Drive		\$6.00
Flash Drive - 16G	Per Flash Drive		\$8.00
Computer Printing - Black and White A4	Per Page		\$0.20
Computer Printing - Black and White A3	Per Page		\$0.40
Computer Printing - Colour A4	Per Page		\$1.00
Computer Printing - Colour A3	Per Page		\$2.00
Disposable Earphones	Per Set of Earphones		\$3.00
Sale of New Books/DVDs/Books	Per Book/Books		\$2.00-\$90.00
Library Product Type A	Per item		\$1.00
Library Product Type B	Per item		\$1.50
Library Product Type C	Per item		\$2.00
Library Product Type D	Per Item		\$3.00
Library Product Type E	Per Item		\$5.00
Library Product Type F	Per Item		\$6.00
Library Product Type G	Per Item		\$8.00
Library Product Type H	Per Item		\$10.00
Library Product Type I	Per Item		\$12.00
Library Product Type J	Per Item		\$15.00
Library Product Type K	Per Item		\$20.00
Library Product Type L	Per Item		\$30.00
Library Product Type M	Per Item		\$35.00
Library Product Type N	Per Item		\$42.00
Library Product Type O	Per Item		\$49.00
Library Product Type P	Per Item		\$56.00
Library Product Type Q	Per item		\$65.00
3D printing	Per Hour		\$5.00
Administration Fee	Administration Charge Per Invoice		\$15.00
Library Services - Yanchep			
Replacement of Lost Borrower Cards	Per Card		\$1.50
Book Clubs - Books in a Bag Service - Membership Fee	Annual		\$150.00
Photocopies - Black and White A4	Per Page		\$0.20
Photocopies - Black and White A3	Per Page		\$0.40
Photocopies - Colour A4	Per Page		\$1.00
Photocopies - Colour A3	Per Page		\$2.00
Laminating Service - Small Pouch	Per Pouch		\$1.00
Laminating Service - A4 Pouch	Per Pouch		\$2.00
Laminating Service - A3 Pouch	Per Pouch		\$3.00
Fax Service - Within Australia	1st Page		\$3.00
Fax Service - Within Australia	Additional Pages		\$1.00
Fax Service - International	1st Page		\$6.00
Fax Service - International	Additional Pages		\$1.00
Flash Drive - 8G	Per Flash Drive		\$6.00
Flash Drive - 16G	Per Flash Drive		\$8.00
Computer Printing - Black and White A4	Per Page		\$0.20
Computer Printing - Black and White A3	Per Page		\$0.40
Computer Printing - Colour A4	Per Page		\$1.00
Computer Printing - Colour A3	Per Page		\$2.00
Disposable Earphones	Per Set of Earphones		\$3.00
Sale of New Books/DVDs/Books	Per Book/Books		\$2.00-\$90.00
Library Product Type A	Per item		\$1.00
Library Product Type B	Per item		\$1.50
Library Product Type C	Per item		\$2.00
Library Product Type D	Per Item		\$3.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Library Product Type E	Per Item		\$5.00
Library Product Type F	Per Item		\$6.00
Library Product Type G	Per Item		\$8.00
Library Product Type H	Per Item		\$10.00
Library Product Type I	Per Item		\$12.00
Library Product Type J	Per Item		\$15.00
Library Product Type K	Per Item		\$20.00
Library Product Type L	Per Item		\$30.00
Library Product Type M	Per Item		\$35.00
Library Product Type N	Per Item		\$42.00
Library Product Type O	Per Item		\$49.00
Library Product Type P	Per Item		\$56.00
Library Product Type Q	Per item		\$65.00
Administration Fee	Administration Charge Per Invoice		\$15.00
Community History			
Photocopies - Colour A4	Per Page		\$1.00
Photocopies - Colour A3	Per Page		\$2.00
Computer Printing - Black and White A4	Per Page		\$0.20
Computer Printing - Black and White A3	Per Page		\$0.40
Computer Printing - Colour A4	Per Page		\$1.00
Computer Printing - Colour A3	Per Page		\$2.00
Sale of Products - Replica Coins	Per Unit		\$3.50
Archival Supplies Type A	Per item		\$0.50
Archival Supplies Type B	Per item		\$0.75
Archival Supplies Type C	Per item		\$1.00
Archival Supplies Type D	Per item		\$1.50
Archival Supplies Type E	Per item		\$2.00
Archival Supplies Type F	Per item		\$2.50
Archival Supplies Type G	Per item		\$5.00
Archival Supplies Type H	Per item		\$10.00
Archival Supplies Type I	Per item		\$20.00
Archival Supplies Type J	Per item		\$30.00
Archival Supplies Type K	Per item		\$50.00
Flash Drive - 8G	Per Flash Drive		\$6.00
Flash Drive - 16G	Per Flash Drive		\$8.00
Images - Copies Provided on CD/USB	Per Image - 400 - 600 DPI JPEG/TIFF		\$10.00
Images - Copies Provided on CD/USB	Per Image - 1200 DPI TIFF		\$15.00
Images - Copies Provided on CD/USB	Image Express Service (Same Day)		\$25.00
Notes:			
*The fee includes the price of a CD or USB provided by the Community History Centre			
*JPEG stands for Joint Photographic Experts Group			
*TIFF stands for Tagged Image File Format			
Digital Files	Digital file <= A3		\$25.00
Digital Files	Digital file > A3		\$40.00
Digital Files	Express Services		\$50.00
Scanning	Small file - <= 10 pages		\$20.00
Scanning	Small - medium file - 11-50 pages		\$35.00
Scanning	Standard file - 51 - 100 pages		\$50.00
Scanning	Large file >100 pages		\$65.00
Workshop Type A (Trace Your Family Tree)	Per Person		\$10.00
Workshop Type B (Trace Your Family Tree)	Per Person		\$25.00
Workshop Type C (Trace Your Family Tree)	Per Person		\$40.00
Bus Tour Type A	Per Person		\$10.00
Bus Tour Type B	Per Person		\$15.00
Bus Tour Type C	Per Person		\$20.00
Publications			
Museum Publications Type A - Live Work Play	Per item		\$35.00
Museum Publications Type B	Per item		\$5.00
Museum Publications Type C	Per item		\$10.00
Museum Publications Type D	Per item		\$15.00
Museum Publications Type E	Per item		\$20.00
Museum Publications Type F	Per item		\$25.00
Museum Publications Type G	Per item		\$30.00
Oral Histories	Copy on CD (Per Interview)		\$10.00
Oral Histories	Copy on CD with transcript (Per Interview)		\$15.00
Museums and Heritage Houses			
Wanneroo Museum			
Museum Education Program - School Groups Type A	Per Program		\$5.00
Museum Education Program - School Groups Type B	Per Program		\$8.00
Museum Tours - Guided Tour (Groups)	Per Person		Donation
Buckingham House			
Adults	Per Person		Donation
Children/Pensioners	Per Person		Donation
School Group	Per Student		\$5.00
Teacher Induction	Per Person		\$5.00
Community Group	Per Tour Group		\$40.00
Commercial Group	Per Tour Group		\$75.00
Cockman House			
Adults	Per Person		Donation
Children/Pensioners	Per Person		Donation
School Group	Per Student		\$5.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Teacher Induction	Per Person		\$5.00
Community Group	Per Tour Group		\$40.00
Commercial Group	Per Tour Group		\$75.00
Other			
Art Award Entry	Per Person (non refundable)		\$25.00
Workshop Type A	Per Person		\$10.00
Workshop Type B	Per Person		\$20.00
Workshop Type C	Per Person		\$30.00
Workshop Type D	Per Person		\$50.00
Workshop Type E	Per Person		\$100.00
Bus Tour Type A	Per Person		\$5.00
Bus Tour Type B	Per Person		\$10.00
Bus Tour Type C	Per Person		\$20.00
Bus Tour Type D	Per Person		\$50.00
Bus Tour Type E	Per Person		\$100.00
Wanneroo Library & Cultural Centre			
Facility Hire			
Note: Community rates for all hire of facilities in WLCC are charged at 50% of the commercial rate except for the Gallery. Day Rate is charged at twice the half-day rate			
Community Education Room (Library Hours) - Commercial	Per Hour		\$50.00
Community Education Room (Library Hours) - Commercial	Per Half-Day (4 Hours)		\$120.00
Conference Room - Commercial	Per Hour		\$40.00
Conference Room - Community	Per Hour		\$20.00
Conference Room - Commercial	Per Half-Day (4 Hours)		\$140.00
Conference Room - Commercial	Per Week (Mon - Fri)		\$960.00
Gallery - Commercial	Per Half-Day (4 Hours)		\$300.00
Gallery - Commercial	Per Week (Mon - Fri)		\$2,000.00
Great Court - Commercial	Per Half-Day (4 Hours)		\$180.00
Group Study Room FF (Library Hours) - Commercial	Per Hour		\$20.00
Group Study Room FF (Library Hours) - Commercial	Per Half-Day (4 Hours)		\$40.00
Meeting Room (Ground Floor) - Commercial	Per Hour		\$30.00
Meeting Room (Ground Floor) - Commercial	Per Half-Day (max 4 Hours)		\$80.00
Theatrette - Commercial	Per Hour		\$40.00
Theatrette - Commercial	Per Half-Day (4 Hours)		\$140.00
Theatrette - Commercial	Per Week (Mon - Fri)		\$960.00
WLCC package - Gallery, Conference Room, Great Court, Theatrette, Meeting Room - Commercial	Per Day (max 8 Hours) (Only Available Sat & Sun)		\$1,500.00
Hire for Public Exhibition			
Note: Commission on sales in addition to facility hire fee. Minimum hire required is a fortnight - pro-rata thereafter			
Hire for Public Exhibition - Conference Room - Commercial	Per Fortnight		\$557.00
Hire for Public Exhibition - Function Support Staff fee out of business hours only	Per Hour (Minimum 2 Hours)		\$50.00
Hire for Public Exhibition - Gallery - Commercial	Per Fortnight		\$1,114.00
Hire for Public Exhibition - Great Court - Commercial	Per Fortnight		\$500.00
Hire for Public Exhibition - Artwork Sales	Commission on Sales		20%
Optional Extras			
Portable Public Address System (PA)	Per Day (max 8 Hours)		\$50.00
Bonds - All users of the premises with alcohol will incur a fee of double the no alcohol bond rate			
Community Education Room	Bond (No Alcohol)		\$400.00
Conference Room, Theatrette, Great Court	Bond (No Alcohol)		\$200.00
Gallery	Bond (No Alcohol)		\$400.00
Meeting Ground Floor	Bond (No Alcohol)		\$50.00
WLCC Package	Bond (No Alcohol)		\$1,000.00
Community Facilities			
Community Facility Hire Charges			
Commercial - Small Activity (1-50 sqm)	Per Hour		\$34.20
Commercial - Large Activity (51-100 sqm)	Per Hour		\$42.90
Commercial - Function Room (101-200 sqm)	Per Hour		\$46.00
Commercial - Minor Hall (201-250 sqm)	Per Hour		\$51.30
Commercial - Main Hall (+251 sqm)	Per Hour		\$58.90
Community - Small Activity (1-50 sqm)	Per Hour		\$18.20
Community - Large Activity (51-100 sqm)	Per Hour		\$23.40
Community - Function Room (101-200 sqm)	Per Hour		\$27.80
Community - Minor Hall (201-250 sqm)	Per Hour		\$31.00
Community - Main Hall (+251 sqm)	Per Hour		\$39.60
Community - Offices - Community	Per Hour		\$8.50
Community - Offices - Commercial	Per Hour		\$16.00
- Kitchens hired in conjunction with other rooms will be provided free of charge.			
- Ground hire fees listed below, gives access to supporting infrastructure on the playing field. This includes kitchens, multipurpose room, changeroom etc., for the duration of their booking, plus one hour after the ground booking ceases. Use beyond this will be charged at the above rates.			
- Bonds do not apply to City Administration bookings, hire fees receive 100% subsidy.			
- Parks, Gardens & Reserves - Subsidised use provisions are applied in accordance with 'Facility Hire and Use Policy'.			
Banksia Rooms			
Banksia Room - Full Room			
Commercial	Per Hour		\$55.00
Commercial	Bond		\$330.00
Community Organisation	Per Hour		\$27.50
Community Organisation	Bond		\$330.00
Banksia Room - Half Room			
Commercial	Per Hour		\$41.25
Commercial	Bond		\$330.00
Community Organisation	Per Hour		\$20.63

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Community Organisation	Bond		\$330.00
City of Wanneroo Jacaranda Court			
Commercial	Per Hour		\$55.00
Commercial	Bond		\$330.00
Community Organisation	Per Hour		\$27.50
Community Organisation	Bond		\$330.00
Penalty Fee - Return Furniture to Storage after Function Hire	Per Hour		\$90.00
Sporting Recreational Fees			
5 a Side Junior/Senior	Per Team Per Season		\$87.90
5 a Side Adult	Per Team Per Season		\$174.70
Archery Junior/Senior	Per Person Per Annum		\$35.20
Archery Adult	Per Person Per Annum		\$69.60
Athletics Junior/Senior	Per Person Per Season		\$17.00
Athletics Adult	Per Person Per Season		\$35.20
Australian Rules Junior/Senior	Per Team Per Season		\$349.60
Australian Rules Adult	Per Team Per Season		\$700.20
Basketball - Clubs Junior/Senior	Per Team Per Season		\$122.20
Basketball - Clubs Adult	Per Team Per Season		\$245.40
Sport Structures - Junior/Senior (basketball, netball, tennis hardcourts & batting cages)	Per Court/Cage Per Hour		\$6.40
Sport Structures - Adult (basketball, netball, tennis hardcourts & batting cages)	Per Court/Cage Per Hour		\$12.80
Sport Structures - Junior/Senior (basketball, netball, tennis hardcourts & batting cages)	Per Court/Cage Per Season		\$131.40
Sport Structures - Adult (basketball, netball, tennis hardcourts & batting cages)	Per Court/Cage Per Season		\$262.80
Cricket Junior/Senior	Per Team Per Season		\$227.20
Cricket Adult	Per Team Per Season		\$454.60
Dog Obedience	Per Hour		\$6.40
Dog Obedience	Per Annum		\$262.70
Gridiron Junior/Senior	Per Team Per Season		\$227.20
Gridiron Adult	Per Team Per Season		\$454.60
Hockey Junior/Senior	Per Team Per Season		\$227.20
Hockey Adult	Per Team Per Season		\$454.60
Modcrosse Junior/Senior	Per Team Per Season		\$210.10
Modcrosse Adult	Per Team Per Season		\$420.30
Netball - Casual Junior/Senior	Kingsway Regional Sporting Complex - Per Block (West 27 Courts) Per Hour		\$87.90
Netball - Casual Adult	Kingsway Regional Sporting Complex - Per Block (West 27 Courts) Per Hour		\$174.70
Netball - Casual Junior/Senior	Kingsway Regional Sporting Complex - Per Block (North/East or South/East 15 Courts) Per Hour		\$43.90
Netball - Casual Adult	Kingsway Regional Sporting Complex - Per Block (North/East or South/East 15 Courts) Per Hour		\$87.90
Netball - Clubs Junior/Senior	Per Team Per Season		\$157.60
Netball - Clubs Adult	Per Team Per Season		\$315.20
Netball Competition - Event Junior/Senior	Kingsway Regional Sporting Complex - All Courts (57 Courts) 8-Hour Comp		\$697.40
Netball Competition - Event Adult	Kingsway Regional Sporting Complex - All Courts (57 Courts) 8-Hour Comp		\$1,331.70
Netball Competition - Junior/Senior	Kingsway Regional Sporting Complex - Per Block (North/East or South/East 15 Courts) 8-Hour Comp		\$87.90
Netball Competition - Adult	Kingsway Regional Sporting Complex - Per Block (North/East or South/East 15 Courts) 8-Hour Comp		\$174.70
Netball Competition Junior/Senior	Kingsway Regional Sporting Complex - Per Block (West 27 Courts) 8-Hour Comp		\$349.60
Netball Competition Adult	Kingsway Regional Sporting Complex - Per Block (West 27 Courts) 8-Hour Comp		\$699.10
Netball - Junior/Senior	Kingsway Regional Sporting Complex - All Courts (57 Courts) Per Hour		\$174.70
Netball - Adult	Kingsway Regional Sporting Complex - All Courts (57 Courts) Per Hour		\$349.60
Personal Training - Commercial	Per Hour		\$6.40
Personal Training - Commercial	Per Annum		\$262.70
Pre-Season Junior/Senior	Per Person Per Week		\$1.00
Pre-Season Adult	Per Person Per Week		\$2.10
Rugby League Junior/Senior	Per Team Per Season		\$262.60
Rugby League Adult	Per Team Per Season		\$525.40
Rugby Union Junior/Senior	Per Team Per Season		\$298.00
Rugby Union Adult	Per Team Per Season		\$595.10
Soccer Junior/Senior	Per Team Per Season		\$227.20
Soccer Adult	Per Team Per Season		\$454.60
Softball/Baseball/Teeball Junior/Senior	Per Team Per Season		\$193.00
Softball/Baseball/Teeball Adult	Per Team Per Season		\$386.00
Tennis Courts - Clubs Junior/Senior	Per Person Per Annum		\$35.20
Tennis Courts - Clubs Adult	Per Person Per Annum		\$69.60
Tennis Courts - Commercial	Per Court Per Hour		\$26.80
Touch Rugby Junior/Senior	Per Team Per Season		\$157.60
Touch Rugby Adult	Per Team Per Season		\$315.20
Wanneroo Districts Netball Association	Per Calendar Year		2019 Annual fee

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Kingsway Regional Sporting Complex - Wanneroo Giants Baseball Club, Wanneroo City Soccer Club, Olympic Kingsway Soccer Club, Wanneroo Districts Rugby Club, Kingsway Football & Sporting Club, Kingsway Junior Football Club, Wanneroo Districts Cricket Club; Wanneroo Showgrounds - Wanneroo Cricket Club, Wanneroo Amateur Football Club; Ridgewood Reserve - Quinns Districts Football Club, Quinns Districts Junior Football Club; Kingsbridge Park - Brighton Seahawks Junior Football Club.	Per Club Per Season		2019 winter season or 2019/20 summer season Annual fee
- Grounds hire requests for out of season/competition fixtures, are charged at the Reserve Casual hire rate			
- 100% subsidy applicable to Developers hiring grounds they are maintaining			
Reserve Casual Booking (Active Reserves and Passive Parks)			
Commercial Adult	Per Hour		\$64.20
Commercial Adult	Per Half Day (up to 4 Hours)		\$216.50
Commercial Adult	Per Full Day (8+ Hours)		\$437.30
Community Adult	Per Hour		\$26.80
Community Adult	Per Half Day (up to 4 Hours)		\$87.90
Community Adult	Per Full Day (8+ Hours)		\$174.70
Community Activation Programs	Per Session Per Ground		\$80.30
School Use	Per Person		\$3.50
- Community Activation Programs sessions allow up to 5 hours use per site. Any additional hours required are charged at the hourly rate.			
The following discounts are applicable: 15-30 bookings per annum = 15% rate reduction. 31-50 bookings per annum = 30% reduction. 51+ bookings per annum = 50% rate reduction			
- Junior usage will be charged at 50% of Adult fees, subject to subsidised use provisions			
- Floodlight charges are included the seasonal and casual hire fees			
- A season is defined as per the Facility Hire and Use Policy			
- Pre-season is charged at a pro rata, per team basis based on per season fees. Pro rata is based on weeks of use.			
Apportionment of Charges for Seasonal Reserve Hire:			
- In the event that a team does not wish to use a reserve for two training sessions (up to 2 hours per session) and one match per week (which is the maximum permitted level of use when paying the full per team fee for use of reserves) Council will apportion charges for team use of active reserves on the following basis:	Equals one training night only per team per week for the duration of the season		25% of Current Fee
	Equals one competition or two training nights per team per week for the duration of the season		50% of Current Fee
	Equals one training night and one competition only per team per week for the duration of the season		75% of Current Fee
Swipe Cards			
Swipe Card Fee - Replacement or Additional Card	Per Card		\$10.00
Staff Costs			
Late to Close Monday - Friday	Per Hour		\$44.90
Late to Close Saturday	Per Hour		\$55.30
Late to Close Sunday	Per Hour		\$73.80
Late to Close Public Holiday	Per hour		\$92.20
- Minimum charge is 1 hour			
Bonds			
Buildings - Low Risk	Per Booking		Up to \$100
Buildings - Moderate Risk	Per Booking		\$350.00
Buildings - High Risk	Per Booking		\$850.00
Buildings - Extreme Risk	Per Booking		Up to \$2,700
Parks - Low Risk	Per Booking		Up to \$100
Parks - Moderate Risk	Per Booking		\$350.00
Parks - High Risk	Per Booking		\$850.00
Parks - Extreme Risk	Per Booking		Up to \$2,700
Parks - Special Event - Minor	Per Booking		\$1,775.00
Parks - Special Event - Major	Per Booking		\$3,990.00
Key - Parks	Per Season / Booking		\$84.00
- For regular annual and seasonal hirers, administration will charge and hold one bond for the calendar year for any casual use			
- All bonds are subject to a risk assessment			
- An amount will be withheld from a bond in order to recoup costs associated with damage, loss or third party charges incurred, as a result of any activity. If costs exceed the bond held, An invoice will be sent to the hirer to cover additional charges.			
Aquamation			
Aquatics - Swimming Pool Entry			
Adult Entry (16 Years +) (Pool or Sauna/Spa Entry)	Per Visit		\$6.75
Adult Aquatic Upgrade Entry	Per Person		\$5.20
Children Entry (5 - 15 Years)	Per Visit		\$4.75
Children Entry (4 years and under)	Per Visit		\$2.00
Group Booking Adult Entry (10 to 19 people)	Per Person		\$5.60
Group Booking Adult Entry (20+ people)	Per Person		\$5.30
Group Booking Children Entry (10 to 19 people)	Per Person		\$4.20
Group Booking Children Entry (20+ people)	Per Person		\$3.90
Spectator Entry	Per Visit		\$2.00
Family Swim (2 adults/2 children or 1 adult/3 children)	Per Visit		\$20.00
Program Pool - Hydro Public Session	Per Person, Per Hour		\$10.70
School Lessons	Per Child		\$3.50
Club - Adult	Per Person		\$5.70
Club - Children	Per Child		\$4.10
Swim Squad Weekly Direct Debit*	Per Person		\$18.75
Vacation Swimming Lessons	Per Visit		\$4.50
Vacation Swimming Lessons	Bulk Series Tickets (Ed Dept. - Includes 1 Adult Spectator)		\$45.00
Pool Inflatable - Per Child	Per Visit		\$2.00
Locker Hire	3 Hours Usage		\$2.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Sale of Items			
Sale of Items	% mark up		10%-50%
Aquatics - Pool & Facility Bookings			
Program Pool - Exclusive Pool Space	Per Hour		\$78.40
Program Pool - Half Pool Space	Per Hour		\$47.00
Outdoor Pool - Exclusive Pool Space (plus applicable pool entry price)	Per Hour		\$38.20
Outdoor Pool - Half Pool Space (plus applicable pool entry price)	Per Hour		\$22.90
Pool Inflatable - Exclusive Hire	Per Hour		\$100.00
Lane Hire - Standard	Per Hour Per Lane		\$10.20
Lane Hire - Clubs	Per Hour Per Lane		\$5.10
Lap Pool Exclusive Hire (Swimming Carnivals)	Per Hour (plus applicable staffing costs)		\$200.00
Lifeguard/Party Leader Supervision - Private Bookings	Minimum 2 Hour call out (plus applicable loading)		LG Wage +25%
Meeting Room Hire	Per Hour		\$22.40
Group Fitness Room Hire - Standard	Per Hour		\$32.60
Crèche Room Hire - Standard	Per Hour		\$22.40
Aquatics - Birthday Parties			
Marquee Hire	Per Hour		\$3.00
3m x 3m Marquee Set Up	Per Visit		\$10.00
6m x 3m Marquee Set Up	Per Visit		\$15.00
Aquatics - Learn To Swim			
Swimming Lessons - Adult	Per Lesson		\$17.00
Swimming Lessons - Non Parent Classes - Pre-School	Per Lesson		\$16.50
Swimming Lessons - Non Parent Classes - School Age	Per Lesson		\$16.50
Swimming Lessons - 2nd Class of the Program (Conditions apply)	Per Lesson		20% discount
Swimming Lessons - Parent/Child (AquaBaby) Classes	Per Lesson		\$16.00
Swimming Lessons - Dolphin 4:1	Per Lesson		\$15.95
Swimming Lessons - Dolphin 2:1	Per Lesson		\$21.80
Swimming Lessons - Dolphin 1:1	Per Lesson		\$27.60
Swimming Lessons - 2nd Child in Program	Per Lesson		10% off (Conditions Apply)
Swimming Lessons - 3rd Child in Program	Per Lesson		15% off (Conditions Apply)
Swimming Lessons - 4th Child in Program	Per Lesson		20% off (Conditions apply)
Swimming Lessons - Private 1:1	Per Lesson		\$55.20
Swimming Lessons - Swim School Refund Fee	Per Lesson		20% of value (Conditions Apply)
Junior Lifeguard Club	Non Parent Classes - School Age (Twice weekly)		\$21.90
Courses - AquaBaby	Per Hour		\$6.20
Courses - Bronze Medallion	Per Course		\$187.00
Courses - Bronze Medallion Refresher	Per Course		\$88.60
Courses - Resus	Per Course		\$62.50
Crèche (All Locations)			
First Child (up to 1.5 hours)	Per Attendance Per First Child		\$4.70
Additional Child (up to 1.5 hours)	Per Attendance Per Additional Child		\$3.70
First Child (1.5 to 3 hours)	Additional Fee Per Attendance Per First Child		\$2.30
Additional Child (1.5 to 3 hours)	Additional Fee Per Attendance Per Additional Child		\$2.30
Gymnasium			
Standard Entry	Each Visit		\$18.00
Fitness Appraisal and Workout Program	Per Person		\$52.50
Workshop Fee	Per Person		\$14.30
Package 1 - Personal Training: One Trainer/One client			
Casual One on One Session	Per Session		\$56.00
Nitro Pack Special - 3 Tickets (Can only be utilised by member once)	Per Book		\$99.95
Bulk Tickets - 5 Tickets	Per Book		\$265.00
Bulk Tickets - 11 Tickets	Per Book		\$470.00
Package 2 - Personal Training: One Trainer/Two Clients			
Casual One on Two Training	Per Session Per Individual		\$40.00
Bulk Tickets - 5 Tickets	Per Book Per Individual		\$190.00
Bulk Tickets - 11 Tickets	Per Book Per Individual		\$360.00
Package 3 - Small Group Training: One Trainer/Min Three Clients			
Casual Small Group Training Session	Per Individual Per 30 Minutes Session		\$20.00
Group Fitness			
Group Fitness Entry	Per Visit		\$18.00
Group Fitness Entry 1/2 Hour	Per Visit		\$12.70
Nifty Fifties	Per Visit		\$10.50
Membership Packages			
Bronze			
Cash Payment	3 Months		\$250.00
Cash Payment	12 Months		\$680.00
Direct Debit Ongoing No Minimum Contract			
Monthly	Per Month		\$63.00
Fortnightly	Per Fortnight		\$30.00
Weekly	Per Week		\$14.50
Insurance - Bronze - One Option Cash Payment - 3 Months	Per Member		\$315.00
Silver			
Cash Payment	3 Months		\$305.00
Cash Payment	12 Months		\$790.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Direct Debit Ongoing No Minimum Contract			
Monthly	Per Month		\$73.00
Fortnightly	Per Fortnight		\$33.70
Weekly	Per Week		\$16.85
Insurance - Silver - Two Option Cash Payment - 3 Months	Per Member		\$395.00
Gold			
Introductory Trial Membership - Offer Available Once Per Person	1 Month		\$30.00
Cash Payment	3 Months		\$350.00
Cash Payment	12 Months		\$900.00
Monthly	Per Month		\$83.50
Fortnightly	Per Fortnight		\$38.50
Weekly	Per Week		\$19.25
Notes:			
Bronze - One Option: Access to one service - gym or aquatic or group fitness (GF), reciprocal at Aquamotion and Kingsway.			
Silver - Two Options: Access to two service - gym + aquatic, gym + GF or GF + aquatic.			
Gold Facility: Access to all areas including gym, aquatic and group fitness.			
Baker's dozen - one month free for annual renewal or after 12 months on Direct Debit.			
Corporate - Upfront Payment - 12 Months Only - Gold Facility (Direct Debit available)			
Cash Payment - Per Person	5 to 15 Employees		\$655.00
Direct Debit - Ongoing no minimum contract			
Monthly	Per Month		\$63.00
Fortnightly	Per Fortnight		\$29.00
Weekly	Per Week		\$14.50
Cash Payment - Per Person	16+ Employees		\$530.00
Direct Debit - Ongoing no minimum contract			
Monthly	Per Month		\$52.50
Fortnightly	Per Fortnight		\$24.20
Weekly	Per Week		\$12.05
Membership Conditions			
Replacement Card Fee			\$11.00
Other Service Fees			
Promotional Event Day - over 4 years of age	Entry Price (Under 4 Free)		\$2.00
Concession discounts of 15% are available to all Senior Citizens, full time students and Unemployment/ Sickness Benefit recipients (identification card required).			
*Clause - 10 - 15 years for Swim Squad Direct Debit			
At the City's discretion, the following promotional offers and discounts may be offered from time to time:			
Gym and fitness membership offers (valued up to \$140)	Per Transaction		
Swim School offers (valued up to \$285)	Per Transaction		
Promotional incentives (valued up to \$35)	Per Transaction		
Promotional incentive: Up to 6 months free crèche for existing and new Gold Members only.	Per Booking		
Kingsway Indoor Stadium			
Group Fitness			
Group Fitness Entry	Per Class		\$16.00
Group Fitness Entry - Concession	Per Class		\$13.00
Social Active Seniors Entry	Per Class		\$9.00
Group Fitness Membership Packages			
7 Day Free Trial - New Customers Only	Per Person		\$0.00
30 days for \$30	Per Person		\$30.00
3 Month Membership	Adult		\$240.00
12 Month Membership	Adult		\$580.00
10 Pass Fitness	Adult		\$105.00
10 Pass - Social Active Seniors	Per Person		\$77.00
Direct Debit Ongoing No Minimum Contract - Kingsway Only			
Monthly	Per Month		\$49.00
Fortnightly	Per Fortnight		\$22.50
Weekly	Per Week		\$11.25
Direct Debit Ongoing No Minimum Contract - Aquamotion & Kingsway			
Monthly	Per Month		\$63.00
Fortnightly	Per Fortnight		\$30.00
Weekly	Per Week		\$14.50
Group Fitness Membership Conditions			
Freeze Fee	Per Membership		\$18.00
Refund Fee	Per Membership		\$16.50
Transfer Fee	Per Membership		\$32.50
Replacement Membership Card	Per Card		\$11.00
Crèche			
First Child (up to 1.5 hours)	Per Attendance Per First Child		\$4.70
Additional Child (up to 1.5 hours)	Per Attendance Per Additional Child		\$3.70
First Child (1.5 to 3 hours)	Additional Fee Per Attendance Per First Child		\$2.30
Additional Child (1.5 to 3 hours)	Additional Fee Per Attendance Per Additional Child		\$2.30
Multi Sport Court Hire			
Multi Sports Half Court [Off Peak] - Concession/Club	Per Hour Per Court		\$24.00
Multi Sports Half Court [Off Peak] - Standard	Per Hour Per Court		\$28.00
Multi Sports Half Court [Peak] - Concession/Club	Per Hour Per Court		\$30.00
Multi Sports Half Court [Peak] - Standard	Per Hour Per Court		\$35.00
Multi Sports Court [Off Peak] - Club	Per Hour Per Court		\$38.00
Multi Sports Court [Off Peak] - Concession	Per Hour Per Court		\$44.00
Multi Sports Court [Off Peak] - Standard	Per Hour Per Court		\$50.00
Multi Sports Court [Peak] - Club	Per Hour Per Court		\$40.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Multi Sports Court [Peak] - Concession	Per Hour Per Court		\$55.00
Multi Sports Court [Peak] - Standard	Per Hour Per Court		\$65.00
Badminton Court Hire			
Badminton Court [Off Peak] - Concession	Per Hour Per Court		\$14.00
Badminton Court [Off Peak] - Standard	Per Hour Per Court		\$16.00
Badminton Court [Peak] - Concession	Per Hour Per Court		\$16.00
Badminton Court [Peak] - Standard	Per Hour Per Court		\$19.00
Major Court Hire			
Half Arena Floor	Per Day [Per Conditions of Hire]		\$625.00
3/4 Arena Floor	Per Day [Per Conditions of Hire]		\$830.00
Whole Arena Floor	Per Day [Per Conditions of Hire]		\$988.00
Whole Stadium (excl. Group Fitness Room)	Per Day [Per Conditions of Hire]		\$1,770.00
Public Holiday Surcharge	Per Day [Per Conditions of Hire]		10%
Additional hours in excess of per day charge	Per Hour		10% of day cost
Other Service Fees			
Shoot 'n' Boot - Casual Entry	Per Person [As per Terms and Conditions]		\$6.00
Monthly Storage Fee	Per Square Metre		\$8.00
Administration Fee	Flat Fee		\$30.00
Room Hire			
Activity Room - Annual Booking Rate	Per Hour		\$58.25
Activity Room - Community Rate	Per Hour		\$47.70
Activity Room - Standard Rate	Per Hour		\$61.00
Group Fitness Room - Annual Booking Rate	Per Hour		\$47.00
Group Fitness Room - Community Rate	Per Hour		\$37.00
Group Fitness Room - Community Rate (off-peak)	Per Hour		\$30.00
Group Fitness Room - Standard Rate	Per Hour		\$52.00
Kitchen - Standard Rate	Per Hour		\$45.10
Bonds			
Bond - Building (alcohol)	Per Booking		\$1,200.00
Bond - Building (non-alcohol)	Per Booking		\$750.00
Bond - Kitchen/Function Room Bond	Per Booking		\$500.00
Bond - Major Event/Building with Alcohol	Per Booking		\$3,000.00
Bond - Major Event - >1000 patrons	Per Booking		\$5,000.00
Setup and Packup Fees			
Badminton Court [max 30 mins]	Per Half Hour		\$5.00
Multi Sport Court [max 30 mins]	Per Half Hour		\$15.00
Half Arena Floor [max 60 mins]	Per Half Hour		\$25.00
3/4 Arena Floor [max 90 mins]	Per Half Hour		\$30.00
Whole Arena Floor [max 120 mins]	Per Half Hour		\$40.00
Whole Stadium [max 180 mins]	Per Half Hour		\$55.00
Any Room [max 60 mins]	Per Half Hour		\$17.50
Equipment Hire and Sales			
Ball Hire	Per Item		\$3.00
Bib Hire	Per Set		\$3.00
Music System Hire	Per Booking		\$20.00
Racquet Hire	Per Item		\$4.00
Shuttlecock - Sale Only	Per Shuttle		\$4.00
Shuttlecock - Sale Only	Per 4 Shuttles		\$12.00
Shuttlecock - Sale Only	Per Tube		\$32.00
Sale of Items	% mark up		10%-50%
Picket Fence Hire	Per 2m Picket Per Hour		\$17.50
Equipment Hire Deposit Fees			
Ball Hire Deposit	Per Item		\$35.00
Bib Hire Deposit	Per Set		\$15.00
Music System Hire Deposit	Per Item		\$500.00
Racquet Hire Deposit	Per Item		\$15.00
Scoreboard Remote Hire Deposit	Per Item		\$160.00
Picket Fence Hire Deposit	Per Hire		\$1,000.00
Adult Sports			
Basketball	Per Team Per Game		\$60.00
Indoor AFL	Per Team Per Game		\$104.00
Netball	Per Team Per Game		\$72.00
Soccer	Per Team Per Game		\$65.00
Volleyball	Per Team Per Game		\$60.00
Discounted Game Fee (where applicable)	Per Team Per Game		10%
Junior Sports and Holiday Programs			
Basketball	Per Team Per Game		\$45.00
Netball	Per Team Per Game		\$56.00
Soccer	Per Team Per Game		\$52.00
Junior Clinics Timetable - Casual Entry - 45 mins	Per Person Per Clinic		\$11.00
Junior Clinics Timetable - Casual Entry - 1 Hour	Per Person Per Clinic		\$12.00
Junior Clinics Timetable - Casual Entry - 1.5 Hour	Per Person Per Clinic		\$15.00
Junior Clinics Timetable - Term Pass - 45 mins	Per Clinic - Multiplied By The Number Of Weeks In Term		\$9.00
Junior Clinics Timetable - Term Pass- 1 Hour	Per Clinic - Multiplied By The Number Of Weeks In Term		\$10.50
Junior Clinics Timetable - Term Pass - 1.5 Hour	Per Clinic - Multiplied By The Number Of Weeks In Term		\$12.50
Term Pass - Withdrawal Fee (Conditions Apply)	Per Person Per 45 min Clinic		\$9.00
Term Pass - Withdrawal Fee (Conditions Apply)	Per Person Per 60 min Clinic		\$10.50
Term Pass - Withdrawal Fee (Conditions Apply)	Per Person Per 90 min Clinic		\$12.50
Holiday Program - 90 mins or less	Per Hour Per Program		\$13.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Holiday Program - > 90 mins	Per Hour Per Program		\$10.00
Staff Charges			
Monday to Friday	Per Hour Per Staff Member		\$47.90
Saturday	Per Hour Per Staff Member		\$59.50
Sunday	Per Hour Per Staff Member		\$72.10
Public Holidays	Per Hour Per Staff Member		\$95.80
Competition Forfeit and Withdrawal Fees			
Forfeit +48 hours notice			No Fee
6-48 hours notice			1 x Game Fee
1-6 hours notice			1 x Game Fee + \$20
<1 hour or No show or by-law / rule imposed forfeit			2 x Game Fee
Withdrawal from Competition Fee			2 x Game Fee
Failure to pay game fee in full			\$15.00
Late payment of forfeit fee or scheduled payment			\$15.00
Fees and Discounts			
Open Day Promotional Event Day - over 4 years of age.	Entry Price (Under 4 Free)		up to \$2
Concession discounts of 15% are available to all Senior Citizens, full time students and Unemployment/ Sickness Benefit recipients (identification card required) on Group Fitness fees			
Corporate memberships discount of 20% apply for groups of up to 5-15 people. City of Wanneroo staff are also eligible for corporate memberships.			
Peak fees are applied from 5.00pm to Close of Business, weekdays only.			
Registered Clubs and School bookings to be charged the concession rate unless listed club rate applies.			
Registered Badminton WA members are eligible for concession prices on badminton courts only (Identification Card Required)			
Event Bookings - Per day is considered a maximum of 8 hours. Additional hours will be charged at 10% of the daily cost. Staff charges applied for bookings / events where more than normal staff are operationally required, or where staff are required outside normal hours.			
Promotional Information			
At the City's discretion, the following promotional offers and discounts may be offered from time to time:			
Fitness membership offers (valued up to \$190)	Per Transaction		
Adult sport offers and discounts (valued up to \$60)	Per Transaction		
Junior clinic offers and discounts (valued up to \$15)	Per Transaction		
Casual Court Hire discounts (up to 25%)	Per Booking		
Crèche entry discounts (up to 50%)	Per Booking		
Promotional incentive: Up to 6 months free crèche for existing and new members for any membership	Per Booking		
Planning & Sustainability			
Approval Services			
Administration Fee - Administrative Charges			
Scheme Amendments		S	The fee is to be calculated in accordance with the Planning & Development Regulations 2009 (Part 7 - Local Government Planning Charges) as amended from time to time
Structure Plan		S	The fee is to be calculated in accordance with the Planning & Development Regulations 2009 (Part 7 - Local Government Planning Charges) as amended from time to time
Structure Plan Amendment		S	The fee is to be calculated in accordance with the Planning & Development Regulations 2009 (Part 7 Local Government Planning Charges) as amended from time to time
Local Development Plans		S	The fee is to be calculated in accordance with the Planning & Development Regulations 2009 (Part 7 Local Government Planning Charges) as amended from time to time

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Local Development Plans Amendments		S	The fee is to be calculated in accordance with the Planning & Development Regulations 2009 (Part 7 Local Government Planning Charges) as amended from time to time
Town Planning Scheme Texts		S	N/A
Administration Fee - Subdivision Clearance			
Administration Fee 1 - 5 Lots	Per Lot	S	In accordance with Item 5, of Schedule 2 of the Planning and Development Regulations 2009.
Administration Fee 6 - 195 Lots	Per Lot	S	In accordance with Item 5, of Schedule 2 of the Planning and Development Regulations 2009.
Administration Fee 196+ Lots	Flat Rate	S	In accordance with Item 5, of Schedule 2 of the Planning and Development Regulations 2009.
Service Fees - Photocopying of Plans			
Black & White A4	Per Page		\$0.20
Black & White A3	Per Page		\$0.40
Black & White A0	Per Page		\$3.00
Colour A4	Per Page		\$1.00
Colour A3	Per Page		\$2.00
Colour A0	Per Page		\$11.00
Service Fees - General Publications			
Town Planning Scheme Text	Flat rate		\$35.00
Publications	Less Than 10 Pages		\$6.00
Publications	10 to 50 Pages		\$12.00
Publications	51 to 100 Pages		\$24.00
Publications	101 to 200 Pages		\$35.00
Providing Written Planning Advice	Per Request		\$73.00
Service - Research			
Research	Providing a zoning certificate, replying to a property settlement questionnaire and providing written planning advice.		In accordance with Items 12, 13 & 14 (respectively) of Schedule 2 of the Planning & Development Regulations 2009. Zoning Cert, Questionnaire, Written planning advice
Research of City records	Per Hour (or Pro Rata)		\$30.00
Application Fees - Development Application Fees			
Development Applications	Determination of all classes of development applications, including applications where the development has already commenced and applications for development of a type to be determined by a Development Assessment Panel (DAP).	S	In accordance with Part 7 and the applicable item listed in Schedule 2 of the Planning and Development Regulations 2009
Development Applications	Development Applications that are subject to determination by a DAP	S	In accordance with Schedule 1 of the Planning & Development (Development Assessment Panels) Regulations 2011
Home Business - Category 1		S	In accordance with Part 7 and the applicable item listed in Schedule 2 of the Planning and Development Regulations 2009
Home Business - Category 2 & 3		S	In accordance with Part 7 and the applicable item listed in Schedule 2 of the Planning and Development Regulations 2009
Modification of Building Envelopes			\$216.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Advertising Costs & Expenses associated with applications	Per Application		Costs & expenses for advertising applications listed in Schedule 2 items 1 to 11 of the Planning & Development Regulations 2009 in addition to the fee for the provision of the service
Other			
Liquor Licence - Certificate of Local Planning Authority	Per Application		\$200.00
Gaming Permit	Per Permit		\$100.00
Copy of Planning Decision Documents	Per Copy		\$69.00
Research on matters not related to a current application, misc. applications, certificates, withdrawal of notices and misc. labour charges	Per Hour (Min 1/2 Hour)		\$92.40
Extractive Industries (Charged Under Extractive Industries Local Law 1998)	Licence Application (Local Law cl.11)		\$3,000.00
Extractive Industries (Charged Under Extractive Industries Local Law 1998)	Administration Fee (Local Law cl.11) payable where extractive industry is carried on without having first obtained licence		\$3,000.00
Extractive Industries (Charged Under Extractive Industries Local Law 1998)	Annual Licence to be paid in addition to Licence application annually after licence issue (Local Law cl.11)		\$1,000.00
Extractive Industries (Charged Under Extractive Industries Local Law 1998)	Licence Transfer Fee (Local Law cl.11)		\$200.00
Pedestrian Accessway Closure	Administration Fee		\$550.00
Road Reserve Closure	Administration Fee		\$550.00
Right of Way Closure	Administration Fee		\$550.00
Withdrawal of Caveat	Administration Fee		\$370.00
Design Review Panel	Administration Fee		As calculated by the City
Building Services			
Division 1 - Building Regulations 2012 Schedule 2 Division 1			
1. Certified application for a building permit (s.16(1))			
Building Permit - Certified - Class 1 or Class 10	Per Permit (0.19% of Construction Cost)	S	Min \$105.00
Building Permit - Certified - Class 2 to Class 9	Per Permit (0.09% of Construction Cost)	S	Min \$105.00
2. Uncertified application for a building permit (s.16(1))			
Building Permit - Uncertified - Class 1 or Class 10	Per Permit (0.32% of Construction Cost)	S	Min \$105.00
3. Application for demolition permit (s.16(1))			
Demolition Permit - Class 1 or Class 10 or Incidental Structure	Per Permit	S	\$105.00
Demolition Permit - Class 2 to Class 9	Per Storey	S	\$105.00
4. Application to extend the time during which a building or demolition permit has effect (s.32(3)(f))			
Extension of Time for Building Permit or Demolition Permit	Each	S	\$105.00
Division 2 - Building Regulations 2012 Schedule 2 Division 2 - Application for occupancy permits, building approval certificates			
Occupancy Permit - Completed Building (s.46)	Each	S	\$105.00
Temporary Occupancy Permit - Incomplete Building (s.47)	Each	S	\$105.00
Modification of Occupancy Permit - Additional use of building temporary basis (s.48)	Each	S	\$105.00
Replacement of Occupancy Permit - Permanent change of building's use, classification (s.49)	Each	S	\$105.00
Occupancy Permit - Unauthorised Work (s.51(2))	Per Permit (0.18% of estimated value of unauthorised work)	S	\$105.00
Building Approval Certificate - Existing building where unauthorised work has been done (s.51(3))	Per Permit (0.38% of estimated value of unauthorised work)	S	Min \$105.00
Application to replace an occupancy permit for an existing building (s.52(1))	Each	S	\$105.00
Application for a building approval certificate for an existing building or an incidental structure where unauthorised work has not been done (s.52(2))	Each	S	\$105.00
Extension of time during which an occupancy permit or building approval certificate has effect (s.65(3)(a))	Each	S	\$105.00
Building Regulations 2012 - Other Application			
Approval of Battery Powered Smoke Alarm (in existing residential) Reg 61.(3)(b)	Per Application	S	\$179.40
Building Regulations - Fast Tracking of Applications			
Fast Tracking of Building Permit & Occupancy Permit Applications (by arrangement) - Class 1a, 1b & 2-9 Inclusive	Per Application		Additional 50% of standard application fee (does not include CTF or Building Services Levy)
Fast Tracking of Building Permit & Occupancy Permit Applications (by arrangement) - Class 10a, 10b & 10c	Per Application		\$41.30
Building Regulations - Other Application - Miscellaneous Fees			
Amended Plan - Class 1a	Each		\$320.40
Amended Plan - Class 2-9	Each		\$526.00
Amended Plan - Class 10a, 10b and 10c	Each		\$122.00
Building Services - Copies of Plans Requests/Property Search			
Application for Copies of Permits, Building Approval Certificates in Register	Each		\$52.70
Building Plans - Residential - Full Set	Per Set		\$74.40
Building Plans - Commercial and Industrial	Per Set		\$126.00
Building Plans - Site Plan or Floor plan or Elevations 1 Only (Residential)	Per Copy		\$21.20
Building Plans - Viewing of Building Plans	Per Copy/Set		\$15.50
Building Plans - Search Fee	Per Copy/Set		\$10.40 (retained if plans not available)
Copy of Home Indemnity Certificate	Per Copy		\$58.90

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Copy of Swimming Pool Inspection Report	Per Copy		\$25.40
Combined Land Purchase Enquiry and Zoning Certificate	Per Certificate		\$88.90
Building Services Levy			
Building Services Levy - Building Permit			
Building Services (Complaint Resolution and Administration) Regulations 2011 Part 3, Division 2. Regulation 12, (2) (a)	Per Permit - <\$45,000	S	\$61.65
Building Services Levy - Building Permit			
Building Services (Complaint Resolution and Administration) Regulations 2011 Part 3, Division 2. Regulation 12, (2) (b)	Per Permit - >\$45,000	S	0.137% of work value
Building Services Levy - Demolition Permit			
Building Services (Complaint Resolution and Administration) Regulations 2011 Part 3, Division 2. Regulation 12, (3) (a)	Per Permit - <\$45,000	S	\$61.65
Building Services Levy - Demolition Permit			
Building Services (Complaint Resolution and Administration) Regulations 2011 Part 3, Division 2. Regulation 12, (3) (b)	Per Permit - >\$45,000	S	0.137% of work value
Building Services Levy - Occupancy Permit or Building Approval Certificate (Temporary, Incomplete, Strata, Replacement) - Sections 47,49,50 & 52 of the Building Act 2011	Per Permit	S	\$61.65
Building Services Levy - Occupancy Permit or Building Approval Certificate - Unauthorised Building Work (Section 51 of Building Act 2011)	Each - <\$45,000	S	\$123.30
Building Services Levy - Occupancy Permit or Building Approval Certificate - Unauthorised Building Work (Section 51 of Building Act 2011)	Each - >\$45,000	S	0.274% of work value
Construction Industry Training Fund - (CTF) administers <i>The Building and Construction Industry Training Fund</i> and <i>Levy Collection Act 1990</i> to collect levy on all residential, commercial and civil engineering construction project undertaken in Western Australia.			
Construction Training Fund Levy (CTF) - Only applicable to construction values over \$20,000	Per Application	S	0.2% of work value
-Collected on behalf of CTF			
Strata Titles General Regulations 1996			
Strata Titles - Approval Fees (Schedule 1, Section 2(a&b))	Minimum Charge or Per Square Metre	S	\$0.20 per square metre of the floor space of the building or \$100.00 whichever is greater
Strata Fees - Approval and Inspection Fee for 1 to 5 lots (Schedule 1, Section 3(a))	Per Approval	S	\$656.00 plus \$65.00 for each lot
Strata Fees - Approval and Inspection Fee for 6 to 100 lots (Schedule 1, Section 3(b))	Per Approval	S	\$981.00 (being the fee payable for the first 5 lots under subitem a) plus \$43.50 for each other lot
Strata Fees - Approval and Inspection Fee for 101 or more lots (Schedule 1, Section 3(c))	Per Approval	S	\$5,113.50
Caravan Parks and Camping Grounds Regulations 1997			
Park Home Certificates	Per Certificate		\$41.30
City of Wanneroo Local Laws			
1. Fencing Local Law 2016			
Fencing Approvals - Over-Height Front Fence	Per Application		\$109.50
Fencing Approvals - Variation to Sufficient Fence	Per Application		\$109.50
Fencing Approvals - General Fencing Discretion	Per Application		\$109.50
Fencing Approvals - Gates Across ROWs/PAWs/Road Reserves	Annual Fee		\$109.50
Fencing Approvals - Estate Fencing	Per Application		0.25% of costs of works (\$100 minimum). Nil if approved as part of development plan.
Fencing Approvals - Licence - Tennis Court	Per Licence		\$109.50
Fencing Approvals - Licence - Electrified Fence	Per Licence		\$109.50
Fencing Approvals - Licence - Razor Wire	Per Licence		\$109.50
Fencing Approvals - Transfer Licence for Electrified or Razor Wire Fence	Per Licence		\$87.30
2. Signs Local Law 1999			
Sign Licences (Local Law) - Pylon or Tower Sign	Per Sign		\$82.20
Sign Licences (Local Law) - Hoardings	Per Sign		\$110.60
Sign Licences (Local Law) - Special Event Signs	Per Sign		\$220.10
Sign Licences (Local Law) - Community Event Signs	Per Sign		\$44.40
Sign Licences (Local Law) - Any Other Sign	Per Sign		\$81.60
Safety Hoarding Licence	Per Annum		\$80.63
3. Public Places and Local Government Property Local Law 2015			
Materials on Street Licences (Verge Licence Application Fee 6.2(1))	Per m ² Per Month		\$1.02
4. Extractive Industries Local Law 1998			
Blasting Permit	Per Permit		\$30.40
Building Certification Services			
1. Certificate of Design Compliance (CDC)			
Certificate of Design Compliance - Class 2 to 9 Buildings	Per Application		\$496.00 + 0.1% estimated value of construction
Certificate of Design Compliance - Class 1a and 10 Buildings - Up to \$400,000	Per Application		\$361.50
Certificate of Design Compliance - Class 1a and 10 Buildings - Between \$400,001 and \$600,000	Per Application		\$465.00
Certificate of Design Compliance - Class 1a and 10 Buildings - Between \$600,001 and \$800,000	Per Application		\$568.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Certificate of Design Compliance - Class 1a and 10 Buildings - Between \$800,001 and \$1M	Per Application		\$671.50
Certificate of Design Compliance - Class 1a and 10 Buildings - \$1,000,001 and above	Per Application		0.086% of construction value
2. Certificate of Construction Compliance (CCC)			
Certificate of Construction Compliance - Buildings to 2000m ² (includes 1 inspection)	Per Application		\$568.00
Certificate of Construction Compliance - Buildings over 2000m ² (includes 1 inspection)	Per Application		\$878.00
3. Certificate of Building Compliance (CBC)			
Certificate of Building Compliance - Class 10 Structures (includes 1 inspection)	Per Application		\$361.50
Certificate of Building Compliance - Class 1a Buildings (includes 1 inspection)	Per Application		\$516.50
Certificate of Building Compliance - Class 2-9 Buildings (includes 1 inspection)	Per Application		\$516.50 + CDC Fee
Certificate of Building Compliance - Strata Units (includes 1 inspection)	Per Unit		\$413.00
4. Professional Consultancy			
Professional Consultancy - Coordinator Building Services	Per Hour (Min 1/2 Hour)		\$180.80
Professional Consultancy - Senior Building Surveyor	Per Hour (Min 1/2 Hour)		\$155.00
Professional Consultancy - Building Surveyor	Per Hour (Min 1/2 Hour)		\$103.30
5. Preliminary Assessment			
Preliminary Assessment - Class 10a, 10b and 10c	Each		\$51.70
Preliminary Assessment - Class 1a	Each		\$160.60
Preliminary Assessment - Class 1b and 2 to 8 Inclusive	Each		\$320.00
Preliminary Assessment - Class 9	Each		\$635.50
6. Other Building Certification Services			
Performance Solution - Class 2-9	Per Application		\$409.00 + 0.05% of estimated value of construction
Performance Solution - Class 10 and 1	Per Application		\$413.00
Inspection and Re-Inspection - Class 1a, 10a, 10b and 10c	Per Inspection		\$206.70
Inspection and Re-Inspection - Class 1b and 2 to 8 (excluding large Class 6 buildings)	Per Inspection		\$320.00
Inspection and Re-Inspection - Class 9	Per Inspection		\$723.00
Inspection and Re-Inspection - Large Class 6	Per Inspection		\$723.00
Health & Compliance Services			
Compliance Services			
Request for Private Swimming Pool Inspection - Outside of Statutory Inspection Cycle	Per Inspection		\$198.40
Private Swimming Pools - Inspection Fee (Building Regulations 2012)	Per Annum	S	\$24.20
Private Swimming Pools - Inspection Fee on Construction	Interim Rate Notice Issued	S	\$58.45
Health Services			
Statutory Charges			
1. Caravan Parks and Camping Grounds Regulations 1997			
Caravan Parks Licence - Minimum (Regulation 45 Schedule 3 - Section 1a)	Per Annum	S	\$200.00
Caravan Parks Licence - Long Stay (Regulation 45 Schedule 3 - Section 1b)	Per Site Per Annum	S	\$6.00
Caravan Parks Licence - Short Stay and Transit (Regulation 45 Schedule 3 - Section 1b)	Per Site Per Annum	S	\$6.00
Caravan Parks Licence - Camp Site (Regulation 45 Schedule 3 - Section 1b)	Per Site Per Annum	S	\$3.00
Caravan Parks Licence - Overflow (Regulation 45 Schedule 3 - Section 1b)	Per Site Per Annum	S	\$1.50
Caravan Parks Licence - Renewal after Expiry (Regulation 53 Schedule 3 - Section 2)	Per Renewal	S	\$20.00
Caravan Parks Licence - Temporary Licence (Regulation 54 Schedule 3 - Section 3)	Per Site Per Annum	S	from \$100.00
Caravan Parks Licence - Transfer of Licence (Regulation 55 Schedule 3 - Section 3)	Per Application	S	\$100.00
2. Environmental Protection Act 1986			
Infringements - Noise (Environmental Protection Act 1986 Part V Division 5. s.79(1), Environmental Protection Regulations 1987 Schedule 6.)	First Offence	S	\$250.00
Infringements - Noise (Environmental Protection Act 1986 Part V Division 5. s.79(1), Environmental Protection Regulations 1987 Schedule 6.)	Second & Subsequent Offences	S	\$500.00
Infringements - (Environmental Protection (Unauthorised Discharges) Regulations 2004, Section 3(1), 4(1) & 4(2) and Environmental Protection Regulations 1987 Schedule 6)	First Offence	S	\$250.00
Infringements - (Environmental Protection (Unauthorised Discharges) Regulations 2004, Section 3(1), 4(1) & 4(2) and Environmental Protection Regulations 1987 Schedule 6)	Second & Subsequent Offences	S	\$500.00
Approval of Noise Management Plan - Out of Hours Construction (Environmental Protection (Noise) Regulations 1997 Part 2 Division 2 r. 13(3))	Per Application		\$147.00
3. Health (Asbestos) Amendment Regulations 2016			
Selling or supplying asbestos cement product - (Schedule 1, Regulation 6.)	Modified Penalty	S	\$1,000.00
Using an asbestos cement product - (Schedule 1, Regulation 7(1))	Modified Penalty	S	\$1,000.00
Storing, breaking, damaging, cutting, maintaining, repairing, removing, moving or disposing of, or using any material containing asbestos without taking reasonable measures to prevent asbestos fibres entering the atmosphere - (Schedule 1, Regulation 7(3))	Modified Penalty	S	\$2,000.00
Moving a dwelling-house built wholly or partly with an asbestos cement product - (Schedule 1, Regulation 7A(1))	Modified Penalty	S	\$2,000.00
Failing to comply with a condition on an approval - (Schedule 1, Regulation 7A(3))	Modified Penalty	S	\$2,000.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Cutting or deliberately breaking an asbestos cement product for the purpose of, or in the course of, moving a dwelling-house built wholly or partly with an asbestos cement product - (Schedule 1, Regulation 7A(4))	Modified Penalty	S	\$2,000.00
Failing to comply with a direction in a notice - (Schedule 1, Regulation 8.)	Modified Penalty	S	\$1,000.00
Supplying material containing asbestos to another for the purpose of having another person dispose of it - (Schedule 1, Regulation 11(1)(a))	Modified Penalty	S	\$1,000.00
Transporting material containing asbestos - (Schedule 1, Regulation 11(1)(b))	Modified Penalty	S	\$1,000.00
Failing to inform a person that material is or contains asbestos - (Schedule 1, Regulation 12)	Modified Penalty	S	\$1,000.00
4. Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974			
Septic Tank Applications - New - Application Fee (Schedule 1, Item 1.)	Per Application	S	\$118.00
Septic Tank Applications - New - Inspection Fee (Schedule 1, Item 3.)	Per Application	S	\$118.00
Septic Tank Applications - Septic Tank Plans - On Request	Per Copy		\$25.00
Septic Tank Applications - Local Government Report - On Request (Schedule 1, Item 2(a))	Per Report	S	\$72.00
Septic Tank Applications - Without Local Government Report under reg 4A(4)- (Schedule 1, Item 2(b))	Per Application	S	\$110.00
5. Application for Registration or Renewal of Offensive Trade Licences - Offensive Trade Health (Miscellaneous Provision) Act 1911, Health (Offensive Trade Fees) Regulation 1976 reg.3., City of Wanneroo Health Local Law 1999, Clause 8.2			
Offensive Trade Licences - Manure Works	Per Annum	S	\$211.00
Offensive Trade Licences - Shellfish and Crustacean Processing	Per Annum	S	\$298.00
Offensive Trade Licences - Poultry Farming	Per Annum	S	\$298.00
Offensive Trade Licences - Poultry Processing	Per Annum	S	\$298.00
Offensive Trade Licences - Laundries, Dry Cleaning	Per Annum	S	\$147.00
Offensive Trade Licences - Fish Processing	Per Annum	S	\$298.00
Offensive Trade Licences - Rabbit Farming	Per Annum	S	\$298.00
Offensive Trade Licences - Fish Curing	Per Annum	S	\$211.00
Offensive Trade Licences - Gut Scraping (Preparation Sausage Skin)	Per Annum	S	\$171.00
Offensive Trade Licences - Piggeries	Per Annum	S	\$298.00
Offensive Trade Licences - Artificial Manure Depots	Per Annum	S	\$211.00
Offensive Trade Licences - Other Offensive Trades	Per Annum	S	\$298.00
Offensive Trade Licences - Knackery Registration	Per Annum	S	\$298.00
Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992			
1. Public Buildings			
Public Buildings - New Premises - Application and Assessment Fee (Part VI 178.)	Per Application		\$285.00
Public Buildings - Application and Assessment Fee where building is owned and managed by the City (Part VI 178.)	Per Application		\$0.00
2. Events Public Buildings			
Event Public Building Application and Assessment Fee (<1000 persons) (Schedule 1)	Per Application		\$147.00
Event Public Building Application and Assessment Fee (1000 - 5000 persons) (Schedule 1)	Per Application		\$285.00
Event Public Building Application and Assessment Fee (>5000 persons) (Schedule 1)	Per Application		\$871.00
Event Public Building Risk Management Plan Assessment Fee (Resubmissions) (Schedule 1)	Per Application		\$147.60
Event Public Building Application and Assessment Fee for fundraising/community and charitable organisations (Schedule 1)	Per Application		\$0.00
Food Act 2008			
1. Food Businesses - Food Act 2008 (Part 9, 107 to 115)			
Food Business Application	Per Application		\$147.00
Food Business - Additional Invoice Fee	Per Invoice		\$51.00
Food Business Inspection (Includes Registration)	Per Application		\$147.00
Food Business Notification Fee	Per Application		\$30.55
Food Business Low Risk Rating Annual Fee	Per Annum		\$147.00
Food Business Medium Risk Rating Annual Fee	Per Annum		\$275.00
Food Business High Risk Rating Annual Fee	Per Annum		\$305.35
Food Business Application - Additional Food Premises	Per Annum		\$147.00
Food Premises - Additional Compliance Inspection Fee (for any additional inspection required after the second inspection)	Per Inspection		\$147.00
Food Premises - Inspection Upon Request	Per Inspection		\$147.00
Food Premises - Drinking Water Sampling (Non Scheme)	Per Annum		\$382.00
Food Business Re-registration (after registration cancellation) in addition to the Application fee	Per Application		\$300 + \$147 application fee
Verifying Food Safety Programs for Vulnerable Persons	Per Application		\$147.00
2. Infringements Individual - Food Act 2008, Food Regulations 2009 Schedule 3.			
A person must not, for the purpose of effecting or promoting the sale of any food in the course of carrying on a food business, cause the food to be advertised, packaged or labelled in a way that falsely describes the food. (s.19(2))	Modified Penalty (Individual)	S	\$500.00
A person must not, in the course of carrying on a food business, sell food that is packaged or labelled in a way that falsely describes the food. (s.19(3))	Modified Penalty (Individual)	S	\$500.00
A person must comply with any requirement imposed on the person by a provision of the Food Standards Code in relation to the conduct of a food business or to food intended for sale or food for sale. (s.22(1))	Modified Penalty (Individual)	S	\$250.00
A person must not sell any food that does not comply with a requirement of the Food Standards Code that relates to the food. (s.22(2))	Modified Penalty (Individual)	S	\$500.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
A person must not sell or advertise for sale any food that is packaged or labelled in a manner that contravenes a provision of the Food Standards Code. (s.22(3))	Modified Penalty (Individual)	S	\$500.00
A person must not sell or advertise for sale any food in a manner that contravenes a provision of the Food Standards Code. (s.22(4))	Modified Penalty (Individual)	S	\$500.00
A person must not, without reasonable excuse — (a) carry on an activity in contravention of any prohibition imposed on the person by an emergency order; or (b) neglect or refuse to comply with a direction given by an emergency order; or (c) fail to comply with a condition specified in an emergency order. (s.36)	Modified Penalty (Individual)	S	\$500.00
A person must not, without reasonable excuse, fail to comply with a requirement of an authorised officer under this Division. (s.45(1))	Modified Penalty (Individual)	S	\$500.00
A person must not, without the permission of an authorised officer, detain, remove or tamper with any food, vehicle, equipment, package or labelling or advertising material or other thing that has been seized under this Act, unless it has been returned in accordance with Division 2 or an order disallowing the seizure has been made under that Division. (s.46)	Modified Penalty (Individual)	S	\$500.00
A person must not resist, obstruct or attempt to obstruct an authorised officer in the performance of the authorised officer's functions under this Act. (s.48(1))	Modified Penalty (Individual)	S	\$500.00
A person must not falsely represent, by words or conduct, that the person is an authorised officer. (s.48(2))	Modified Penalty (Individual)	S	\$500.00
A person must not threaten or intimidate an authorised officer in the performance of the authorised officer's functions under this Act. (s.48(3))	Modified Penalty (Individual)	S	\$500.00
A person must not contravene or fail to comply with a prohibition order served on the person under this Division. (s.68)	Modified Penalty (Individual)	S	\$500.00
The person in charge of an approved laboratory must notify the CEO of any direct or indirect interest in any food business that a person concerned in the management of, or an employee of, the approved laboratory has as soon as possible after becoming aware of that interest. (s.84)	Modified Penalty (Individual)	S	\$150.00
A person who is an approved analyst must notify the CEO of any direct or indirect interest in any food business that the person has as soon as possible after becoming aware of that interest. (s.90)	Modified Penalty (Individual)	S	\$150.00
A food safety auditor must notify the CEO of any direct or indirect interest in any food business that the food safety auditor has as soon as possible after becoming aware of that interest. (s.96(1))	Modified Penalty (Individual)	S	\$150.00
The proprietor of a food business must ensure that any food safety program required by the regulations to be prepared in relation to the food business is audited at least as frequently as is determined under section 100(1), or as redetermined under section 103, in relation to the food business. (s.99(2))	Modified Penalty (Individual)	S	\$500.00
A person must not resist, obstruct or attempt to obstruct a food safety auditor in the performance of the food safety auditor's functions under this Act. (s.106(1))	Modified Penalty (Individual)	S	\$500.00
A person must not falsely represent, by words or conduct, that the person is a food safety auditor. (s.106(2))	Modified Penalty (Individual)	S	\$500.00
A person must not threaten or intimidate a food safety auditor in the performance of the food safety auditor's functions under this Act. (s.106(3))	Modified Penalty (Individual)	S	\$500.00
The proprietor of a food business must not conduct the food business at any premises unless the proprietor has given written notification in respect of those premises to the appropriate enforcement agency, in the approved form, of the specified information. (s.107(1))	Modified Penalty (Individual)	S	\$250.00
The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part. (s.109(1))	Modified Penalty (Individual)	S	\$500.00
The proprietor of a food business that is registered in respect of any premises under this Part must give written notification, in the approved form, to the appropriate enforcement agency of any of the following changes to the food business at those premises — (a) the food business ceases to be conducted at those premises; (b) the food business is sold; (c) any change is made to the activities carried out for the purposes of the food business that is likely to affect its priority classification. The proprietor must give the notification required under subsection (1) within 7 days after the relevant change takes place. (s.113)	Modified Penalty (Individual)	S	\$500.00
3. Infringements Body Corporate- Food Act 2008, Food Regulations 2009 Schedule 3.			
A person must not, for the purpose of effecting or promoting the sale of any food in the course of carrying on a food business, cause the food to be advertised, packaged or labelled in a way that falsely describes the food. (s.19(2))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not, in the course of carrying on a food business, sell food that is packaged or labelled in a way that falsely describes the food. (s.19(3))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must comply with any requirement imposed on the person by a provision of the Food Standards Code in relation to the conduct of a food business or to food intended for sale or food for sale. (s.22(1))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not sell any food that does not comply with a requirement of the Food Standards Code that relates to the food. (s.22(2))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not sell or advertise for sale any food that is packaged or labelled in a manner that contravenes a provision of the Food Standards Code. (s.22(3))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not sell or advertise for sale any food in a manner that contravenes a provision of the Food Standards Code. (s.22(4))	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not, without reasonable excuse — (a) carry on an activity in contravention of any prohibition imposed on the person by an emergency order; or (b) neglect or refuse to comply with a direction given by an emergency order; or (c) fail to comply with a condition specified in an emergency order. (s.36)	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not, without reasonable excuse, fail to comply with a requirement of an authorised officer under this Division. (s.45(1))	Modified Penalty (Body Corporate)	S	\$1,000.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
A person must not, without the permission of an authorised officer, detain, remove or tamper with any food, vehicle, equipment, package or labelling or advertising material or other thing that has been seized under this Act, unless it has been returned in accordance with Division 2 or an order disallowing the seizure has been made under that Division. (s.46)	Modified Penalty (Body Corporate)	S	\$1,000.00
A person must not contravene or fail to comply with a prohibition order served on the person under this Division. (s.68)	Modified Penalty (Body Corporate)	S	\$1,000.00
The proprietor of a food business must ensure that any food safety program required by the regulations to be prepared in relation to the food business is audited at least as frequently as is determined under section 100(1), or as redetermined under section 103, in relation to the food business. (s.99(2))	Modified Penalty (Body Corporate)	S	\$1,000.00
The proprietor of a food business must not conduct the food business at any premises unless the proprietor has given written notification in respect of those premises to the appropriate enforcement agency, in the approved form, of the specified information. (s.107(1))	Modified Penalty (Body Corporate)	S	\$1,000.00
The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part. (s.109(1))	Modified Penalty (Body Corporate)	S	\$1,000.00
The proprietor of a food business that is registered in respect of any premises under this Part must give written notification, in the approved form, to the appropriate enforcement agency of any of the following changes to the food business at those premises — (a) the food business ceases to be conducted at those premises; (b) the food business is sold; (c) any change is made to the activities carried out for the purposes of the food business that is likely to affect its priority classification. The proprietor must give the notification required under subsection (1) within 7 days after the relevant change takes place. (s.113)	Modified Penalty (Body Corporate)	S	\$1,000.00
Liquor Control Act 1988			
1. Liquor Licences			
Liquor Licence - New Premises - Certificate of Local Health Authority (s.39)	Per Application		\$147.60
Health (Miscellaneous Provision) Act 1911			
1. Hair Dressing and Skin Penetration Premises			
Skin Penetration Premises - New Premises - Application Fee (Health (Skin Penetration Procedures) Regulations 1998)	Per Application		\$147.60
Skin Penetration Premises - New Premises - Inspection Fee (Health (Skin Penetration Procedures) Regulations 1998)	Per Application		\$147.60
Hairdressers - New Premises - Application Fee (Hairdressing Establishment Regulations 1972)	Per Application		\$147.60
City of Wanneroo Local Laws			
1. Animals Local Law 1999			
Animals - New Application - Application Fee	Per Application		\$147.60
Animals - Renewal of Animal Keeping Licence Fee	Per Annum		\$147.60
Animals - Miniature Pig Licence - Licence to Keep	Per Annum		\$147.60
Animals - Pigeon Licence - Licence to Operate (no annual renewal required)	Per Application		\$147.60
2. Dogs Local Law 2016, Dog Act 1976			
Application for Licence to Keep an Approved Commercial Kennel Establishment (Part 3, Section 3.2 and 3.10(1))	Per Application		\$147.60
Inspection for Application for Licence to Keep an Approved Commercial Kennel Establishment	Per Inspection		\$147.60
Application for Renewal of Licence to Keep an Approved Commercial Kennel Establishment (Part 3, Section 3.10 & 3.12 and Dog Act 1976, Part V Section 27(5))	Per Annum		\$147.60
3. Bee Keeping Local Law 2016			
Application for Keeping of Bees (Part 6.37.(1))	Per Application		\$147.60
4. Lodging Houses - Health (Miscellaneous Provision) Act 1911, City of Wanneroo Health Local Law 1999			
Lodging Houses - Application Fee (s.7.2, 7.3)	Per Application		\$147.60
Lodging Houses - Renewal of Registration - Includes Inspection (s.7.5)	Per Annum		\$147.60
5. Public Places and Local Government Property Local Laws 2015			
Trading on Local Government Property- New Outdoor Dining Licence - Application Fee (Part 3, 3.1 and Part 8 - Division 1, 8.1)	Per Application		\$147.60
Trading on Local Government Property - New Outdoor Dining Licence - Licence Fee	Pro Rata Per Annum		\$147.60
Trading on Local Government Property - Existing Outdoor Dining Licence - Annual Licence	Per Annum		\$147.60
Trading - New Annual Street Trader/ Market/ Entertain. Licence - Licence Fee (every weekend & public hol)	Pro Rata Per Annum		\$286.10
Trading - Annual Street Trader/ Market/ Entertain. Licence - Annual Licence Fee	Per Annum		\$860.00
Trading - Annual Street Trader/ Market/ Entertain. Licence - Licence Fee (every weekend & public hol)	Per Annum		\$286.10
Trading - Temp Licence - Non-Refundable Application Fee (includes 1 day trading)	Per Application		\$52.00
Trading - Temp Licence - Licence Fee	Per Additional Day		\$16.00
Trading Licence (inc Busking) for fund raising/community and charitable organisations	Per Application		\$0.00
Trading Licence - Where hire/lease payments are paid for Council buildings/land.	Per Application		\$0.00
Trading - Busking - Application Fee (includes 1 day trading)	Per Application		\$20.00
Trading - Busking - Application Fee & Licence (weekends & public holidays)	Per Annum		\$30.00
Trading - Busking - Licence Fee	Per Additional Day		\$5.00
Trading - Busking - Application & Annual Licence	Per Annum		\$50.00

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Other Health Services			
1. Other Applications			
Property Investigation/Clearance - Site Investigation	Per Application Per Lot (up to 1 hour)		\$147.60
Health Assessment Certificate	Per Application		\$147.60
2. Aquatic Facilities - Health (Aquatic Facilities) Regulations 2007			
Public Swimming Pools - Inspect. & Sampling Fee - up to two pools (Division 3, 21)	Per Annum		\$400.00
Public Swimming Pools - Inspect. & Sampling Fee - over two pools - additional surcharge (Division 3, 21)	Per Annum		\$111.00
3. Drinking Water Sampling			
Sampling on Request - Drinking Water - Bacterial	Per Request		\$147.00
Sampling on Request - Drinking Water - Chemical	Per Request		\$325.75
Land Development			
General Land Development			
Copy of City of Wanneroo AUS SPEC # 1 (Design Guidelines for the Development and Subdivision of Land)	Per Copy		\$70.00
Crossover Fee			
Additional Crossover Application and Inspection Fee	Per Application		\$245.00
Engineering Supervision Fee			
Engineering Supervision Fee - where a consulting engineer has been nominated and engaged to design and supervise the works. (Planning and Development Act 2005 Division 4, Section 158(3)(a) & (b))	Per Subdivision	S	1.5% of contract price for road, drainage and associated infrastructure (incl. paths and 15% of earthworks cost) or as estimated by the local government
Engineering Supervision Fee - where a consulting engineer has not been nominated and engaged to design and supervise the works. (Planning and Development Act 2005 Division 4, Section 158(3)(a) & (b))	Per Subdivision	S	3% of contract price for road, drainage and associated infrastructure (incl. paths and 15% of earthworks cost) or as estimated by the local government
Smaller Subdivisions and Survey Strata – Supervision / Inspection of drainage and common property driveways.	Per Subdivision		\$182.00
Additional site inspections required over and above the standard inspections, such as reinspection of works due to failed areas/items, unfinished stage of works or special site visit requests.			Charged actual cost plus administration fee of \$77.00 minimum
Administration, preparation and release of a Security Deposit or Bank Guarantee submitted in connection with any landscaping or engineering component of development or subdivision where the Developer wants to bond incomplete works as per Section 1.20 of the Local Government Guidelines for Subdivisional Development Edition 2.3 (IPWEA, 2017) • Non-refundable Fee for administration of Bond	Per Application		\$1,320.00
Land Development Assessment Fee			
Miscellaneous Land Development Assessment Fees to cover the actual costs and expenses incurred by the City in providing services, commissioning or undertaking any review of documentation associated with subdivisional development engineering and landscape matters, including administrative services, technical resources, specialist advice and consultation, and charged in accordance with Section 6.15, 6.16 and 6.17 of the Local Government Act (WA) 1995 (as amended), such as:			
a) Assessment of earthworks plans for subdivisional works			Charged actual cost plus administration fee of \$77.00 minimum
b) Assessment of engineering and construction drawings for subdivisional works for roads, drainage and waterways.			Charged actual cost plus administration fee of \$77.00 minimum
c) Assessment of engineering and construction drawings - other			Charged actual cost plus administration fee of \$77.00 minimum
d) Assessment of a Traffic Management Plan (TMP).			Charged actual cost plus administration fee of \$77.00 minimum
e) Assessment of landscape master plans and design drawings.			Charged actual cost plus administration fee of \$77.00 minimum
f) Assessment of an Urban Water Management Plan (UWMP), flood study, stormwater management plan or drainage study.			Charged actual cost plus administration fee of \$77.00 minimum
g) Assessment of technical reports, studies and management plans			Charged actual cost plus administration fee of \$77.00 minimum
h) Where any of the above services listed under a) to g) require involvement of third party experts or independent checking by consultants engaged by the city.			Fee charged at actual cost as per a) to g) above + actual cost for external services + administration fee of \$77.00 minimum
Assets			
Asset Maintenance			

City of Wanneroo Schedule of Fees Charges 2020/21

Details	Basis of Charge	Statutory Fee "S"	2020/21
Verge Maintenance - Administration Fee	Per Application		\$100.00
Verge Maintenance - Inspection Fee	Per Inspection		\$50.00
Verge Maintenance - Inspection Bond	Per Building Application between \$5,000 and \$20,000		\$1,000.00
Verge Maintenance - Inspection Bond	Per Building Application over \$20,000		\$2,000.00
Strategic Asset Management			
Direction Sign Fee - Supply and Install Plus Administration			\$250.00
Waste			
Refuse Collection - Delivery, Hire and Empty Bin for Functions. Internal Hire via Facilities Bookings	Per Bin (1-48 bins maximum)		\$42.00
Waste Service Establishment Fee	Per New Service		\$200.00
Waste Service Charge	Per Service Per Annum		\$410.00
Pensioner Owned Residential Properties - (Rates above \$988 to \$1,263) Rated Residential Properties - Service Fee	Per Service Per Annum		\$365.00
Pensioner Owned Residential Properties - (Rates up to \$988) Rated Residential Properties - Service Fee	Per Service Per Annum		\$312.00
Additional - Service Fee (1 Rubbish Bin & 1 Recycling Bin)	Per New or Additional Service Per Annum		\$363.00
Additional Two Bin Service Establishment Fee	Per Additional Service		\$59.00
Additional Recycling Bin Establishment Fee	Per Additional Service		\$59.00
Additional Recycling Bin Service Fee	Per Service Per Annum		\$90.00
Additional Rubbish Bin Establishment Fee	Per Additional Service		\$59.00
Additional Rubbish Bin Service Fee	Per Service Per Annum		\$273.00
Extra Bin Collection Fee - Prepaid Only (Emptying of any wheelie bin on-demand or due to non-compliance)	Truck Return		\$75.00
Wangara Recycling Centre			
Greens Recycling Facility			
Entry Fee - Residential Customer	Per Car		\$20.00
Entry Fee - Residential Customer	Per Trailer, Ute or Van		\$34.50
Entry Fee - Commercial Business Customer	Per Tonne		\$90.00
Sale of Shredded Materials	Per Cubic Metre		\$31.50



2020/21

Capital Works Program

2020/21 Capital Program Funding Source Summary

Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Contributions - Other	\$ -	\$ 385,000	\$ 385,000
Contributions - Restricted Cash	\$ 676,576	\$ -	\$ 676,576
Contributions - TPS Cell 1	\$ -	\$ 143,500	\$ 143,500
Contributions - TPS Cell 2	\$ -	\$ -	\$ -
Contributions - TPS Cell 3	\$ -	\$ -	\$ -
Contributions - TPS Cell 4	\$ -	\$ 47,250	\$ 47,250
Contributions - TPS Cell 5	\$ -	\$ 27,898	\$ 27,898
Contributions - TPS Cell 6	\$ 66,663	\$ 27,000	\$ 93,663
Contributions - TPS Cell 7	\$ -	\$ 22,000	\$ 22,000
Contributions - TPS Cell 8	\$ -	\$ 49,507	\$ 49,507
Contributions - TPS Cell 9	\$ -	\$ 54,560	\$ 54,560
Grants - Federal Government	\$ -	\$ 1,744,925	\$ 1,744,925
Grants - MRRP	\$ -	\$ 3,577,671	\$ 3,577,671
Grants - Restricted Cash	\$ 356,101	\$ 2,097,082	\$ 2,453,183
Grants - State Government	\$ 439,848	\$ 1,772,471	\$ 2,212,319
Loan Borrowing - State Treasury	\$ 125,000	\$ 556,000	\$ 681,000
Municipal Fund	\$ 3,953,277	\$ 18,721,732	\$ 22,675,009
Reserve - Asset Renewal	\$ -	\$ 1,925,000	\$ 1,925,000
Reserve - Asset Replacement	\$ 612,419	\$ 1,556,994	\$ 2,169,413
Reserve - Coastal Management Works	\$ -	\$ 660,000	\$ 660,000
Reserve - Domestic Refuse	\$ -	\$ 5,160,853	\$ 5,160,853
Reserve - Golf Courses	\$ -	\$ 145,000	\$ 145,000
Reserve - Neerabup Development	\$ 148,966	\$ 1,151,523	\$ 1,300,489
Reserve - Plant Replacement	\$ 814,648	\$ 7,121,990	\$ 7,936,638
Reserve - Section 152	\$ 5,000	\$ -	\$ 5,000
Reserve - Strategic Projects/Initiatives	\$ 386,122	\$ 12,480,753	\$ 12,866,875
Total - All Funding Sources	\$ 7,584,620	\$ 59,428,709	\$ 67,013,329

2020/21 Capital Program Sub Program Summary

Sub Program	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Community Buildings	\$ 111,750	\$ 1,908,482	\$ 2,020,232
Community Safety	\$ -	\$ 238,000	\$ 238,000
Conservation Reserves	\$ -	\$ 297,000	\$ 297,000
Corporate Buildings	\$ -	\$ 195,000	\$ 195,000
Environmental Offset	\$ -	\$ 507,600	\$ 507,600
Fleet Mgt - Corporate	\$ 814,648	\$ 7,171,990	\$ 7,986,638
Foreshore Management	\$ 164,112	\$ 1,700,845	\$ 1,864,957
Golf Courses	\$ -	\$ 195,000	\$ 195,000
Investment Projects	\$ 685,273	\$ 1,221,523	\$ 1,906,796
IT Equipment & Software	\$ 2,634,190	\$ 4,921,661	\$ 7,555,851
Parks Furniture	\$ 43,221	\$ 2,456,000	\$ 2,499,221
Parks Rehabilitation	\$ -	\$ 1,050,000	\$ 1,050,000
Passive Park Development	\$ 10,000	\$ 1,452,424	\$ 1,462,424
Pathways & Trails	\$ -	\$ 895,000	\$ 895,000
Roads	\$ 524,806	\$ 9,673,592	\$ 10,198,398
Sports Facilities	\$ 1,738,308	\$ 16,407,271	\$ 18,145,579
Stormwater Drainage	\$ 10,000	\$ 20,000	\$ 30,000
Street Landscaping	\$ 572,519	\$ 500,000	\$ 1,072,519
Traffic Treatments	\$ 79,857	\$ 2,128,005	\$ 2,207,862
Waste Management	\$ 195,936	\$ 6,489,316	\$ 6,685,252
Total - All Sub Programs	\$ 7,584,620	\$ 59,428,709	\$ 67,013,329

2020/21 Capital Program Project Details

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Community Buildings					
PR-1015	Recurring Program, Upgrade Community Buildings - Minor Works				
	Municipal Fund	\$ -	\$ 50,000	\$ 50,000	
	Project Total	\$ -	\$ 50,000	\$ 50,000	
PR-1904	Recurring Program, Renew Community Building Assets				\$ -
	Municipal Fund	\$ 50,000	\$ 492,000	\$ 542,000	
	Project Total	\$ 50,000	\$ 492,000	\$ 542,000	
PR-1999	Recurring Program, Upgrade Disability Access to Buildings and Facilities				
	Municipal Fund	\$ -	\$ 130,500	\$ 130,500	
	Project Total	\$ -	\$ 130,500	\$ 130,500	
PR-2203	Recurring Program, Renew Community Facilities Furniture				
	Municipal Fund	\$ -	\$ 35,000	\$ 35,000	
	Project Total	\$ -	\$ 35,000	\$ 35,000	
PR-2455	Clarkson Youth Centre, Clarkson, Upgrade Building and Open Space				
	Municipal Fund	\$ 14,000	\$ 70,000	\$ 84,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 30,000	\$ 30,000	
	Project Total	\$ 14,000	\$ 100,000	\$ 114,000	
PR-2664	Southern Suburbs Library, Landsdale, New Building				
	Loan Borrowing - State Treasury	\$ -	\$ 556,000	\$ 556,000	
	Municipal Fund	\$ 20,000	\$ -	\$ 20,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 94,000	\$ 94,000	
	Project Total	\$ 20,000	\$ 650,000	\$ 670,000	
PR-4161	Bin Stores, Upgrade Store Roofs and Enclosures				
	Municipal Fund	\$ -	\$ 179,232	\$ 179,232	
	Project Total	\$ -	\$ 179,232	\$ 179,232	
PR-4194	Wanneroo Animal Care Centre, Wanneroo, New Building				
	Municipal Fund	\$ 10,000	\$ -	\$ 10,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 70,000	\$ 70,000	
	Project Total	\$ 10,000	\$ 70,000	\$ 80,000	
PR-4241	Recurring program, upgrade accessibility to community car parks				
	Municipal Fund	\$ -	\$ 56,500	\$ 56,500	
	Project Total	\$ -	\$ 56,500	\$ 56,500	
PR-4257	Upgrade library shelving at various locations				
	Municipal Fund	\$ -	\$ 20,000	\$ 20,000	
	Project Total	\$ -	\$ 20,000	\$ 20,000	
PR-4266	Gumblossom Community Centre, Quinns Rocks - Renew public art				
	Reserve - Asset Replacement	\$ 17,750	\$ 55,250	\$ 73,000	
	Project Total	\$ 17,750	\$ 55,250	\$ 73,000	
PR-4270	Libraries carpet renewal				
	Municipal Fund	\$ -	\$ 20,000	\$ 20,000	
	Project Total	\$ -	\$ 20,000	\$ 20,000	
PR-4279	Upgrade Wanneroo Recreation Centre and surrounding precinct				
	Municipal Fund	\$ -	\$ 50,000	\$ 50,000	
	Project Total	\$ -	\$ 50,000	\$ 50,000	
Community Buildings Sub Program Total		\$ 111,750	\$ 1,908,482	\$ 2,020,232	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Community Safety					
PR-2094	Recurring Program, New CCTV Network and Supporting Infrastructure				
		Municipal Fund	\$ -	\$ 150,000	\$ 150,000
		Reserve - Strategic Projects/Initiatives	\$ -	\$ 53,000	\$ 53,000
		Project Total	\$ -	\$ 203,000	\$ 203,000
PR-4264	New automatic closing gates and CCTV at various car parks				
		Municipal Fund	\$ -	\$ 35,000	\$ 35,000
		Project Total	\$ -	\$ 35,000	\$ 35,000
Community Safety Sub Program Total			\$ -	\$ 238,000	\$ 238,000
Conservation Reserves					
PR-1101	Recurring Program Upgrade Protection Fencing at Various Conservation Reserves				
		Municipal Fund	\$ -	\$ 40,000	\$ 40,000
		Project Total	\$ -	\$ 40,000	\$ 40,000
PR-1567	Recurring Program, Renew Conservation Reserves				
		Municipal Fund	\$ -	\$ 80,000	\$ 80,000
		Project Total	\$ -	\$ 80,000	\$ 80,000
PR-1680	Recurring Program, Upgrade Tracks				
		Municipal Fund	\$ -	\$ 127,000	\$ 127,000
		Project Total	\$ -	\$ 127,000	\$ 127,000
PR-2658	Recurring Program, Renew Natural Area Assets				
		Municipal Fund	\$ -	\$ 50,000	\$ 50,000
		Project Total	\$ -	\$ 50,000	\$ 50,000
Conservation Reserves Sub Program Total			\$ -	\$ 297,000	\$ 297,000
Corporate Buildings					
PR-1042	Recurring Program, Upgrade Corporate Buildings - Minor Works				
		Municipal Fund	\$ -	\$ 40,000	\$ 40,000
		Project Total	\$ -	\$ 40,000	\$ 40,000
PR-2558	Recurring Program, Renew Corporate Building Assets				
		Municipal Fund	\$ -	\$ 95,000	\$ 95,000
		Project Total	\$ -	\$ 95,000	\$ 95,000
PR-4206	Ashby Operations Centre, Ashby, New Bulk Refuelling Facility				
		Municipal Fund	\$ -	\$ 50,000	\$ 50,000
		Project Total	\$ -	\$ 50,000	\$ 50,000
PR-4280	Ashby Depot, Ashby, upgrade mechanical workshop				
		Municipal Fund	\$ -	\$ 10,000	\$ 10,000
		Project Total	\$ -	\$ 10,000	\$ 10,000
Corporate Buildings Sub Program Total			\$ -	\$ 195,000	\$ 195,000
Environmental Offset					
PR-1006	Neerabup Industrial Area, Neerabup, new site for environmental offset requirements				
		Reserve - Neerabup Development	\$ -	\$ 171,000	\$ 171,000
		Project Total	\$ -	\$ 171,000	\$ 171,000

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Environmental Offset (Cont'd)					
PR-2088	Badgerup Reserve, Wanneroo, renew site for environmental offset requirements				
	Contributions - TPS Cell 4	\$ -	\$ 47,250	\$ 47,250	
	Contributions - TPS Cell 5	\$ -	\$ 27,898	\$ 27,898	
	Contributions - TPS Cell 8	\$ -	\$ 27,507	\$ 27,507	
	Contributions - TPS Cell 9	\$ -	\$ 4,560	\$ 4,560	
	Municipal Fund	\$ -	\$ 24,785	\$ 24,785	
	Project Total	\$ -	\$ 132,000	\$ 132,000	
PR-2089	Honeypossum and Boomerang Reserves, Banksia Grove, renew sites for environmental offset requirements				
	Municipal Fund	\$ -	\$ 75,000	\$ 75,000	
	Project Total	\$ -	\$ 75,000	\$ 75,000	
PR-2091	Caporn, San Teodoro, Spring and Alvarez Parks, Tapping, renew sites for environmental offsets				
	Municipal Fund	\$ -	\$ 64,000	\$ 64,000	
	Project Total	\$ -	\$ 64,000	\$ 64,000	
PR-2092	Appleby Park, Darch, renew site for environmental offset requirements				
	Contributions - TPS Cell 6	\$ -	\$ 27,000	\$ 27,000	
	Project Total	\$ -	\$ 27,000	\$ 27,000	
PR-4178	Badgerup Reserve, Wanneroo, renew site for environmental offset of Old Yanchep Rd				
	Municipal Fund	\$ -	\$ 38,600	\$ 38,600	
	Project Total	\$ -	\$ 38,600	\$ 38,600	
Environmental Offset Sub Program Total			\$ -	\$ 507,600	\$ 507,600

Fleet Management - Corporate					
PR-1037	Recurring Program, Renew Domestic Waste Vehicles				
	Reserve - Plant Replacement	\$ -	\$ 5,613,881	\$ 5,613,881	
	Project Total	\$ -	\$ 5,613,881	\$ 5,613,881	
PR-1038	Recurring Program, Upgrade Waste Management Vehicles				
	Reserve - Domestic Refuse	\$ -	\$ 50,000	\$ 50,000	
	Project Total	\$ -	\$ 50,000	\$ 50,000	
PR-1658	Recurring Program, Renew Plant				
	Reserve - Plant Replacement	\$ -	\$ 359,403	\$ 359,403	
	Project Total	\$ -	\$ 359,403	\$ 359,403	
PR-1659	Recurring Program, Renew Light Vehicles				
	Reserve - Plant Replacement	\$ 80,000	\$ 588,445	\$ 668,445	
	Project Total	\$ 80,000	\$ 588,445	\$ 668,445	
PR-1660	Recurring Program, Renew Heavy Trucks				
	Reserve - Plant Replacement	\$ 734,648	\$ 560,261	\$ 1,294,909	
	Project Total	\$ 734,648	\$ 560,261	\$ 1,294,909	
Fleet Management - Corporate Sub Program Total			\$ 814,648	\$ 7,171,990	\$ 7,986,638

Foreshore Management					
PR-2016	Recurring Program, Renew Foreshore				
	Municipal Fund	\$ -	\$ 100,000	\$ 100,000	
	Project Total	\$ -	\$ 100,000	\$ 100,000	
PR-2017	Recurring Program, Upgrade Foreshore Fencing				
	Municipal Fund	\$ -	\$ 40,000	\$ 40,000	
	Project Total	\$ -	\$ 40,000	\$ 40,000	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Foreshore Management (Cont'd)					
PR-2561	Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works				
	Reserve - Coastal Management Works	\$	-	\$ 400,000	\$ 400,000
	Reserve - Strategic Projects/Initiatives	\$	30,000	\$ -	\$ 30,000
	Project Total	\$	30,000	\$ 400,000	\$ 430,000
PR-2672	Recurring Program, Upgrade Beach Accessways				
	Municipal Fund	\$	-	\$ 447,000	\$ 447,000
	Project Total	\$	-	\$ 447,000	\$ 447,000
PR-4169	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan				
	Reserve - Coastal Management Works	\$	-	\$ 260,000	\$ 260,000
	Project Total	\$	-	\$ 260,000	\$ 260,000
PR-4210	Beach Emergency Number Signs, Various Locations, New Installations				
	Grants - State Government	\$	10,000	\$ 15,000	\$ 25,000
	Municipal Fund	\$	17,926	\$ 15,000	\$ 32,926
	Project Total	\$	27,926	\$ 30,000	\$ 57,926
PR-4221	Yanchep Foreshore Reserve, Yanchep, New Fire Access Track				
	Municipal Fund	\$	6,186	\$ 32,000	\$ 38,186
	Project Total	\$	6,186	\$ 32,000	\$ 38,186
PR-4234	Two Rocks Beach (South), Two Rocks - New Beach Accessway				
	Contributions - Other	\$	-	\$ 150,000	\$ 150,000
	Municipal Fund	\$	100,000	\$ 196,000	\$ 296,000
	Project Total	\$	100,000	\$ 346,000	\$ 446,000
PR-4281	Capricorn coastal node, Yanchep, new recreation and amenity facilities				
	Municipal Fund	\$	-	\$ 45,845	\$ 45,845
	Project Total	\$	-	\$ 45,845	\$ 45,845
Foreshore Management Sub Program Total			\$ 164,112	\$ 1,700,845	\$ 1,864,957
Golf Courses					
PR-1040	Upgrade Golf Course - Marangaroo				
	Reserve - Golf Courses	\$	-	\$ 105,000	\$ 105,000
	Project Total	\$	-	\$ 105,000	\$ 105,000
PR-1041	Upgrade Golf Course - Carramar				
	Reserve - Golf Courses	\$	-	\$ 40,000	\$ 40,000
	Project Total	\$	-	\$ 40,000	\$ 40,000
PR-4268	Carramar Golf Course, Carramar, upgrade water mains				
	Municipal Fund	\$	-	\$ 50,000	\$ 50,000
	Project Total	\$	-	\$ 50,000	\$ 50,000
Golf Courses Sub Program Total			\$ -	\$ 195,000	\$ 195,000
Investment Projects					
PR-1010	Quinns Beach Caravan Park, Quinns Rocks, New Development				
	Reserve - Strategic Projects/Initiatives	\$	-	\$ 120,000	\$ 120,000
	Project Total	\$	-	\$ 120,000	\$ 120,000
PR-1056	Purchase Land - Road Reserves				
	Municipal Fund	\$	80,000	\$ -	\$ 80,000
	Project Total	\$	80,000	\$ -	\$ 80,000
PR-1587	Motivation Dr, Wangara, Renew Lot 15 Environmental Investigation and Remediation				
	Loan Borrowing - State Treasury	\$	125,000	\$ -	\$ 125,000
	Project Total	\$	125,000	\$ -	\$ 125,000

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Investment Projects (Cont'd)					
PR-2565	Recurring Program, Renew Leased Building Assets				
	Municipal Fund	\$ 250,000	\$ 121,000	\$ 371,000	
	Project Total	\$ 250,000	\$ 121,000	\$ 371,000	
PR-4065	Moorpark Ave, Yanchep, New Acquisition of Land				
	Reserve - Strategic Projects/Initiatives	\$ 19,590	\$ -	\$ 19,590	
	Project Total	\$ 19,590	\$ -	\$ 19,590	
PR-4088	Neerabup Industrial Area. Neerabup, New Development				
	Reserve - Neerabup Development	\$ 148,966	\$ 980,523	\$ 1,129,489	
	Project Total	\$ 148,966	\$ 980,523	\$ 1,129,489	
PR-4177	Marangaroo Family Centre Site, Marangaroo, New Acquisition of Additional Land				
	Reserve - Strategic Projects/Initiatives	\$ 61,717	\$ -	\$ 61,717	
	Project Total	\$ 61,717	\$ -	\$ 61,717	
Investment Projects Sub Program Total			\$ 685,273	\$ 1,221,523	\$ 1,906,796
IT Equipment and Software					
PR-1031	Recurring Program, New IT Equipment and Software				
	Municipal Fund	\$ 885,820	\$ 430,000	\$ 1,315,820	
	Project Total	\$ 885,820	\$ 430,000	\$ 1,315,820	
PR-1032	Recurring Program, Renew IT Equipment and Software				
	Municipal Fund	\$ 271,077	\$ 732,500	\$ 1,003,577	
	Project Total	\$ 271,077	\$ 732,500	\$ 1,003,577	
PR-1033	Recurring Program, Upgrade IT Equipment and Software				
	Municipal Fund	\$ 290,420	\$ 226,000	\$ 516,420	
	Project Total	\$ 290,420	\$ 226,000	\$ 516,420	
PR-1883	Recurring Program, Upgrade Corporate Business Systems				
	Municipal Fund	\$ 33,000	\$ 115,000	\$ 148,000	
	Project Total	\$ 33,000	\$ 115,000	\$ 148,000	
PR-2098	Recurring Program, New Corporate Business Systems				
	Municipal Fund	\$ 186,958	\$ 220,000	\$ 406,958	
	Project Total	\$ 186,958	\$ 220,000	\$ 406,958	
PR-4030	New Enterprise Integration Solution				
	Municipal Fund	\$ 94,835	\$ -	\$ 94,835	
	Project Total	\$ 94,835	\$ -	\$ 94,835	
PR-4055	Renew Finance System				
	Municipal Fund	\$ 33,940	\$ -	\$ 33,940	
	Reserve - Asset Replacement	\$ 259,669	\$ 900,000	\$ 1,159,669	
	Project Total	\$ 293,609	\$ 900,000	\$ 1,193,609	
PR-4068	New Assets Management System				
	Municipal Fund	\$ 80,000	\$ 867,147	\$ 947,147	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 659,270	\$ 659,270	
	Project Total	\$ 80,000	\$ 1,526,417	\$ 1,606,417	
PR-4069	Renew Performance Reporting System				
	Reserve - Asset Replacement	\$ 16,800	\$ -	\$ 16,800	
	Project Total	\$ 16,800	\$ -	\$ 16,800	
PR-4070	Renew Reporting Portal				
	Reserve - Asset Replacement	\$ 269,970	\$ -	\$ 269,970	
	Project Total	\$ 269,970	\$ -	\$ 269,970	
PR-4071	Renew Customer Request Management System				
	Reserve - Asset Replacement	\$ 48,230	\$ 561,744	\$ 609,974	
	Project Total	\$ 48,230	\$ 561,744	\$ 609,974	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
IT Equipment and Software (Cont'd)					
PR-4072	ESR - Property & Rating System				
	Reserve - Asset Replacement	\$ -	\$ 40,000	\$ 40,000	
	Project Total	\$ -	\$ 40,000	\$ 40,000	
PR-4074	Renew Facilities Management System				
	Municipal Fund	\$ 7,000	\$ -	\$ 7,000	
	Project Total	\$ 7,000	\$ -	\$ 7,000	
PR-4075	New Enterprise Project Management System				
	Municipal Fund	\$ 18,269	\$ -	\$ 18,269	
	Reserve - Strategic Projects/Initiatives	\$ 6,391	\$ 50,000	\$ 56,391	
	Project Total	\$ 24,660	\$ 50,000	\$ 74,660	
PR-4077	New Human Resource Systems				
	Municipal Fund	\$ 111,811	\$ 40,000	\$ 151,811	
	Project Total	\$ 111,811	\$ 40,000	\$ 151,811	
PR-4244	New Leisure Management Software				
	Municipal Fund	\$ 20,000	\$ -	\$ 20,000	
	Project Total	\$ 20,000	\$ -	\$ 20,000	
PR-4288	New Occupational Safety and Health Management Software				
	Municipal Fund	\$ -	\$ 80,000	\$ 80,000	
	Project Total	\$ -	\$ 80,000	\$ 80,000	
IT Equipment and Software Sub Program Total			\$ 2,634,190	\$ 4,921,661	\$ 7,555,851
Parks Furniture					
PR-1910	Recurring Program, Renew Park Assets				
	Municipal Fund	\$ -	\$ 730,000	\$ 730,000	
	Reserve - Asset Renewal	\$ -	\$ 1,000,000	\$ 1,000,000	
	Project Total	\$ -	\$ 1,730,000	\$ 1,730,000	
PR-2484	Recurring Program, New Installation of Shade Structures				
	Municipal Fund	\$ -	\$ 165,000	\$ 165,000	
	Project Total	\$ -	\$ 165,000	\$ 165,000	
PR-2569	Recurring Program, New Park Signage Installations				
	Municipal Fund	\$ -	\$ 20,000	\$ 20,000	
	Project Total	\$ -	\$ 20,000	\$ 20,000	
PR-2985	Girrawheen Hub, Girrawheen, New Community Garden				
	Grants - Restricted Cash	\$ 36,988	\$ -	\$ 36,988	
	Project Total	\$ 36,988	\$ -	\$ 36,988	
PR-3061	Reconciliation Action Plan Community Significance New Park Signage				
	Municipal Fund	\$ 6,233	\$ -	\$ 6,233	
	Project Total	\$ 6,233	\$ -	\$ 6,233	
PR-4089	Recurring Program, Renew Park Structures				
	Municipal Fund	\$ -	\$ 175,000	\$ 175,000	
	Project Total	\$ -	\$ 175,000	\$ 175,000	
PR-4193	San Teodoro Park, Sinagra, New Security Lighting				
	Municipal Fund	\$ -	\$ 90,000	\$ 90,000	
	Project Total	\$ -	\$ 90,000	\$ 90,000	
PR-4198	Warradale Park, Landsdale, New Eco-Lighting				
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 100,000	\$ 100,000	
	Project Total	\$ -	\$ 100,000	\$ 100,000	
PR-4200	Recurring Program, New Park Equipment				
	Municipal Fund	\$ -	\$ 15,000	\$ 15,000	
	Project Total	\$ -	\$ 15,000	\$ 15,000	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Parks Furniture (Cont'd)					
PR-4242	Recurring program, upgrade accessibility to parks infrastructure	Municipal Fund	\$ -	\$ 145,000	\$ 145,000
	Project Total		\$ -	\$ 145,000	\$ 145,000
PR-4274	Hudson Park, Girrawheen, new shade shelter	Municipal Fund	\$ -	\$ 16,000	\$ 16,000
	Project Total		\$ -	\$ 16,000	\$ 16,000
Parks Furniture Sub Program Total			\$ 43,221	\$ 2,456,000	\$ 2,499,221
Parks Rehabilitation					
PR-1661	Recurring Program, Renew Irrigation Infrastructure and Upgrade Installations	Municipal Fund	\$ -	\$ 125,000	\$ 125,000
	Reserve - Asset Renewal		\$ -	\$ 925,000	\$ 925,000
	Project Total		\$ -	\$ 1,050,000	\$ 1,050,000
Parks Rehabilitation Sub Program Total			\$ -	\$ 1,050,000	\$ 1,050,000
Passive Park Development					
PR-2682	Casserley Park, Girrawheen, Upgrade Passive Park	Reserve - Section 152	\$ 5,000	\$ -	\$ 5,000
	Project Total		\$ 5,000	\$ -	\$ 5,000
PR-3063	Hardcastle Park, Landsdale, Upgrade Passive Park	Reserve - Strategic Projects/Initiatives	\$ 5,000	\$ 40,708	\$ 45,708
	Project Total		\$ 5,000	\$ 40,708	\$ 45,708
PR-4172	Hinckley Park, Hocking, Upgrade Passive Park	Municipal Fund	\$ -	\$ 1,096,227	\$ 1,096,227
	Reserve - Strategic Projects/Initiatives		\$ -	\$ 250,000	\$ 250,000
	Project Total		\$ -	\$ 1,346,227	\$ 1,346,227
PR-4189	New Dog Park, North Coast Ward (Location TBD), Upgrade Passive Park	Reserve - Strategic Projects/Initiatives	\$ -	\$ 29,489	\$ 29,489
	Project Total		\$ -	\$ 29,489	\$ 29,489
PR-4239	Frederick Duffy Park, Wanneroo - New passive park	Municipal Fund	\$ -	\$ 18,000	\$ 18,000
	Project Total		\$ -	\$ 18,000	\$ 18,000
PR-4240	Jindinga Park, Wanneroo - New passive park	Municipal Fund	\$ -	\$ 18,000	\$ 18,000
	Project Total		\$ -	\$ 18,000	\$ 18,000
Passive Park Development Sub Program Total			\$ 10,000	\$ 1,452,424	\$ 1,462,424
Pathways and Trails					
PR-2707	Recurring Program, New Minor Pathways and End of Trip Facilities	Municipal Fund	\$ -	\$ 165,000	\$ 165,000
	Project Total		\$ -	\$ 165,000	\$ 165,000
PR-2749	Recurring Program, New Footpaths - Municipal Funded	Grants - State Government	\$ -	\$ 15,000	\$ 15,000
	Municipal Fund		\$ -	\$ 665,000	\$ 665,000
	Project Total		\$ -	\$ 680,000	\$ 680,000
PR-4180	Alexander Drive, Landsdale, New Shared Pathway from Gngangara Rd to Hepburn Ave	Contributions - TPS Cell 9	\$ -	\$ 50,000	\$ 50,000
	Project Total		\$ -	\$ 50,000	\$ 50,000
Pathways and Trails Sub Program Total			\$ -	\$ 895,000	\$ 895,000

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Roads					
PR-1087	Recurring Program, Renew Transport Infrastructure Assets				
	Grants - Federal Government	\$ -	\$ 1,744,925	\$ 1,744,925	
	Grants - MRRP		\$ 600,000	\$ 600,000	
	Municipal Fund	\$ -	\$ 920,000	\$ 920,000	
	Project Total	\$ -	\$ 3,264,925	\$ 3,264,925	
PR-2409	Yanchep Industrial Area, upgrade roads and drainage infrastructure				
	Municipal Fund	\$ -	\$ 500,000	\$ 500,000	
	Project Total	\$ -	\$ 500,000	\$ 500,000	
PR-2616	Neerabup Industrial Area (existing estate), upgrade roads and services infrastructure				
	Municipal Fund	\$ 15,000	\$ 920,000	\$ 935,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 200,000	\$ 200,000	
	Project Total	\$ 15,000	\$ 1,120,000	\$ 1,135,000	
PR-2794	East Wanneroo Cell 1, Tapping - Upgrade infrastructure				
	Contributions - TPS Cell 1	\$ -	\$ 143,500	\$ 143,500	
	Project Total	\$ -	\$ 143,500	\$ 143,500	
PR-2797	Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave				
	Grants - MRRP	\$ -	\$ 486,667	\$ 486,667	
	Municipal Fund	\$ 43,165	\$ -	\$ 43,165	
	Project Total	\$ 43,165	\$ 486,667	\$ 529,832	
PR-2805	Flynn Dr, Banksia Grove, Upgrade from Mather Dr to Old Yanchep Rd				
	Municipal Fund	\$ -	\$ 500,000	\$ 500,000	
	Project Total	\$ -	\$ 500,000	\$ 500,000	
PR-3018	Hartman Dr, Wangara, Upgrade to dual carriageway from Hepburn Ave to Gnangara Rd				
	Contributions - TPS Cell 6	\$ 66,663	\$ -	\$ 66,663	
	Grants - MRRP	\$ -	\$ 600,000	\$ 600,000	
	Grants - Restricted Cash	\$ 319,113	\$ 950,000	\$ 1,269,113	
	Municipal Fund	\$ 30,865	\$ 550,000	\$ 580,865	
	Project Total	\$ 416,641	\$ 2,100,000	\$ 2,516,641	
PR-4140	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchep Beach Rd				
	Contributions - Restricted Cash	\$ 50,000	\$ -	\$ 50,000	
	Project Total	\$ 50,000	\$ -	\$ 50,000	
PR-4225	Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only				
	Municipal Fund	\$ -	\$ 125,000	\$ 125,000	
	Project Total	\$ -	\$ 125,000	\$ 125,000	
PR-4229	East Wanneroo Cell 7, Wangara, upgrade infrastructure				
	Contributions - TPS Cell 7	\$ -	\$ 22,000	\$ 22,000	
	Project Total	\$ -	\$ 22,000	\$ 22,000	
PR-4230	East Wanneroo Cell 8, Wangara, upgrade infrastructure				
	Contributions - TPS Cell 8	\$ -	\$ 22,000	\$ 22,000	
	Project Total	\$ -	\$ 22,000	\$ 22,000	
PR-4254	Beach Road, Koondoola, renew road surface				
	Grants - MRRP	\$ -	\$ 295,133	\$ 295,133	
	Municipal Fund	\$ -	\$ 147,567	\$ 147,567	
	Project Total	\$ -	\$ 442,700	\$ 442,700	
PR-4255	Joondalup Drive, Banksia Grove, renew road surface				
	Grants - MRRP	\$ -	\$ 564,533	\$ 564,533	
	Municipal Fund	\$ -	\$ 282,267	\$ 282,267	
	Project Total	\$ -	\$ 846,800	\$ 846,800	
PR-4276	Lenore Road, Hocking, upgrade road				
	Municipal Fund	\$ -	\$ 100,000	\$ 100,000	
	Project Total	\$ -	\$ 100,000	\$ 100,000	
Roads Sub Program Total			\$ 524,806	\$ 9,673,592	\$ 10,198,398

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Sports Facilities					
PR-2619	Recurring Program, Upgrade Kingsway Indoor Stadium - Minor Works				
	Municipal Fund	\$ -	\$ 100,000	\$ 100,000	
	Project Total	\$ -	\$ 100,000	\$ 100,000	
PR-2621	Kingsway Olympic Clubrooms, Madeley, New Changerooms and Grandstand				
	Municipal Fund	\$ 9,886	\$ -	\$ 9,886	
	Project Total	\$ 9,886	\$ -	\$ 9,886	
PR-2622	Modifications to Wanneroo Aquamotion				
	Municipal Fund	\$ -	\$ 162,000	\$ 162,000	
	Project Total	\$ -	\$ 162,000	\$ 162,000	
PR-2792	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark				
	Municipal Fund	\$ -	\$ 500,000	\$ 500,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 87,000	\$ 87,000	
	Project Total	\$ -	\$ 587,000	\$ 587,000	
PR-2820	Kingsway AFL, Madeley, New Cricket Wicket for WAFL Game				
	Municipal Fund	\$ 6,881	\$ -	\$ 6,881	
	Project Total	\$ 6,881	\$ -	\$ 6,881	
PR-2946	Recurring Program, Renew Kingsway Indoor Stadium Building Assets				
	Municipal Fund	\$ -	\$ 140,000	\$ 140,000	
	Project Total	\$ -	\$ 140,000	\$ 140,000	
PR-2947	Recurring Program, Renew Wanneroo Aquamotion Building Assets				
	Municipal Fund	\$ -	\$ 430,000	\$ 430,000	
	Project Total	\$ -	\$ 430,000	\$ 430,000	
PR-2955	Halesworth Park, Butler, New Sports Facilities				
	Contributions - Restricted Cash	\$ 626,576	\$ -	\$ 626,576	
	Grants - State Government	\$ -	\$ 500,000	\$ 500,000	
	Reserve - Strategic Projects/Initiatives	\$ 263,424	\$ 10,487,994	\$ 10,751,418	
	Project Total	\$ 890,000	\$ 10,987,994	\$ 11,877,994	
PR-2966	Addison Park, Merriwa - Upgrade park				
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 10,000	\$ 10,000	
	Project Total	\$ -	\$ 10,000	\$ 10,000	
PR-2967	Addison Park, Merriwa, Upgrade Changerooms and Storage				
	Municipal Fund	\$ -	\$ 10,000	\$ 10,000	
	Project Total	\$ -	\$ 10,000	\$ 10,000	
PR-2968	Koondoola Park, Koondoola, Upgrade Sports Floodlighting				
	Grants - State Government	\$ 54,985	\$ -	\$ 54,985	
	Municipal Fund	\$ 42,015	\$ -	\$ 42,015	
	Project Total	\$ 97,000	\$ -	\$ 97,000	
PR-2990	Leatherback Park, Alkimos, New Sports Amenities Building				
	Grants - Restricted Cash	\$ -	\$ 100,000	\$ 100,000	
	Grants - State Government	\$ -	\$ 300,000	\$ 300,000	
	Municipal Fund	\$ -	\$ 913,000	\$ 913,000	
	Reserve - Strategic Projects/Initiatives	\$ -	\$ 165,000	\$ 165,000	
	Project Total	\$ -	\$ 1,478,000	\$ 1,478,000	
PR-3087	Jimubub Swamp Park, Tapping, Upgrade Oval Drainage				
	Municipal Fund	\$ 30,000	\$ 15,000	\$ 45,000	
	Project Total	\$ 30,000	\$ 15,000	\$ 45,000	
PR-4010	Edgar Griffiths Park, Wanneroo, New Sports Amenities Building				
	Municipal Fund	\$ 4,735	\$ -	\$ 4,735	
	Project Total	\$ 4,735	\$ -	\$ 4,735	
PR-4034	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion				
	Grants - State Government	\$ 80,000	\$ 98,590	\$ 178,590	
	Municipal Fund	\$ -	\$ 1,500	\$ 1,500	
	Project Total	\$ 80,000	\$ 100,090	\$ 180,090	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Sports Facilities (Cont'd)					
PR-4078	Kingsway Aquatic Play Space, Darch, New Play Space				
	Municipal Fund	\$	20,000	\$ -	\$ 20,000
	Project Total	\$	20,000	\$ -	\$ 20,000
PR-4102	Shelvock Park, Koondoola, New Sports Amenities Building				
	Municipal Fund	\$	250,000	\$ -	\$ 250,000
	Project Total	\$	250,000	\$ -	\$ 250,000
PR-4108	Wanneroo City Soccer Clubrooms, Madeley, New Change Rooms and Store Room				
	Grants - Restricted Cash	\$	-	\$ 62,500	\$ 62,500
	Project Total	\$	-	\$ 62,500	\$ 62,500
PR-4109	Recurring Program, Renew Sporting Structures				
	Municipal Fund	\$	-	\$ 185,000	\$ 185,000
	Project Total	\$	-	\$ 185,000	\$ 185,000
PR-4111	Belhaven Park, Quinns Rocks, New Sports Amenities Building				
	Municipal Fund	\$	3,954	\$ -	\$ 3,954
	Project Total	\$	3,954	\$ -	\$ 3,954
PR-4117	Recurring Program, New Vandal-Proof Drink Fountains				
	Municipal Fund	\$	-	\$ 30,000	\$ 30,000
	Project Total	\$	-	\$ 30,000	\$ 30,000
PR-4125	Time Locks In Public Toilets, Various Locations, New Installations				
	Municipal Fund	\$	-	\$ 280,400	\$ 280,400
	Project Total	\$	-	\$ 280,400	\$ 280,400
PR-4145	Splendid Park, Yanchep, New Skate Park				
	Grants - State Government	\$	165,000	\$ -	\$ 165,000
	Project Total	\$	165,000	\$ -	\$ 165,000
PR-4156	Hainsworth Park, Girrawheen, Upgrade Sports Floodlighting				
	Grants - State Government	\$	54,863	\$ -	\$ 54,863
	Municipal Fund	\$	42,137	\$ -	\$ 42,137
	Project Total	\$	97,000	\$ -	\$ 97,000
PR-4187	Butterworth Park, Koondoola, Sports Field Path Network				
	Municipal Fund	\$	-	\$ 10,000	\$ 10,000
	Project Total	\$	-	\$ 10,000	\$ 10,000
PR-4196	Wanneroo Aquamotion, Wanneroo, New Family Change Area				
	Municipal Fund	\$	5,000	\$ 60,000	\$ 65,000
	Project Total	\$	5,000	\$ 60,000	\$ 65,000
PR-4202	Montrose Park, Girrawheen, Upgrade Change room				
	Municipal Fund	\$	-	\$ 65,300	\$ 65,300
	Project Total	\$	-	\$ 65,300	\$ 65,300
PR-4212	Ridgewood Reserve, Ridgewood, renew sports floodlight globes				
	Municipal Fund	\$	55,000	\$ -	\$ 55,000
	Project Total	\$	55,000	\$ -	\$ 55,000
PR-4213	Ferrara Park, Girrawheen, Upgrade Sports Floodlighting				
	Municipal Fund	\$	10,000	\$ -	\$ 10,000
	Project Total	\$	10,000	\$ -	\$ 10,000
PR-4214	Paloma Park, Marangaroo, Upgrade Sports Floodlighting				
	Municipal Fund	\$	10,000	\$ -	\$ 10,000
	Project Total	\$	10,000	\$ -	\$ 10,000
PR-4245	Gumblossom Park, Quinns Rocks - New batting cage lighting				
	Contributions - Other	\$	-	\$ 120,000	\$ 120,000
	Municipal Fund	\$	-	\$ 5,000	\$ 5,000
	Project Total	\$	-	\$ 125,000	\$ 125,000

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Sports Facilities (Cont'd)					
PR-4248	Gumblossom Park, Quinns Rocks - Upgrade baseball field				
	Contributions - Other	\$ -	\$ 110,000	\$ 110,000	
	Municipal Fund	\$ -	\$ 12,187	\$ 12,187	
	Project Total	\$ -	\$ 122,187	\$ 122,187	
PR-4249	Abbeville Park, Mindarie - Upgrade oval extension				
	Municipal Fund	\$ -	\$ 302,500	\$ 302,500	
	Project Total	\$ -	\$ 302,500	\$ 302,500	
PR-4251	St Andrews Park, Yanchep - Upgrade soccer pitch to new location				
	Contributions - Other	\$ -	\$ 5,000	\$ 5,000	
	Municipal Fund	\$ 3,852	\$ 335,000	\$ 338,852	
	Project Total	\$ 3,852	\$ 340,000	\$ 343,852	
PR-4253	Belhaven Park, Quinns Rocks, upgrade sports floodlighting				
	Municipal Fund	\$ -	\$ 37,300	\$ 37,300	
	Project Total	\$ -	\$ 37,300	\$ 37,300	
PR-4256	Gumblossom Reserve, Quinns Rocks, upgrade path network				
	Municipal Fund	\$ -	\$ 60,000	\$ 60,000	
	Project Total	\$ -	\$ 60,000	\$ 60,000	
PR-4258	Anthony Waring Park, Clarkson, upgrade storage rooms				
	Municipal Fund	\$ -	\$ 35,000	\$ 35,000	
	Project Total	\$ -	\$ 35,000	\$ 35,000	
PR-4261	Grandis Park, Banksia Grove, upgrade path network				
	Municipal Fund	\$ -	\$ 25,000	\$ 25,000	
	Project Total	\$ -	\$ 25,000	\$ 25,000	
PR-4262	Kingsway RSC, new car park and access road				
	Municipal Fund	\$ -	\$ 30,000	\$ 30,000	
	Project Total	\$ -	\$ 30,000	\$ 30,000	
PR-4265	Shelvock Park, Koondoola, upgrade car park				
	Municipal Fund	\$ -	\$ 12,000	\$ 12,000	
	Project Total	\$ -	\$ 12,000	\$ 12,000	
PR-4267	Wanneroo BMX, Pearsall, upgrade facilities				
	Municipal Fund	\$ -	\$ 80,000	\$ 80,000	
	Project Total	\$ -	\$ 80,000	\$ 80,000	
PR-4269	Kingsway Little Athletics Centre, Madeley, upgrade to discus circles				
	Municipal Fund	\$ -	\$ 50,000	\$ 50,000	
	Project Total	\$ -	\$ 50,000	\$ 50,000	
PR-4271	Splendid Park, Yanchep, new cycling facility				
	Municipal Fund	\$ -	\$ 80,000	\$ 80,000	
	Project Total	\$ -	\$ 80,000	\$ 80,000	
PR-4277	New northern corridor regional aquatic and recreation facility				
	Municipal Fund	\$ -	\$ 150,000	\$ 150,000	
	Project Total	\$ -	\$ 150,000	\$ 150,000	
PR-4282	Kingsway RSC, Madeley, upgrade precinct servicing infrastructure				
	Municipal Fund	\$ -	\$ 50,000	\$ 50,000	
	Project Total	\$ -	\$ 50,000	\$ 50,000	
PR-4283	Heath Park, Eglinton, new sports amenities building				
	Municipal Fund	\$ -	\$ 40,000	\$ 40,000	
	Project Total	\$ -	\$ 40,000	\$ 40,000	
PR-4284	Kingsway RSC, Madeley, upgrade Kingsway Soccer changerooms				
	Municipal Fund	\$ -	\$ 35,000	\$ 35,000	
	Project Total	\$ -	\$ 35,000	\$ 35,000	

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Sports Facilities (Cont'd)					
PR-4285	Laricina Park, Banksia Grove, new joint use hard courts				
	Municipal Fund	\$	-	\$ 120,000	\$ 120,000
	Project Total	\$	-	\$ 120,000	\$ 120,000
Sports Facilities Sub Program Total			\$ 1,738,308	\$ 16,407,271	\$ 18,145,579
Stormwater Drainage					
PR-2833	Wangara Industrial Area, upgrade drainage system for remediation and pollution control				
	Municipal Fund	\$	-	\$ 10,000	\$ 10,000
	Project Total	\$	-	\$ 10,000	\$ 10,000
PR-2834	Quinns Rocks Catchment, Quinns Rocks, Upgrade Road Drainage System Program				
	Municipal Fund	\$	10,000	\$ -	\$ 10,000
	Project Total	\$	10,000	\$ -	\$ 10,000
PR-2973	Yellagonga Regional Park, Wanneroo, upgrade drainage system for remediation and pollution control				
	Municipal Fund	\$	-	\$ 10,000	\$ 10,000
	Project Total	\$	-	\$ 10,000	\$ 10,000
Stormwater Drainage Sub Program Total			\$ 10,000	\$ 20,000	\$ 30,000
Street Landscaping					
PR-2827	Wanneroo Rd, Wanneroo Town Centre Entry Statement				
	Municipal Fund	\$	2,519	\$ -	\$ 2,519
	Project Total	\$	2,519	\$ -	\$ 2,519
PR-2999	Street Landscaping - Entry Statements				
	Reserve - Strategic Projects/Initiatives	\$	-	\$ 75,000	\$ 75,000
	Project Total	\$	-	\$ 75,000	\$ 75,000
PR-4158	Marmion Avenue, Upgrade Street Landscaping				
	Municipal Fund	\$	450,000	\$ 250,000	\$ 700,000
	Project Total	\$	450,000	\$ 250,000	\$ 700,000
PR-4191	New Christmas Decorations				
	Municipal Fund	\$	120,000	\$ -	\$ 120,000
	Project Total	\$	120,000	\$ -	\$ 120,000
PR-4263	Recurring program, upgrade streetscape infrastructure				
	Municipal Fund	\$	-	\$ 175,000	\$ 175,000
	Project Total	\$	-	\$ 175,000	\$ 175,000
Street Landscaping Sub Program Total			\$ 572,519	\$ 500,000	\$ 1,072,519
Traffic Treatments					
PR-1055	Recurring Program, New Bus Shelter Installations				
	Municipal Fund	\$	-	\$ 75,000	\$ 75,000
	Project Total	\$	-	\$ 75,000	\$ 75,000
PR-2656	Recurring Program, Miscellaneous Traffic and Parking Management				
	Municipal Fund	\$	-	\$ 50,000	\$ 50,000
	Project Total	\$	-	\$ 50,000	\$ 50,000
PR-2865	Recurring Program, Upgrade Street Lighting				
	Municipal Fund	\$	-	\$ 100,000	\$ 100,000
	Project Total	\$	-	\$ 100,000	\$ 100,000

Project No.	Project Description	Funding Source	2019/20 Carry Forward	2020/21	Total 2020/21 Budget
Traffic Treatments (Cont'd)					
PR-4146	Marmion Ave, Various Locations, New Bus Shelters				
	Grants - State Government	\$	50,000	\$ -	\$ 50,000
	Project Total	\$	50,000	\$ -	\$ 50,000
PR-4209	Joondalup Dr, Banksia Drive, Upgrade Intersection at Tumbleweed Dr and Joseph Blvd				
	Grants - MRRP	\$	25,000	\$ -	\$ 25,000
	Project Total	\$	25,000	\$ -	\$ 25,000
PR-4219	Quinns Rd, Quinns Rocks - Tapping Way to Marmion Ave, road widening project				
	Municipal Fund	\$	4,857	\$ 10,000	\$ 14,857
	Project Total	\$	4,857	\$ 10,000	\$ 14,857
PR-4232	Kingsbridge Boulevard, Butler - Traffic Management Scheme				
	Municipal Fund	\$	-	\$ 30,000	\$ 30,000
	Project Total	\$	-	\$ 30,000	\$ 30,000
PR-4233	Highclere Boulevard Marangaroo - Traffic Management Scheme				
	Municipal Fund	\$	-	\$ 30,000	\$ 30,000
	Project Total	\$	-	\$ 30,000	\$ 30,000
PR-4235	Franklin Road, Rousset Road, Caporn Street, Upgrade Intersection				
	Grants - MRRP	\$	-	\$ 450,000	\$ 450,000
	Municipal Fund	\$	-	\$ 225,000	\$ 225,000
	Project Total	\$	-	\$ 675,000	\$ 675,000
PR-4236	Kingsbridge Blvd, Camborne Pkwy, Shelford Blvd, Upgrade Intersection				
	Grants - MRRP	\$	-	\$ 133,333	\$ 133,333
	Municipal Fund	\$	-	\$ 66,667	\$ 66,667
	Project Total	\$	-	\$ 200,000	\$ 200,000
PR-4237	Mirrabooka Ave, Rawlinson Dr, Upgrade Intersection				
	Grants - MRRP	\$	-	\$ 898,005	\$ 898,005
	Project Total	\$	-	\$ 898,005	\$ 898,005
PR-4252	Capricorn Esplanade, Yanchep - New traffic management treatments				
	Municipal Fund	\$	-	\$ 60,000	\$ 60,000
	Project Total	\$	-	\$ 60,000	\$ 60,000
Traffic Treatments Sub Program Total			\$ 79,857	\$ 2,128,005	\$ 2,207,862
Waste Management					
PR-1464	Recurring Program, New Mobile Garbage Bins				
	Reserve - Domestic Refuse	\$	-	\$ 152,000	\$ 152,000
	Project Total	\$	-	\$ 152,000	\$ 152,000
PR-4238	Implementation of the Three Bin Kerbside Collection System				
	Grants - Restricted Cash	\$	-	\$ 984,582	\$ 984,582
	Grants - State Government	\$	-	\$ 393,881	\$ 393,881
	Reserve - Domestic Refuse	\$	-	\$ 4,908,853	\$ 4,908,853
	Project Total	\$	-	\$ 6,287,316	\$ 6,287,316
PR-4247	Wangara Transfer Station, Wangara - Upgrade site works				
	Reserve - Domestic Refuse	\$	-	\$ 50,000	\$ 50,000
	Municipal Fund	\$	195,936	\$ -	\$ 195,936
	Project Total	\$	195,936	\$ 50,000	\$ 245,936
Waste Management Sub Program Total			\$ 195,936	\$ 6,489,316	\$ 6,685,252
Total 2020/21 Capital Program			\$ 7,584,620	\$ 59,428,709	\$ 67,013,329

Local Roads & Community Infrastructure Program - Draft Listing	
Project name	Total
Aquamotion, Wanneroo - New accessibility "Pool pods" into main pool and hydrotherapy pool	\$ 70,000
Edgar Griffiths Park, Wanneroo - New car park	\$ 225,000
Hepburn Avenue, Madeley/Darch - Roundabout landscaping works	\$ 115,000
Kingsway Olympic Soccer Club, Madeley - Accessibility Upgrades	\$ 200,000
New footpath - Belvior Parkway, Darch	\$ 10,000
New footpath - Duncannon Rise, Mindarie	\$ 63,000
New footpath - Retreat Green & Viridian Drive, Banksia Grove	\$ 50,000
New footpath - Vincent Road and Garden Park Drive, Wanneroo	\$ 270,000
Paloma Park, Marangaroo - Upgrade Sports Floodlighting	\$ 370,000
Splendid Park, Yanchep - New toilet block at netball courts	\$ 250,000
Various Locations - Tree planting	\$ 120,000
Various Locations - Upgrade Bin Store Roofs and enclosures	\$ 115,000
Yanchep Lagoon and Quinns Rocks - New wheelchair beach access matting	\$ 80,000
Yanchep Lagoon, Yanchep - New shade sail at playground	\$ 35,000
	\$ 1,973,000

Estimated Cost of Concessions for Rates Categories as specified below:**Residential Improved GRV Category**

Groups	Band	Increment Level	Concession Amount To be Applied	Cost
1	Between + \$0 - 50	50	50	\$675,500
2	Between + \$50 - 100	50	100	\$817,700
3	Between + \$100 - 150	50	150	\$192,000
4	Between + \$150 - 200	50	200	\$84,000
5	Between + \$200 - 250	50	250	\$149,500
6	Between + \$250 - 300	50	300	\$52,200
7	Between + \$300 - 350	50	350	\$5,600
8	Between + \$350 - 400	50	400	\$2,000
9	Between + \$550 - 600	50	600	\$600
10	Between + \$750 - 800	50	800	\$1,600
11	Between + \$1000 - 1100	50	1100	\$1,100
Total Residential Improved GRV Category				\$1,981,800

Commercial & Industrial Improved GRV Category

Groups	Band	Increment Level	Concession Amount To be Applied	Cost
1	Between + \$0 - 50	50	50	\$2,250
2	Between + \$50 - 100	50	100	\$6,100
3	Between + \$100 - 150	50	150	\$6,600
4	Between + \$150 - 200	50	200	\$11,200
5	Between + \$200 - 250	50	250	\$15,500
6	Between + \$250 - 300	50	300	\$15,000
7	Between + \$300 - 350	50	350	\$10,850
8	Between + \$350 - 400	50	400	\$11,200
9	Between + \$400 - 450	50	450	\$8,550
10	Between + \$450 - 500	50	500	\$7,500
11	Between + \$500 - 550	50	550	\$6,050
12	Between + \$550 - 600	50	600	\$7,200
13	Between + \$600 - 650	50	650	\$8,450
14	Between + \$650 - 700	50	700	\$2,100
15	Between + \$700 - 750	50	750	\$5,250
16	Between + \$750 - 800	50	800	\$4,000
17	Between + \$800 - 850	50	850	\$5,100
18	Between + \$850 - 900	50	900	\$6,300
19	Between + \$900 - 950	50	950	\$3,800
20	Between + \$950 - 1000	50	1000	\$4,000
21	Between + \$1000 - 1250	250	1250	\$18,750
22	Between + \$1250 - 1500	250	1500	\$21,000
23	Between + \$1500 - 1750	250	1750	\$17,500
24	Between + \$1750 - 2000	250	2000	\$12,000
25	Between + \$2000 - 2250	250	2250	\$13,500
26	Between + \$2250 - 2500	250	2500	\$20,000
27	Between + \$2500 - 2750	250	2750	\$8,250
28	Between + \$2750 - 3000	250	3000	\$18,000
29	Between + \$3000 - 3250	250	3250	\$13,000
30	Between + \$3250 - 3500	250	3500	\$17,500
31	Between + \$3750 - 4000	250	4000	\$8,000
32	Between + \$4000 - 4250	250	4250	\$12,750
33	Between + \$4250 - 4500	250	4500	\$4,500
34	Between + \$4500 - 4750	250	4750	\$4,750
35	Between + \$4750 - 5000	250	5000	\$10,000
36	Between + \$5250 - 5500	250	5500	\$5,500
37	Between + \$6250 - 6500	250	6500	\$6,500
38	Between + \$7250 - 7500	250	7500	\$22,500
39	Between + \$7750 - 8000	250	8000	\$8,000
40	Between + \$8250 - 8500	250	8500	\$8,500
41	Between + \$8750 - 9000	250	9000	\$18,000
42	Between + \$9250 - 9500	250	9500	\$9,500
43	Between + \$9750 - 10000	250	10000	\$10,000
44	Between + \$10250 - 10500	250	10500	\$10,500
45	Between + \$11750 - 12000	250	12000	\$24,000
46	Between + \$12750 - 13000	250	13000	\$13,000
47	Between + \$13750 - 14000	250	14000	\$14,000
48	Between + \$17250 - 17500	250	17500	\$17,500
49	Between + \$24750 - 25000	250	25000	\$25,000
50	Between + \$27750 - 28000	250	28000	\$28,000
51	Between + \$39250 - 39500	250	39500	\$39,500
52	Between + \$42250 - 42500	250	42500	\$42,500
53	Between + \$66750 - 67000	250	67000	\$67,000
Total Commercial & Industrial Improved GRV Category - concession to be applied				\$716,000

Total Residential and Commercial/Industrial GRV Categories**\$2,697,800**

SCS02-07/20 Community Support and Financial Assistance Framework

File Ref: 36625 – 20/211853
Responsible Officer: Director Community and Place
Disclosure of Interest: Nil
Attachments: 8

Issue

To approve the revised Community Support and Financial Assistance (**CS&FA**) Framework and associated Community Funding Policy.

Background

The City's CS&FA Framework (**Attachment 8**) was adopted by Council at its Ordinary Council Meeting on 16 October 2018 (CP01-10/18), to ensure the City's various financial and non-financial support opportunities addressed community need. At this time, Council also resolved to form the CS&FA Working Group comprising the Mayor, three Council Members and relevant staff to undertake a review of the City's funding opportunities to ensure transparent governance mechanisms and alignment to community need.

To date, the CS&FA Working Group have conducted a holistic review of the City's various funding opportunities, including the Community Funding Program. A number of potential improvements were identified in order to enhance the customer experience, address future community needs, streamline program administration and support a consistent approach. These include:

- Simplifying the application process across all categories and types of funding;
- Creating a larger variety of funding opportunities that are more frequently available;
- Shortening decision-making processes for earlier receipt of funding by recipient groups;
- Creating 'place based' funding opportunities;
- Considering events/activities the City would like to support on an ongoing basis;
- Refining reporting requirements to ensure recipients remain accountable to the community;
- Ensuring all categories of funding are publicly promoted to consistently communicate how the City works together with community groups for the benefit of the wider community; and
- Offering a more equitable distribution of City funds to encourage a partnering approach between local groups, businesses and other funding bodies.

The City's existing Community Funding Policy (**Attachment 3**) was endorsed by Council 2002 and consists of four categories including:

1. Community Development Funding;
2. Community Event Funding
3. Hallmark Event Funding; and
4. Christmas Community Celebration Event Funding.

Utilising the work undertaken by the CS&FA Working Group and subsequent community feedback highlighting residents' desire for a more agile and responsive grants program, a revised Community Funding Policy and associated Policy has been developed.

Detail

The revised Community Funding Policy and associated Program ensures that projects and events typically funded by the City continue to be eligible for financial support. However, also broadens the scope for more responsive funding streams to enable initiatives that drive the City's Place Approach. Other categories have been renamed to improve alignment with the City's strategic and brand objectives.

The draft revised Community Funding Policy (**Attachment 1**) comprises the following categories:

Kickstarter Fund

This is a new fund that aims to empower community groups and local organisations to implement small-scale initiatives or local neighbourhood projects. With applications available on an ongoing basis, this will ensure that the City is responsive to need and enables more regular 'quick wins' in the community. Funding of up to \$1,000 will be available towards local initiatives that assist in delivering key actions from the City's various community-directed plans e.g. Reconciliation Action Plan, Access and Inclusion Plan, enables delivery of the City's Local Area (Place) Plans and supports small community projects delivered under Youth Leadership Programs.

Community Grants

The core community grants program remains similar to the Community Events and Community Development Funding categories under the existing Community Funding Program, allowing groups to access up to \$5,000 for their planned project/ event or towards activities that increase their resilience and ongoing sustainability. Applications would be open quarterly instead of bi-annually to ensure greater responsiveness to community need and encourage a broader variety of applications.

Flagship Fund

The City regularly receives applications for funding of recurring events or long term initiatives. As such, the Flagship Fund allows Council to endorse applications for initiatives that would receive funding for a period of up to three years. This category expands on the City's Hallmark Event funding category under the existing Community Funding Program, to include other events of historical/ cultural significance and celebration such as ANZAC Day, NAIDOC Week, Christmas, Africa Day and other cultural New Year celebrations.

Response and Recovery Fund

The unprecedented nature of the COVID-19 pandemic has provided an opportunity to consider options for the City's provision of financial assistance within the Community Funding Program that enables support throughout any emergency response and recovery periods. Although the current pandemic situation is unique, emergency management and recovery remains an ongoing responsibility of the City, particularly with bushfires.

The proposed Response and Recovery Fund would be integrated within the overarching Community Funding Program to ensure that in the event of any future emergency, the City can implement immediate financial support programs as required. Aligning this fund with principles and processes associated with the Community Funding Program also ensures strong governance through the associated Community Funding Policy.

It is proposed that this Fund would only be utilised during significant emergencies that have a large or widespread impact on the local community (e.g. livelihood, housing, resourcing and services) whereby the City's Emergency Management Plan requires activation. In these

circumstances, budget allocated to all categories of the Community Funding Program would be temporarily re-prioritised in accordance with the City's Response and/ or Recovery Plans to ensure support is provided to critical programs and services throughout the duration of the emergency, having due regard to evidence of the impact of the event on the community.

At the Ordinary Council Meeting on 5 May 2020 (CS03-05/20), Council resolved to approve an additional clause within the Donations and Youth Sponsorships Policy (**Attachment 6**) to give the Chief Executive Officer (**CEO**) Delegation to approve applications up to \$5,000 as part of a COVID-19 Fund. This includes provision of immediate, short to medium term financial support to not-for-profit organisations and incorporated community groups that are at risk of being unable to continue the delivery of essential emergency relief/ support services throughout the COVID-19 Pandemic period or are facing increasing demand for support services from the community.

Given the uncertainty regarding other local issues that may arise in coming months, particularly as other external funding sources are reduced, there is a need to consider more sustainable options for the management of City funding requests for services and projects that will enhance community recovery from COVID-19 throughout 2020/21.

The Fund would enable the provision of grants up to \$5,000 as a one-off allocation for an agreed support period. It is acknowledged that there would need to be a degree of flexibility in the eligibility criteria for this Fund, noting the uncertainty with regards to the longevity and severity of any emergency on the local community. In respect to this current emergency, some applications will be limited by the level of government restrictions in place i.e. community events. As such, it would be necessary to maintain ongoing engagement with the community to recognise ongoing changes in needs and priority areas to ensure the fund is adaptable and agile.

External funding sources, such as LotteryWest's COVID-19 Relief Fund, are available to support community groups and organisations. It is therefore the intention of any funding provided by the City is to address gaps in support and financial assistance not already being provided by other agencies or not having sufficient funds to adequately support community groups and organisations within the City.

For the 2020/21 financial year, it is proposed that funding be prioritised towards supporting the community to reconnect and re-establish in recovery. The primary focus of the Fund during the initial phase of recovery is to support the continuation of essential community support services and projects, aligned to the City's Local Recovery Plan. This may include not for profit community groups or organisations needing to adapt or expand their services to meet local needs, particularly the provision of food relief, financial counselling and other urgent services to support vulnerable City residents.

In addition to the provision of urgent financial relief, there is an expectation that the City will support sustainability advice for community groups and clubs, and other relevant projects and events that enhance community recovery, connection and resilience over the next 12 months.

For the purposes of ensuring targeted support efforts for community recovery from the COVID-19 pandemic, it is proposed that the Response and Recovery Fund is divided into the following sub-categories that will be made available whilst the City's Local Recovery Plan is activated in the 2020/21 financial year. It is important to note that these categories may be subject to change based on community needs identified during each specific period of the recovery phase:

1. Supporting Essential Service Demands

Funding will continue to be made available to respond to hardship being experienced by the local community as a result of COVID-19. The City will monitor overall community service needs of its residents so that funding is prioritised based on service gaps and demands. This may include the purchase of additional equipment or support with resourcing requirements that enable continued service delivery to meet community needs.

2. Sustainable Community Groups and Clubs

Funding will be available to support community groups and sporting clubs develop and implement strategies that assist in recovery and build resilience for the future. The focus of these grants is to build the capacity and sustainability of groups and organisations through training, advice and support. Successful applicants will have the opportunity to obtain assistance from a specialist consultant in order to upskill and increase the capacity of Committee/ Board Members, retain or increase their membership/volunteer base and support overall long term sustainability through the development of strategic/ financial plans. This category of funding is responsive to feedback obtained from community groups and sporting clubs about support needed from the City in the recovery phase.

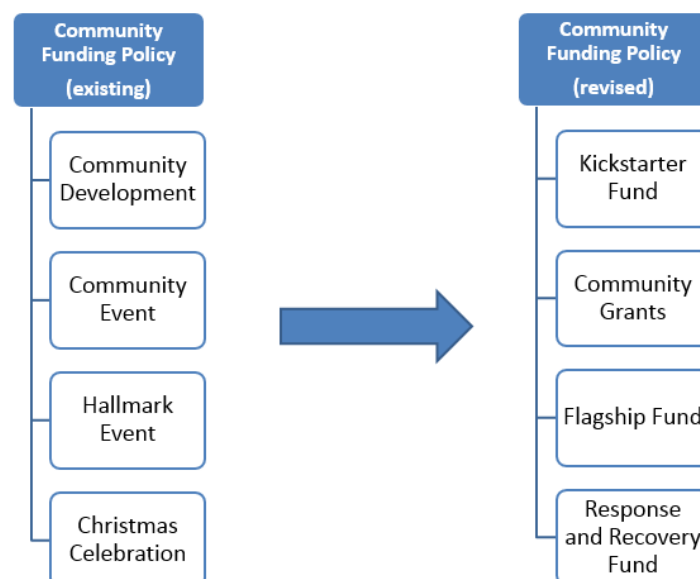
3. Connected Communities

As restrictions ease, funding will be made available to support local activities and initiatives to re-connect people within their community and support the physical, mental and social wellbeing of residents. This includes initiatives that take an innovative approach to reconnecting community members and increasing community participation, particularly by vulnerable residents, in compliance with COVID-19 restrictions (e.g. physical distancing). This may include online events, small workshops, place-making, story-telling and creative expression.

4. City Facility Hire Support

In addition to accessing support through financial grants, support will be made available to assist community groups, sporting clubs and community-based businesses with facility hire fees for a short term period via fee concessions and waivers. Relief will be available to eligible applicants for a period for up to three months based on existing facility hire contracts.

With the current situation in mind, the draft Community Funding Policy previously developed by the CS&FA Working Group has been amended to include the proposed Response and Recovery Fund.



Consultation

Community consultation was undertaken between 29 January and 26 February 2020 to gather feedback on the City's various community funding opportunities and possible future direction. The results indicated a preference for the City to fund:

1. Large scale community events or longer term projects;
2. Small scale community activities, such as community workshops or events; and
3. Place activation projects and community led initiatives.

These preferences have been addressed in the revised Community Funding Program through the inclusion of the 'Community Grants', 'Flagship' and 'Kickstarter' funding categories. In addition, 63% of respondents ranked 'support for recurring initiatives' in their top priorities, and 50% ranked 'projects which celebrate different cultures within Wanneroo' in their top priorities. The revised Community Funding Program has addressed this through the inclusion of a 'Flagship Fund' that enables Council to endorse the provision of long term financial support for events and projects promoting the City's diverse culture and rich history.

In terms of grant administration, the majority of respondents (60%) consider up to one month to be a fair timeframe for the City to process applications and inform applicants of outcomes. As such, the revised Community Funding Program has included a scalable approvals process to enable quicker turnaround time for applications.

Further engagement was undertaken in June 2020 to specifically inform the development of categories for the Response and Recovery Fund during the 2020/21 financial year. Feedback was sought from local community groups and organisations to better understand the areas of greatest impact on localised service/ program delivery which could be supported by the City. 78% of respondents noted a significant decrease in their services and programs over the past few months as a result of COVID-19 with 40% unable to continue normal activities during this time.

The most significant challenge noted by respondents was maintaining connection for members, the impact of event cancellations and the lack of financial security. The majority of respondents anticipate that it will take approximately three to six months for their services and programs to return to normal and therefore need support from the City in order to reconnect their members, adapt or develop new processes to continue service delivery and access resources to support their sustainability during recovery and beyond. In addition, there is an ongoing expectation that the City provides support with facility hire fees during this period.

This feedback has been used to develop the proposed Response and Recovery Fund categories that will be available at various stages throughout the emergency period in order to address both immediate community needs and the longer term impacts of the pandemic for community groups, organisations and sporting clubs. These organisations provide vital services to our community and offer opportunities for our community to re-connect and enhance positive mental and physical health, particularly in the recovery phase of COVID-19.

Comment

To ensure changes to the Community Funding Program are communicated and implemented effectively, a staged roll out of the various funding categories is proposed. This will allow for the implications of the pandemic to be considered, particularly with regards to ensuring that all funding applications adhere to relevant Government requirements regarding restrictions and physical distancing. A phased approach also ensures that the City continues to employ robust governance processes within the management of the CS&FA Framework.

For this reason, delivery of the Response and Recovery Fund will be prioritised to ensure that the overall budget is directed towards initiatives and services that support our community's recovery.

The following timeframes are proposed for the deployment of the Community Funding Program throughout the 2020/21 financial year, noting that all final dates will be communicated to Council Members once confirmed:

1. *Response and Recovery Fund:* Funding will be available in various stages from late July 2020 (applications to be accepted and assessed within timeframes advertised per category).
2. *Community Grants:* Application dates for funding rounds will be determined in late 2020 to ensure COVID-19 Government restrictions can be maintained in relation to community events.
3. *Kickstarter/ Flagship Funds:* Application dates for funding rounds will be determined in late 2020 to ensure COVID-19 Government restrictions can be maintained in relation to community events.

The Community Funding Working Group was first established in 2008 with the purpose of assessing and making recommendations to Council on applications received via the City's Community Funding Program. At present, the City's Community Funding Working Group reviews applications bi-annually. To enable the level of responsiveness required to deliver a revised Community Funding Program, it is necessary to reduce the level of administrative requirements associated with reviewing and approving applications. With this in mind, the revised Community Funding Policy now includes scalable approval levels to ensure community expectations regarding turnaround times are met.

Given that inclusion of the Working Group contributes to approximately seven weeks in the approval process, it is considered timely to disband the Community Funding Working Group with the adoption of the new Community Funding Policy, and progress all eligible applications for the City's Flagship Fund for consideration by Council Members prior to formal adoption by Council. The Policy provides for successful Kickstarter Fund and Community Grants to be approved via delegation to the CEO or nominee. Administration will provide updates regarding successful applicants across all categories of funding to Council Members, including associated participation and marketing opportunities.

Statutory Compliance

It is necessary for community funding arrangements to be facilitated in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the *Local Government Act 1995*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
CO-017 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
CO-O20 Productive Communities	Moderate
Accountability	Action Planning Option
Director Community & Place	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk register. Action plans have been developed to manage these risks to support existing management systems.

Alignment with the following risk appetite statements should be considered:

Society: 1.4 Connected Communities - The City will accept a moderate reputational risk to deliver this outcome.

Civic Leadership: 4.2 Working with Others - The City acknowledges that working with others involves managing any potential unfavourable feedback which could have a reputational impact however the City is prepared to accept a moderate level of reputational risk.

Economy: 2.2 Strategic Growth - The City will accept a moderate level of financial risk for facilitating industry development and growth.

Policy Implications

The City's existing Community Funding Policy was adopted in May 2016 and is due for review. The revised Community Funding Policy, as informed by the recent community engagement and developed by the CS&FA Working Group, supports an enhanced and responsive Community Funding Program.

At this stage, the City's Donation and Youth Sponsorship Policy is not considered to form part of the Community Funding Program review. It is expected that this will be presented to Council for consideration at a later date.

If Council Members support the inclusion of the Response and Recovery Fund within the City's Community Funding Program, Clause 4.5 previously approved by Council through the Donations and Youth Sponsorships Policy will be removed (**Attachment 4**) and superseded by a revised Community Funding Policy. This will ensure continuation of such funding beyond the current pandemic period to include any future emergencies.

The Policy forms part of a revised CS&FA Framework (**Attachment 7**) that has been updated to reflect changes in Council Policies since its original iteration in 2018.

Financial Implications

In the City's 2020/21 proposed budget, \$154,000 has been included in order to implement the Community Funding Program (inclusive of specific funding support for Community Sheds). To enable the delivery of additional initiatives through the Response and Recovery Fund, it has been agreed to supplement this with \$300,000 from the Strategic Initiatives Reserves to support COVID-19 relief in 2020/21.

In addition to Community Funding Program, the CS&FA Framework outlines the other financial and non-financial support options provided by the City. As such, the City will continue to provide subsidies and fee waivers to community groups and sporting clubs, totalling approximately \$2.02 million annually, administered through the Facility Hire and Use Policy. Other financial support is administered through the Sponsorship Policy, Donations and Youth Sponsorships Policy and recently endorsed Fee Waivers, Concessions and Debt Write Off Policy equating to \$274,000.

Overall the CS&FA Framework represents a total package of \$2.748 million for 2020/21. This provides financial assistance for new and existing services and projects that directly contribute to community recovery from COVID-19.

Voting Requirements

Absolute Majority

Recommendation

That Council, by **ABSOLUTE MAJORITY**:

1. **ADOPTS** the revised Community Funding Policy (as per Attachment 1);
2. **ADOPTS** the revised Community Support and Financial Assistance Framework (as per Attachment 7);
3. **APPROVES** to disband the Community Funding Working Group on the basis that it has met the requirements of its Terms of Reference;
4. **NOTES** that the Community Funding Program will be deployed via a phased approach throughout the 2020/21 financial year; and
5. **APPROVES** the removal of temporary Clause, Item 4.5 under "*Community Group Donations*" (CS03-05/20) from the Donations and Youth Sponsorships Policy (as per Attachment 4), noting that all further COVID-19 funding applications will be considered through the Response and Recovery Fund, in accordance with the revised Community Funding Policy.

Attachments:

<u>1</u>	Attachment 1 - Community Funding Policy (Revised - July 2020)	19/211787	Minuted
<u>2</u>	Attachment 2 - Community Funding Policy (Tracked Changes)	20/187207	
<u>3</u>	Attachment 3 - Community Funding Policy (Current)	17/376706	
<u>4</u>	Attachment 4 - Donations and Youth Sponsorships Policy (Revised - July 2020)	19/413191	Minuted
<u>5</u>	Attachment 5 - Donations and Youth Sponsorships Policy (Tracked Changes)	20/150357	
<u>6</u>	Attachment 6 - Donations and Youth Sponsorships Policy (Current)	10/67965[v3]	
<u>7</u>	Attachment 7 - Community Support and Financial Assistance Framework (Revised - July 2020)	18/316259	Minuted
<u>8</u>	Attachment 8 - Community Support and Financial Assistance Framework (Current)	20/251266	



Policy Manual

Community Funding Policy

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval: 20 July 2020

POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe and connected communities through the provision of **Community Funding** and capacity building support to increase community inclusion, resilience and connectedness.

POLICY OBJECTIVE

The objective of this policy is to:

- ensure community funding arrangements are outcomes based, in alignment with the City's Strategic Community Plan, endorsed brand and values;
- coordinate fair and equitable application and assessment processes for the Community Funding Program; and
- ensure transparency and good governance in the distribution of community funding.

SCOPE

This policy supports implementation of the City's Community Funding Program in accordance with the **Community Support and Financial Assistance Framework**.

Community funding is provided by the City to individual residents or community groups and local organisations that operate within the City of Wanneroo area.

This policy does not apply to sponsorships, donations, enterprise funding, gifts, prizes or fee waivers where financial or material assistance is given without expectation of anything in return.

IMPLICATIONS

Community funding will be distributed in accordance with the City's endorsed budget and Strategic Community Plan objectives in order to add value to the City's services and programs and provide benefit for the City's residents, workers and visitors.

Funding will be managed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 1995*.

The Community Funding Program will be implemented in accordance with the following principles.

The City is committed to providing funding that is:



Policy Manual

- **Ethical and Accountable** – processes are robust, transparent and fair, governance is clear and strong, appropriate policies and procedures are followed, applications are assessed objectively and conflicts of interests are declared and addressed.
- **Strategic and Needs Based** – the distribution of City funding is optimised to support individuals, community groups and organisations to deliver social, environmental and economic benefits in alignment with the City's Strategic Community Plan objectives.
- **Responsive** – funding information is accessible and processes are streamlined to meet identified community needs in a relevant and timely manner.
- **Co-funded** – priority is given to applications that provide optimal value for the City, with a preference for those which can evidence self-contribution and/or other sources of support.

IMPLEMENTATION

The City will ensure sound Community Funding Program administration, including:

1. **Planning** through policy, procedure and guidelines
2. **Communicating** the availability of the City's various funding opportunities
3. **Assessing** applications and distributing funds
4. **Monitoring and evaluating** project progress and outcomes
5. **Reporting** benefits and sharing success stories with the community

Program Outcomes

Through the Community Funding Program, the City aims to:

- strengthen the community by supporting a diverse range of activities that are responsive to community needs;
- build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- create community networks and connections which drive activities that achieve strategic priorities;
- support and enable community recovery and resilience in response to emergency situations;
- celebrate and recognise the City's diversity, history, lifestyle and environment; and
- enhance the City's reputation and brand as a prosperous and progressive organisation.

General Program Eligibility

The following conditions apply to all community funding categories. Applicants should:

- live, operate or deliver the activity within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the activity;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines; and
- adhere to all other terms and conditions set out in the supporting guidelines for the specific funding category.



Policy Manual

The City will not provide funding for activities that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls or duplication in funding by state or federal government departments;
- are for the purchase of property and/or land;
- are for major/capital equipment purchases or works over \$500;
- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol; or
- do not represent value for money for the City as determined through the assessment process.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the relevant supporting guidelines and/or funding agreements. In addition, it is anticipated that some of the above criteria may vary during emergency response and recovery periods.

The City reserves the right to withdraw funding from a **Funding Recipient** if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the organisation will be fully liable for costs involved and grant funds should be returned to the City.

Assessment and Approval

Applications pertaining to the Community Funding Program are reviewed by an assessment panel prior to formal approval by Council or relevant officer as outlined in the following table:

Category	Funding Amount	Approval required
Kickstarter Fund*	Up to and including \$1,000	Manager Place Management and/or Manager Community Development
Community Grants*	Up to and including \$5,000	Manager Community Development



Policy Manual

Category	Funding Amount	Approval required
Response & Recovery Fund*	Up to and including \$1,000	Manager Community Development
	Up to and including \$5,000	Director Community and Place
Flagship Fund	Up to \$10,000	Council

Note – Details of funding approvals will be provided to Council Members for information.

The Chief Executive Officer or nominee is authorised to approve applications exceeding values specified in the above table up to a maximum of \$10,000. All other applications must be presented to Council for approval.

In the event of an **Emergency**, all funding applications received through any category of the Community Funding Program will be assessed against the City's Local Recovery Plan in addition to the standard community funding conditions. This process will apply only during the emergency period for the purposes of ensuring funding is prioritised for services and projects with a recovery focus.

Agreement

All funding distributed by the City to any successful applicant shall be formalised in an agreement; the provisions and conditions of which are dependent on the specific category.

All community funding recipients are required to provide the City with reports in relation to funding outcomes and achievements as detailed in their agreement.

Multi-year agreements will be reviewed annually to ensure alignment with specified outcomes and other agreed conditions.

ROLES AND RESPONSIBILITIES

- Council makes decisions regarding the allocation of funds to the Community Funding Program through its annual budget planning process.
- The Community Development service unit is the primary administrator of the Community Funding Program, working in collaboration with other service units, working groups and the community to develop, promote and review the program.

DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Director Community and Place in the first instance. Where the Director Community and Place is involved in the assessment or approval of applications, disputes will be referred to the CEO for a determination.

Conflicts arising from personal relationships or financial arrangements of City employees or Elected Members involved in community funding assessment, approval or administration will be managed in accordance with the City's Conflict of Interest Policy and Code of Conduct.



Policy Manual

EVALUATION AND REVIEW PROVISIONS

The City is committed to continuous improvement of the Community Funding Program. Regular reviews will be undertaken to measure the effectiveness of each category and the overall program to ensure:

- program outcomes remain consistent with the City's brand and strategic objectives;
- funding is being distributed and expended in accordance with policy guidelines;
- application and acquittal processes remain proportional to the grant amount;
- value for the City remains commensurate with the level of funding provided; and
- processes are managed in a transparent and accountable manner, and in accordance with relevant Local Government Act requirements.

The Policy will be reviewed every three years to ensure amendments to the Community Support and Financial Assistance Framework and other related policies are reflected accordingly.

DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Co-Funded	<i>The City has a preference for not being the sole-funder of applications approved through the Community Funding Program. There is an expectation that applicants will be self-contributing and/or seeking other external sources of support in addition to the City's contribution.</i>
Community Funding	<i>Financial support provided to individuals and community groups or organisations enabling delivery of projects which promote healthy, safe connected and inclusive communities.</i>
Community Support and Financial Assistance Framework	<i>Overarching framework which encompasses all types of support and assistance (both financial and non-financial) provided by the City to individuals, community groups, community organisations or businesses.</i>
Emergency	<i>A serious, unexpected event requiring immediate action, including the provision of support and relief. May include, but not limited to; natural disaster (bushfire, cyclone, storm, earthquake), terrorist acts or pandemic.</i>
Funding Recipient	<i>An individual or organisation that, for a specified term, receives a cash contribution in return for delivering a community activity as outlined in an agreement.</i>
Kickstarter Fund	<i>A fund that supports empowerment of community members, community groups and local organisations to implement small-scale initiatives or local neighbourhood projects which activate places and bring communities together.</i>
Community Grants	<i>Grants that support delivery of a variety of non-profit-making community activities and events delivered in the City which support key actions in the City's various community-directed</i>



Policy Manual

	<i>plans. Community Grants encourage community group sustainability, aligning with the Community Development capacity-building approach and reducing reliance on the City.</i>
Flagship Fund	<i>A fund that provides longer-term financial support for City brand-aligned community initiatives which celebrate and commemorate Wanneroo's rich history and diverse culture.</i>
Response and Recovery Fund	<i>To enable and support response and recovery to emergency situations which have a large or widespread impact on the local community (i.e. livelihood, housing, resourcing, service impact). In the event of an emergency, funding will be prioritised towards supporting relief measures and essential services and projects, aligned to the City's Local Recovery Plan, which target vulnerable City of Wanneroo residents and enable community reconnection.</i>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Community Funding Management Procedure
Community Funding Guidelines
Community Support and Financial Assistance Framework

REFERENCES

Enterprise Funding Policy
Sponsorship Policy
Fee Waivers, Concessions and Debt Write-Off Policy
Facility Hire and Use Policy
Conflict of Interest Policy and Management Procedure

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
January 2014 (CD04-12/13)	November 2014	10/60107*
May 2016 (CP08-05/16)	May 2017	15/531947
July 2020	July 2023	19/211787



Policy Manual



Policy Manual

Community Funding Policy

COMMUNITY FUNDING POLICY

Policy Owner: Community DevelopmentPlace Strengthening
Contact Person: Manager Community DevelopmentPlace Strengthening
Date of Approval: 20 July 202024 May 2016 (CP08-05/16)

POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe and connected communities through the provision of **Community Funding** and capacity building support to increase community inclusion, resilience and connectedness.

POLICY OBJECTIVE

The objectivepurpose of this policy is to:

- ensure provide a framework for the provision of community funding arrangements are outcomes based, which meets Council's strategic objectives in alignment with the City's Strategic Community Plan, endorsed brandfacilitating community development and values;partnerships.

POLICY STATEMENT

- coordinate fair and equitable application and assessment processes for the Community Funding Program; and
- ensure transparency and good governance in the distribution of community funding.

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the operation of a Community Funding Program each financial year.

This program is divided into four (4) principal categories in order to encourage a range of applications and activities. These principal categories are:

Community Funding Category	Description	Availability
Category A – Community Development Funding	Projects and activities that contribute to the growth and enrichment of community life in the City of Wanneroo	Twice a year, in March and October

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Policy Manual



Policy Manual

Category B – Community Event Funding	Community-based events developed and conducted across the City of Wanneroo	Twice a year, in March and October
Category C – Hallmark Event Funding	Events that contribute to the City of Wanneroo's history and identity. Events identified as 'Hallmark' include Australia Day, ANZAC Day and Remembrance Day.	Every 3 years
Category D – Christmas Community Celebration Event Funding	Events recognising Council's commitment to support and celebrate the community.	Every 5 years

Each of these categories are described in further detail in this policy.



Policy Manual



Policy Manual

SCOPE

This policy supports implementation of the City's Community Funding Program in accordance with the **Community Support and Financial Assistance Framework**.

Community funding is provided by the City to individual residents or community groups and local organisations that operate within the City of Wanneroo area.

This policy does not apply to sponsorships, donations, enterprise funding, gifts, prizes or fee waivers where financial or material assistance is given without expectation of anything in return.

IMPLICATIONS

Community funding will be distributed in accordance with the City's endorsed budget and Strategic Community Plan objectives in order to add value to the City's services and programs and provide benefit for the City's residents, workers and visitors.

Funding will be managed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 1995*.

The Community Funding Program will be implemented in accordance with the following principles.

The City is committed to providing funding that is:

- **Ethical and Accountable** – processes are robust, transparent and fair, governance is clear and strong, appropriate policies and procedures are followed, applications are assessed objectively and conflicts of interests are declared and addressed.
- **Strategic and Needs Based** – the distribution of City funding is optimised to support individuals, community groups and organisations to deliver social, environmental and economic benefits in alignment with the City's Strategic Community Plan objectives.
- **Responsive** – funding information is accessible and processes are streamlined to meet identified community needs in a relevant and timely manner.
- **Co-funded** – priority is given to applications that provide optimal value for the City, with a preference for those which can evidence self-contribution and/or other sources of support.

This policy applies to the types of community funding nominated under each principal area of the program. It differentiates between the provision of community funding and purchase of service arrangements. Therefore, it does not incorporate funding provided to services such as St John's Ambulance or the State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals cash donations,

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Policy Manual



Policy Manual

waiver of fees and charges provided on a one-off basis are outside of the scope of community funding.

BACKGROUND

This policy provides guidelines to support the provision of community funding to community groups and organisations engaged in community-driven initiatives within the City of Wanneroo. This policy identifies the eligibility of groups to apply for community funding, as well as the responsibilities of groups receiving funding through this program.

The policy has been written to identify the City's objectives in providing Community Funding and determine how applications will be processed. The policy sets out the types of community funding that will be available and the items for which support can be requested.

This policy ensures that community funding rounds are administered in a consistent manner and clear guidelines are available to applicants. Implementation of this policy will ensure that community funding procedures remain transparent and that assessment of applications occurs in a systematic manner.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include community organisations within and servicing the City of Wanneroo as well as internal stakeholders who liaise with community groups such as Community Development Officers and Events Officers. Each year the City collects data from successful applicants to the Community Funding Program and this policy has been developed in light of this feedback.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Community Funding Budget. Council has demonstrated a long term commitment to the provision of support and assistance to community groups and organisations through the operation of a Community Funding Program each financial year.

IMPLEMENTATION

The City will ensure sound Community Funding Program administration, including:

1. **Planning** through policy, procedure and guidelines
2. **Communicating** the availability of the City's various funding opportunities
3. **Assessing** applications and distributing funds
4. **Monitoring and evaluating** project progress and outcomes
5. **Reporting** benefits and sharing success stories will be administered in accordance with the community

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Policy Manual



Policy Manual

Program Outcomes

Through the Community Funding Program, the City aims to:

- strengthen the community by supporting a diverse range of activities that are responsive to community needs;
- build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- create community networks and connections which drive activities that achieve strategic priorities;
- support and enable community recovery and resilience in response to emergency situations;
- celebrate and recognise the City's diversity, history, lifestyle and environment; and
- enhance the City's reputation and brand as a prosperous and progressive organisation.

General Program Eligibility

The following conditions apply to all community funding categories. Applicants should guidelines and procedures;

- live, operate or deliver the activity within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the activity;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines; and
- adhere to all other terms and conditions set out in the supporting guidelines for the specific funding category.

The City will not provide funding for activities that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);

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Policy Manual



Policy Manual

- are to cover shortfalls or duplication in funding by state or federal government departments;
- are for the purchase of property and/or land;
- are for major/capital equipment purchases or works over \$500;
- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol; or
- do not represent value for money for the City as determined through the assessment process.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the relevant supporting guidelines and/or funding agreements. In addition, it is anticipated that some of the above criteria may vary during emergency response and recovery periods.

The City reserves the right to withdraw funding from a **Funding Recipient** if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the organisation will be fully liable for costs involved and grant funds should be returned to the City.

Assessment and Approval

Applications pertaining to the Community Funding Program are reviewed by an assessment panel prior to formal approval by Council or relevant officer as outlined in the following table:

<u>Category</u>	<u>Funding Amount</u>	<u>Approval required</u>
<u>Kickstarter Fund*</u>	<u>Up to and including \$1,000</u>	<u>Manager Place Management and/or Manager Community Development</u>
<u>Community Grants*</u>	<u>Up to and including \$5,000</u>	<u>Manager Community Development</u>
<u>Response & Recovery Fund*</u>	<u>Up to and including \$1,000</u>	<u>Manager Community Development</u>
	<u>Up to and including \$5,000</u>	<u>Director Community and Place</u>
<u>Flagship Fund</u>	<u>Up to \$10,000</u>	<u>Council</u>

Note – Details of funding approvals will be provided to Council Members for information.



Policy Manual



Policy Manual

The Chief Executive Officer or nominee is authorised to approve applications exceeding values specified in the above table up to a maximum of \$10,000. All other applications must be presented to Council for approval.

In the event of an **Emergency**, all funding applications received through any category of the Community Funding Program will be assessed against the City's Local Recovery Plan in addition to the standard community funding conditions. This process will apply only during the emergency period for the purposes of ensuring funding is prioritised for services and projects with a recovery focus.

Agreement

All funding distributed by the City to any successful applicant shall be formalised in an agreement; the provisions and conditions of which are dependent on the specific category.

All community funding recipients are required to provide the City with reports in relation to funding outcomes and achievements as detailed in their agreement.

Multi-year agreements will be reviewed annually to ensure alignment with specified outcomes and other agreed conditions.



Policy Manual



Policy Manual

General Funding Guidelines

General Funding Guidelines applicable to this program include:

1. Eligibility

- Only organisations defined in this policy are eligible for community funding support. In some instances, organisations may apply for community funding on behalf of an unincorporated group that is based in, or operates in, the City. An incorporated organisation applying on behalf of an unincorporated group will be treated as the applicant for the purposes of accountability and shall receive any community funding amount on behalf of the unincorporated group.
- In general, applications for funding shall fulfil the following criteria in order to be considered:
 - Not have an outstanding community funding acquittal to the City of Wanneroo.
 - Not for direct profit or financial gain to the organisation or any individual.
 - Proposal supports the values and strategic direction of Council.
 - Proposal meets specific funding program guidelines and criteria.
 - Applicant organisation can demonstrate:
 - The capacity to manage and be accountable for funds and the project.
 - That its membership is primarily City residents.
 - That its aims and objectives are targeted principally at the City's community.
- Eligible community organisations who have received City of Wanneroo community event funding on a recurrent basis for more than three years in a row, and who continue to contribute to the City's strategic plan, will be eligible for funding capped at \$3,000.

2. Ineligible Applications

Council will NOT fund the following:

- Deficit funding – for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue.
- Recurrent expenditure – salaries and wages for permanent or ongoing staff, operational costs such as electricity, water, rates, insurances and items such as computer maintenance, stationery purchased for the operation of the organisation and other overheads.
- Computers – all applications to fund the acquisition of computer equipment will be redirected towards the City's disposal of computer equipment program.
- Capital equipment or projects over the value of \$1,000 – these will be redirected and considered as part of Council's capital works program within the annual budget determination process.



Policy Manual



Policy Manual

- Retrospective Funding – funding for projects or events that take place before Community Funding Announcements by Council are made for each respective round.
- Requests from organisations which have monies owing to the City.

3. Accountability

While each principal area of the Community Funding Program will have specific guidelines, the following accountability measures will be common to all community funding made available.

3.1 Reporting requirements

Organisations successful in their application for funds are to:

- Acquit the funds within six (6) weeks of the completion of the project or event. The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated.
- Provide a written report to Council on the outcome of their project including relevant statistics and evaluation of the activity against objectives and key performance indicators. Specific report requirements will be noted in Community Funding Program guidelines and the management contract.
- Organisations may be required to make a presentation to Council, participate in an interview or address a group of people regarding the project or event.
- Organisations applying for funding on behalf of an unincorporated group are responsible for all reporting requirements detailed above.

3.2 Unspent funds

- Funds which are unspent at the conclusion of the project or event will be returned to Council within 60 days of the completion of the project or event.
- Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated as for any Council debt.
- Community funding allocations that are not accessed within two months from notification of success will be forfeited. Groups will be notified in writing in this instance.
- Where funds are allocated to an incorporated organisation on the behalf of an unincorporated group, the incorporated organisation remains responsible for the funds and will, if necessary, refund unspent funds as detailed above.
- Unspent funds that are forfeited will be rolled over into the following round of Community Funding.

3.3 Profit generated from the community funding-supported project or event



Policy Manual



Policy Manual

~~Applicants that generate a profit, inclusive of volunteer contributions from the project or event in excess of the community funding amount provided by the City, may be required to refund to the City an amount to be determined by Council. This will be identified during the City's Community Funding Program auditing process and a report prepared to Council.~~

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Policy Manual



Policy Manual

3.4 — Availability of Information

A central register of community funding will be maintained and kept current by the Community Development Officer (Community Funding). The information will be available to any member of the public on request and will be submitted to Council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable).
- Amount of funds provided.
- Purpose of funds provided.
- Date project/activity is expected to be complete.
- Date funds were approved.
- Date satisfactory acquittal of funds was received by Council.
- Any other information considered by the Chief Executive Officer to be of value to the Council in its decision-making and fund management.

4. — Program Promotion

4.1 — Availability of Community Funding Guidelines

Guidelines will be provided as part of the funding application package available on request from Council.

Applicants are encouraged to contact the City of Wanneroo Community Development Officer to confirm eligibility for community funding and seek assistance to develop their application.

4.2 — Advertising

The Community Funding Program will be advertised to coincide with the opening of each funding round and subsequent invitation for applications.

5. — Time Frame

All applicants will be notified of the Community Funding time frame in the Community Funding Guidelines. All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

6. — Other

Council will:-

- Provide block community funding for Category C Hallmark events and Category D Christmas Community Celebration Events only.



Policy Manual



Policy Manual

- Community funding will only be allocated for identified purposes and with specific expenditure estimates provided.
- Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated.
- Require each application for funding to be in writing with the required supporting documentation supplied.
- Require that each application is from a nominee who is not connected to Council in any capacity.
- Allocate community funding inclusive of GST provisions, where applicable.

7. Funding Criteria

All applications will be subject to the General Funding Guidelines of this policy. Specific criteria nominated in the Community Funding Guidelines will also apply.

In general, community organisations applying for Community Funding will be required to:

- Describe all aspects of the proposed event or project including details regarding particular activities, entertainment and catering.
- Substantiate a high level of community involvement in the organisation of the event or project.
- Substantiate a high level of community support for the proposed event or project.
- Demonstrate a commitment to the fulfilment of key marketing criteria nominated by the City in the Community Funding Guidelines.
- Demonstrate the capacity to manage and be accountable for the funds.
- Demonstrate the capacity to manage the event or project.
- Demonstrate that the membership of the organisation, or a subgroup of the organisation, is primarily City residents and that organisational/subgroup aims and objectives are directed primarily at the City's community.

8. Funding Assessment

All applications for each principal area will be considered by a Working Group, consisting of one elected representative from each Council Ward and the Mayor. The Working Group will assess each application according to funding criteria and the quantity of applications received, with decisions made by full Council resolution based on Working Group recommendations.

Decisions regarding applications are final and will not be reconsidered. Applicants may choose to resubmit their application during future funding rounds, including the same financial year.

A management contract between the City and the successful organisation will be prepared once funding decisions are made. This contract will outline the key responsibilities of each



Policy Manual



Policy Manual

party, payment schedules, and specific marketing criteria to be met by the successful organisation.

Applications will be assessed under the most appropriate principal area.

9. Funding Availability

Funding available for all principal areas of the program will be determined as part of Council's financial year budgetary process.

Funding available for each category will be outlined in the Community Funding Guidelines. Funds will generally be available for all costs directly associated with the development, operation and evaluation of the project or event.

10. Individual Funding Programs

10.1 Community Development

The Community Development category of the Community Funding Program has been developed to assist organisations with projects that contribute to the growth and enrichment of community life.

The operation of this funding area recognises the diverse facets of all communities and consequently has a number of funding aims. Applicants need to address at least one of these aims, detailed below.

- Environmental Sustainability – To value, protect and enhance our natural environment in harmony with the growth and progress of our city.
- Healthy Communities – To encourage a community that provides lifestyle and participation opportunities for all residents of the City of Wanneroo.
- Economic Development – To maximise opportunities for balanced economic growth and development within the City.
- Community Development – To encourage a community that is committed to learning, improving and developing its own resources, the people within it.

10.1.1 Eligibility

Applicants will be sought under this funding strand on a bi-annual basis, with two funding rounds in any given financial year.

All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.

10.1.2 Funding Criteria



Policy Manual



Policy Manual

All applications under this category of the program will be subject to the General Funding Guidelines of this policy and specific criteria nominated in the Community Funding Guidelines.

Applications in this category will be considered subject to the following restrictions:

- Capital projects or items up to \$1,000.00. Applications for capital equipment or projects over the value of \$1000.00 will be redirected and considered as part of Council's capital works program.
- Equipment – a maximum of 50% of the value of the application, capped at \$500.00 where a community group can demonstrate a special need to the community and/or the group provides an essential community service. Applications for equipment that will be used by groups in any of the City's community facilities (such as microwaves, televisions, urns) will be redirected to Council's equipment budget for provision as a feature of the community facility, available for use by all groups.
- Uniforms – a maximum of 50% of the value of the application for uniforms, capped at \$500.00.
- Seed funding for projects which can demonstrate independent viability after an appropriate period.
- Projects where all other potential sources of funding have been exhausted or are not available.
- Community organisations applying for funds under this principal category of the program will generally be required to:
 - Demonstrate how the application meets at least one of the aims detailed in this policy (see item 10.1).
 - Nominate key objectives, strategies and performance indicators for the project, program or activity as outlined in the application form.
 - Demonstrate the project's availability to all sections of the community, (eg. People with a disability, people from a culturally or linguistically diverse background, and varying socio-economic backgrounds).

10.2 Community Event Funding

The Community Event Funding category of the Community Funding Program has been developed to assist community organisations in the development and operation of a range of events across the City.

The operation of this funding strand recognises the size of the City and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

10.2.1 Eligibility



Policy Manual



Policy Manual

~~Applicants will be sought under this funding category on a bi-annual basis, with two funding rounds in any given financial year.~~

~~All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.~~

~~10.2.2 Funding Criteria~~

~~Community organisations applying for funding for assistance to stage community events will be required to address the general funding criteria outlined in Item 7 as well as category-specific criteria, as follows:~~

- ~~• Describe all aspects of the proposed event including details regarding particular activities, entertainment and catering.~~
- ~~• Demonstrate the event's availability to all sections of the community, (eg. People with a disability, people from a culturally or linguistically diverse background, and varying socio economic backgrounds).~~



Policy Manual



Policy Manual

10.2.3 Funding Availability

Funding (either cash, in-kind or subsidy support) will generally be available for most aspects of event organisation and conduct including:

- Fees and costs associated with entertainment and other activities.
- Temporary infrastructure associated with the event, including items such as sound, stage, lighting and portable sanitary facilities (if applicable).
- Advertising and promotion.
- The subsidisation and waiving of Council hire fees and charges associated with the event (subject to the provisions of the Facility Hire and Use Policy and the Donations, Sponsorships and Waivers of Fees and Charges Policy).
- Other expenses associated with general set-up and clean-up before and after the event.
- Organisational activities including the printing of programs, tickets and other associated items.

10.3 Hallmark Event Funding

The Hallmark Event Funding category of the Community Funding Program has been developed in recognition of Council's commitment to a number of key public holidays and events that contribute to the City's history and identity.

The community funding amount allocated is fixed for a three year term.

10.3.1 Events identified in this category:

- Australia Day, 26 January;
- ANZAC Day, 25 April;
- Remembrance Day, 11 November;
- Other key events that contribute to the City's history and identity, as determined by Council for any given funding round.

Under this community funding category, funding will be available to community organisations for:

- Australia Day Breakfasts — in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South)
- ANZAC Day Memorial Services or activities — in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South).
- Remembrance Day Memorial Services or activities — in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South).
- Activities that support other key events within the City identified by Council as eligible for Hallmark Funding.



Policy Manual



Policy Manual

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Policy Manual



Policy Manual

10.3.2 Eligibility

Applicants will be sought for each of these events under a three (3) year management contract, where the organisation will provide the nominated event on three (3) separate occasions.

All eligible community organisations as defined in this policy will be invited to apply for this funding, according to the three year cycle.

Annual allocations to successful applicants are subject to:

- The submission of an approved acquittal after each individual event;
- The submission of a current Public Liability Insurance – Certificate of Currency;
- The submission of a Tax Invoice (if GST registered) or an Invoice (if not GST registered) and any other supporting financial documentation required by the City's Administration.

10.3.3 Funding Criteria

Community organisations applying for funding for assistance to stage Hallmark Events will be required to address the general funding criteria outlined in Item 7, as well as category-specific criteria, as follows:

Demonstrate the ability to annually conduct the nominated event for the term of the management contract (3 years).

10.4 Christmas Community Celebration Events

The Christmas Community Celebration Event category of community funding of the Community Funding Program has been developed in recognition of Council's commitment to support and celebrate the community.

The community amount allocated is fixed for a five (5) year term.

10.4.1 Christmas Events identified in this category

Under this community funding category, funding will be available to one community organisation per ward of the City for a period of five years inclusive. The first round commences 2014 to 2018 inclusive.

10.4.2 Eligibility

Applicants will be sought for each of these events under a five (5) year management contract where the organisation will provide the nominated event on five (5) separate occasions.



Policy Manual



Policy Manual

~~All eligible community organisations as defined in this Policy will be invited to apply for this funding according to the 5-yearly cycle.~~

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Policy Manual



Policy Manual

Annual allocations to successful applicants are subject to:

- The submission of an approved acquittal after each individual event;
- The submission of a current Public Liability Insurance – Certificate of Currency;
- The submission of a Tax invoice (if GST registered) or an invoice (if not GST registered) and any other supporting financial documentation required by the City.

10.4.3 Funding Criteria

Community organisations applying for funding assistance to stage a Christmas Community Celebration Event will be required to address the general funding criteria outlined in Item 7, as well as category-specific criteria, as follows:

Demonstrate the ability to annually conduct the nominated event for the term of the management contract (5 years).

ROLES AND RESPONSIBILITIES

- Council makes decisions regarding the allocation of funds to the Community Funding Program through its annual budget planning process.
- The City's Community Development service unit Office is the primary administrator of the Community Funding Program, working in collaboration responsible for monitoring compliance with other service units, working groups and the community to develop, promote and review the program.

DISPUTE RESOLUTION

Disputes in regard to this policy and will be referred to the Director Community and Place in the first instance. Where the Director Community and Place is involved in the assessment or approval of applications, disputes will be referred to the CEO for a determination, provide interpretations in the event of need for clarification.

Conflicts arising from personal relationships or financial arrangements The Director Community & Place is available to provide clarifications of City the policy where a dispute occurs.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees or, Elected Members involved in and the community funding assessment, approval or administration will be managed in accordance with the City's Conflict of Interest Policy and Code of Conduct.

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Policy Manual



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EVALUATION AND REVIEW PROVISIONS

The City is committed to continuous improvement of the Community Funding Program. Regular reviews will be undertaken to measure the effectiveness of each category and the overall program to ensure:

- program outcomes remain consistent with the City's brand and strategic objectives; **funding is being distributed and** The acquittal process described above provides a basis by which the policy can be evaluated. Through acquittal documentation the City is able to determine:
- Whether funds are expended in accordance with policy guidelines;
- The number of Wanneroo residents serviced by funded programs, events or activities;
- Whether application and acquittal processes remain proportional to the grant amount; maintain a balance between information collected and administrative burden on community organisations;
- value for the City remains commensurate with the level of funding provided; and
- processes are managed in a transparent and accountable manner, and in accordance with relevant Local Government Act requirements.

The Policy will be reviewed every three years to ensure amendments to the Community Support and Financial Assistance Framework and other related policies are reflected accordingly.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Co-Funded Organisation:	The City has a preference for not being the sole-funder of applications approved through the Community Funding Program. There is an expectation that applicants will be self-contributing and/or seeking other external sources of support in addition to the City's contribution. is an incorporated body under the Western Australian Associations Incorporation Act (1987); a recognised corporate not-for-profit body created by government or with an Australian Companies Number; or an organisation registered with the Australian Charities and Not-for-profits Commission (ACNC) under the Australian Charities and Not-for-Profits Commission Act 2012 (Cth).
Community Funding	Financial support provided to individuals and community groups or organisations enabling delivery of projects which

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Policy Manual



Policy Manual

	<i>promote healthy, safe connected and inclusive communities.</i>
Community Support and Financial Assistance Framework	<i>Overarching framework which encompasses all types of support and assistance (both financial and non-financial) provided by the City to individuals, community groups, community organisations or businesses.</i>
Emergency	<i>A serious, unexpected event requiring immediate action, including the provision of support and relief. May include, but not limited to; natural disaster (bushfire, cyclone, storm, earthquake), terrorist acts or pandemic.</i>
Community Recipient:	<i>An individual or organisation that, for a specified term, receives a cash contribution in return for delivering a community activity as outlined in an agreement. is the provision of a set amount of funds for a period to achieve a specific identified outcome, agreed to in a formal contract with Council. This set amount will include appropriate tax provisions for items including GST where applicable.</i>
Kickstarter Fund	<i>A fund that supports empowerment of community members, community groups and local organisations to implement small-scale initiatives or local neighbourhood projects which activate places and bring communities together.</i>
Community Grants Subsidy:	<i>Grants that support delivery of a variety of non-profit-making community activities and events delivered in the City which support key actions in the City's various community-directed plans. Community Grants encourage community group sustainability, aligning with the Community Development capacity-building approach and reducing reliance on the City. is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions to community organisations.</i>
Flagship Fund	<i>A fund that provides longer-term financial support for City brand-aligned community initiatives which celebrate and commemorate Wanneroo's rich history and diverse culture.</i>
Response and Recovery Fund Recurrent expenditure:	<i>To enable and support response and recovery to emergency situations which have a large or widespread impact on the local community (i.e. livelihood, housing, resourcing, service impact). In the event of an emergency, funding will be prioritised towards supporting relief measures and essential services and projects, aligned to the City's Local Recovery Plan, which target vulnerable City of Wanneroo residents</i>

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Policy Manual



Policy Manual

and enable community reconnection is expenditure within an organisation that occurs each year as part of normal operations. It includes items such as salaries and wages for permanent staff, general ongoing costs such as electricity, water, rates and items such as computer maintenance, stationery purchased for the operation of the organisation, and other overheads.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Community Funding Management Procedure
Community Funding Guidelines
Community Support and Financial Assistance Framework

REFERENCES

- Enterprise Funding Donations, Sponsorships & Waiver of Fees and Charges Policy
- Facility Hire and Use Policy
- Sponsorship Policy
- Fee Waivers, Concessions and Debt Write-Off Policy
- Facility Hire and Use Policy
- Conflict of Interest Policy and Management Procedure

RESPONSIBILITY FOR IMPLEMENTATION

Manager/Director Community Development & Place

Version/Versions:	Next Review:	Record No:
23 July 2002		
12 August 2003		
18 May 2004 (CE03-05/04)		P/Docs-887734
4 May 2010 – CS05-05/10	March 2012	TRIM: 10/941
16 November 2010 – CD03-11/10	November 2012	TRIM 10/60107
	November 2014	10/60107
January 2014 (MN01-07/13)	November 2014	10/60107*
(CD04-12/13)		
December 2013 – CD04-12/13	December 2015	10/60107V2
Amendments requested by Council		
24 May 2016 (CP08-05/16)	May 2017	15/531947
July 2020	July 2023	19/211787

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Policy Manual



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Policy Manual

COMMUNITY FUNDING POLICY

Policy Owner: Place Strengthening
Contact Person: Manager Place Strengthening
Date of Approval: 24 May 2016 (CP08-05/16)

POLICY OBJECTIVE

The purpose of this policy is to provide a framework for the provision of community funding which meets Council's strategic objectives in facilitating community development and partnerships.

POLICY STATEMENT

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the operation of a Community Funding Program each financial year.

This program is divided into four (4) principal categories in order to encourage a range of applications and activities. These principal categories are:

Community Funding Category	Description	Availability
Category A – Community Development Funding	Projects and activities that contribute to the growth and enrichment of community life in the City of Wanneroo	Twice a year, in March and October
Category B – Community Event Funding	Community-based events developed and conducted across the City of Wanneroo	Twice a year, in March and October
Category C – Hallmark Event Funding	Events that contribute to the City of Wanneroo's history and identity. Events identified as 'Hallmark' include Australia Day, ANZAC Day and Remembrance Day.	Every 3 years
Category D – Christmas Community Celebration Event Funding	Events recognising Council's commitment to support and celebrate the community.	Every 5 years

Each of these categories are described in further detail in this policy.



Policy Manual

SCOPE

This policy applies to the types of community funding nominated under each principal area of the program. It differentiates between the provision of community funding and purchase of service arrangements. Therefore, it does not incorporate funding provided to services such as St John's Ambulance or the State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals cash donations, waiver of fees and charges provided on a one-off basis are outside of the scope of community funding.

BACKGROUND

This policy provides guidelines to support the provision of community funding to community groups and organisations engaged in community-driven initiatives within the City of Wanneroo. This policy identifies the eligibility of groups to apply for community funding, as well as the responsibilities of groups receiving funding through this program.

The policy has been written to identify the City's objectives in providing Community Funding and determine how applications will be processed. The policy sets out the types of community funding that will be available and the items for which support can be requested.

This policy ensures that community funding rounds are administered in a consistent manner and clear guidelines are available to applicants. Implementation of this policy will ensure that community funding procedures remain transparent and that assessment of applications occurs in a systematic manner.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include community organisations within and servicing the City of Wanneroo as well as internal stakeholders who liaise with community groups such as Community Development Officers and Events Officers. Each year the City collects data from successful applicants to the Community Funding Program and this policy has been developed in light of this feedback.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Community Funding Budget. Council has demonstrated a long term commitment to the provision of support and assistance to community groups and organisations through the operation of a Community Funding Program each financial year.

IMPLEMENTATION

Community Funding will be administered in accordance with the following guidelines and procedures:



Policy Manual

General Funding Guidelines

General Funding Guidelines applicable to this program include:

1. Eligibility

- Only organisations defined in this policy are eligible for community funding support. In some instances, organisations may apply for community funding on behalf of an unincorporated group that is based in, or operates in, the City. An incorporated organisation applying on behalf of an unincorporated group will be treated as the applicant for the purposes of accountability and shall receive any community funding amount on behalf of the unincorporated group.
- In general, applications for funding shall fulfil the following criteria in order to be considered:
 - Not have an outstanding community funding acquittal to the City of Wanneroo.
 - Not for direct profit or financial gain to the organisation or *any* individual.
 - Proposal supports the values and strategic direction of Council.
 - Proposal meets specific funding program guidelines and criteria.
 - Applicant organisation can demonstrate:-
 - The capacity to manage and be accountable for funds and the project.
 - That its membership is primarily City residents.
 - That its aims and objectives are targeted principally at the City's community.
- Eligible community organisations who have received City of Wanneroo community event funding on a recurrent basis for more than three years in a row, and who continue to contribute to the City's strategic plan, will be eligible for funding capped at \$3,000.

2. Ineligible Applications

Council will NOT fund the following:

- Deficit funding – for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue.
- Recurrent expenditure – salaries and wages for permanent or ongoing staff, operational costs such as electricity, water, rates, insurances and items such as computer maintenance, stationery purchased for the operation of the organisation and other overheads.
- Computers – all applications to fund the acquisition of computer equipment will be redirected towards the City's disposal of computer equipment program.
- Capital equipment or projects over the value of \$1,000 – these will be redirected and considered as part of Council's capital works program within the annual budget determination process.
- Retrospective Funding – funding for projects or events that take place before Community Funding Announcements by Council are made for each respective round.
- Requests from organisations which have monies owing to the City.



Policy Manual

3. Accountability

While each principal area of the Community Funding Program will have specific guidelines, the following accountability measures will be common to all community funding made available.

3.1 Reporting requirements

Organisations successful in their application for funds are to:

- Acquit the funds within six (6) weeks of the completion of the project or event. The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated.
- Provide a written report to Council on the outcome of their project including relevant statistics and evaluation of the activity against objectives and key performance indicators. Specific report requirements will be noted in Community Funding Program guidelines and the management contract.
- Organisations may be required to make a presentation to Council, participate in an interview or address a group of people regarding the project or event.
- Organisations applying for funding on behalf of an unincorporated group are responsible for all reporting requirements detailed above.

3.2 Unspent funds

- Funds which are unspent at the conclusion of the project or event will be returned to Council within 60 days of the completion of the project or event.
- Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated as for any Council debt.
- Community funding allocations that are not accessed within two months from notification of success will be forfeited. Groups will be notified in writing in this instance.
- Where funds are allocated to an incorporated organisation on the behalf of an unincorporated group, the incorporated organisation remains responsible for the funds and will, if necessary, refund unspent funds as detailed above.
- Unspent funds that are forfeited will be rolled over into the following round of Community Funding.

3.3 Profit generated from the community funding-supported project or event

Applicants that generate a profit, inclusive of volunteer contributions from the project or event in excess of the community funding amount provided by the City, may be required to refund to the City an amount to be determined by Council. This will be identified during the City's Community Funding Program auditing process and a report prepared to Council.



Policy Manual

3.4 Availability of Information

A central register of community funding will be maintained and kept current by the Community Development Officer (Community Funding). The information will be available to any member of the public on request and will be submitted to Council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable).
- Amount of funds provided.
- Purpose of funds provided.
- Date project/activity is expected to be complete.
- Date funds were approved.
- Date satisfactory acquittal of funds was received by Council.
- Any other information considered by the Chief Executive Officer to be of value to the Council in its decision-making and fund management.

4. Program Promotion

4.1 Availability of Community Funding Guidelines

Guidelines will be provided as part of the funding application package available on request from Council.

Applicants are encouraged to contact the City of Wanneroo Community Development Officer to confirm eligibility for community funding and seek assistance to develop their application.

4.2 Advertising

The Community Funding Program will be advertised to coincide with the opening of each funding round and subsequent invitation for applications.

5. Time Frame

All applicants will be notified of the Community Funding time frame in the Community Funding Guidelines. All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

6. Other

Council will:-

- Provide block community funding for Category C Hallmark events and Category D Christmas Community Celebration Events only.
- Community funding will only be allocated for identified purposes and with specific expenditure estimates provided.
- Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated.
- Require each application for funding to be in writing with the required supporting documentation supplied.



Policy Manual

- Require that each application is from a nominee who is not connected to Council in any capacity.
- Allocate community funding inclusive of GST provisions, where applicable.

7. Funding Criteria

All applications will be subject to the General Funding Guidelines of this policy. Specific criteria nominated in the Community Funding Guidelines will also apply.

In general, community organisations applying for Community Funding will be required to:

- Describe all aspects of the proposed event or project including details regarding particular activities, entertainment and catering.
- Substantiate a high level of community involvement in the organisation of the event or project.
- Substantiate a high level of community support for the proposed event or project.
- Demonstrate a commitment to the fulfilment of key marketing criteria nominated by the City in the Community Funding Guidelines.
- Demonstrate the capacity to manage and be accountable for the funds.
- Demonstrate the capacity to manage the event or project.
- Demonstrate that the membership of the organisation, or a subgroup of the organisation, is primarily City residents and that organisational/subgroup aims and objectives are directed primarily at the City's community.

8. Funding Assessment

All applications for each principal area will be considered by a Working Group, consisting of one elected representative from each Council Ward and the Mayor. The Working Group will assess each application according to funding criteria and the quantity of applications received, with decisions made by full Council resolution based on Working Group recommendations.

Decisions regarding applications are final and will not be reconsidered. Applicants may choose to resubmit their application during future funding rounds, including the same financial year.

A management contract between the City and the successful organisation will be prepared once funding decisions are made. This contract will outline the key responsibilities of each party, payment schedules, and specific marketing criteria to be met by the successful organisation.

Applications will be assessed under the most appropriate principal area.

9. Funding Availability

Funding available for all principal areas of the program will be determined as part of Council's financial year budgetary process.



Policy Manual

Funding available for each category will be outlined in the Community Funding Guidelines. Funds will generally be available for all costs directly associated with the development, operation and evaluation of the project or event.

10. Individual Funding Programs

10.1 Community Development

The Community Development category of the Community Funding Program has been developed to assist organisations with projects that contribute to the growth and enrichment of community life.

The operation of this funding area recognises the diverse facets of all communities and consequently has a number of funding aims. Applicants need to address at least one of these aims, detailed below.

- Environmental Sustainability - To value, protect and enhance our natural environment in harmony with the growth and progress of our city.
- Healthy Communities – To encourage a community that provides lifestyle and participation opportunities for all residents of the City of Wanneroo.
- Economic Development – To maximise opportunities for balanced economic growth and development within the City.
- Community Development – To encourage a community that is committed to learning, improving and developing its own resources, the people within it.

10.1.1 Eligibility

Applicants will be sought under this funding strand on a bi-annual basis, with two funding rounds in any given financial year.

All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.

10.1.2 Funding Criteria

All applications under this category of the program will be subject to the General Funding Guidelines of this policy and specific criteria nominated in the Community Funding Guidelines.

Applications in this category will be considered subject to the following restrictions.

- Capital projects or items up to \$1,000.00. Applications for capital equipment or projects over the value of \$1000.00 will be redirected and considered as part of Council's capital works program.
- Equipment – a maximum of 50% of the value of the application, capped at \$500.00 where a community group can demonstrate a special need to the community and/or the group provides an essential community service. Applications for equipment that will be used by groups in any of the City's community facilities (such as microwaves, televisions, urns) will be redirected to Council's equipment budget for provision as a feature of the community facility, available for use by all groups.



Policy Manual

- Uniforms – a maximum of 50% of the value of the application for uniforms, capped at \$500.00.
- Seed funding for projects which can demonstrate independent viability after an appropriate period.
- Projects where all other potential sources of funding have been exhausted or are not available.
- Community organisations applying for funds under this principal category of the program will generally be required to:
 - Demonstrate how the application meets at least one of the aims detailed in this policy (see item 10.1).
 - Nominate key objectives, strategies and performance indicators for the project, program or activity as outlined in the application form.
 - Demonstrate the project's availability to all sections of the community, (eg. People with a disability, people from a culturally or linguistically diverse background, and varying socio economic backgrounds).

10.2 Community Event Funding

The Community Event Funding category of the Community Funding Program has been developed to assist community organisations in the development and operation of a range of events across the City.

The operation of this funding strand recognises the size of the City and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

10.2.1 Eligibility

Applicants will be sought under this funding category on a bi-annual basis, with two funding rounds in any given financial year.

All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.

10.2.2 Funding Criteria

Community organisations applying for funding for assistance to stage community events will be required to address the general funding criteria outlined in Item 7 as well as category-specific criteria, as follows:

- Describe all aspects of the proposed event including details regarding particular activities, entertainment and catering.
- Demonstrate the event's availability to all sections of the community, (eg. People with a disability, people from a culturally or linguistically diverse background, and varying socio economic backgrounds).



Policy Manual

10.2.3 Funding Availability

Funding (either cash, in kind or subsidy support) will generally be available for most aspects of event organisation and conduct including:

- Fees and costs associated with entertainment and other activities.
- Temporary infrastructure associated with the event, including items such as sound, stage, lighting and portable sanitary facilities (if applicable).
- Advertising and promotion.
- The subsidisation and waiving of Council hire fees and charges associated with the event (subject to the provisions of the Facility Hire and Use Policy and the Donations, Sponsorships and Waivers of Fees and Charges Policy).
- Other expenses associated with general set-up and clean-up before and after the event.
- Organisational activities including the printing of programs, tickets and other associated items.

10.3 Hallmark Event Funding

The Hallmark Event Funding category of the Community Funding Program has been developed in recognition of Council's commitment to a number of key public holidays and events that contribute to the City's history and identity.

The community funding amount allocated is fixed for a three year term.

10.3.1 Events identified in this category:

- Australia Day, 26 January;
- ANZAC Day, 25 April;
- Remembrance Day, 11 November;
- Other key events that contribute to the City's history and identity, as determined by Council for any given funding round.

Under this community funding category, funding will be available to community organisations for:

- Australia Day Breakfasts – in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South)
- ANZAC Day Memorial Services or activities – in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South).
- Remembrance Day Memorial Services or activities – in different areas of the City specified by Council (eg 3 in total, North Coast, Central and South).
- Activities that support other key events within the City identified by Council as eligible for Hallmark Funding.



Policy Manual

10.3.2 Eligibility

Applicants will be sought for each of these events under a three (3) year management contract, where the organisation will provide the nominated event on three (3) separate occasions.

All eligible community organisations as defined in this policy will be invited to apply for this funding, according to the three-year cycle.

Annual allocations to successful applicants are subject to:

- The submission of an approved acquittal after each individual event;
- The submission of a current Public Liability Insurance – Certificate of Currency;
- The submission of a Tax Invoice (if GST registered) or an Invoice (if not GST registered) and any other supporting financial documentation required by the City's Administration.

10.3.3 Funding Criteria

Community organisations applying for funding for assistance to stage Hallmark Events will be required to address the general funding criteria outlined in Item 7, as well as category-specific criteria, as follows:

Demonstrate the ability to annually conduct the nominated event for the term of the management contract (3 years).

10.4 Christmas Community Celebration Events

The Christmas Community Celebration Event category of community funding of the Community Funding Program has been developed in recognition of Council's commitment to support and celebrate the community.

The community amount allocated is fixed for a five (5) year term.

10.4.1 Christmas Events identified in this category

Under this community funding category, funding will be available to one community organisation per ward of the City for a period of five years inclusive. The first round commences 2014 to 2018 inclusive.

10.4.2 Eligibility

Applicants will be sought for each of these events under a five (5) year management contract where the organisation will provide the nominated event on five (5) separate occasions.

All eligible community organisations as defined in this Policy will be invited to apply for this funding according to the 5-yearly cycle.



Policy Manual

Annual allocations to successful applicants are subject to:

- The submission of an approved acquittal after each individual event;
- The submission of a current Public Liability Insurance – Certificate of Currency;
- The submission of a Tax invoice (if GST registered) or an invoice (if not GST registered) and any other supporting financial documentation required by the City.

10.4.3 Funding Criteria

Community organisations applying for funding assistance to stage a Christmas Community Celebration Event will be required to address the general funding criteria outlined in Item 7, as well as category-specific criteria, as follows;

Demonstrate the ability to annually conduct the nominated event for the term of the management contract (5 years).

ROLES AND RESPONSIBILITIES

The City's Community Development Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of need for clarification.

The Director Community & Place is available to provide clarifications of the policy where a dispute occurs.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees, Elected Members and the community.

EVALUATION AND REVIEW PROVISIONS

The acquittal process described above provides a basis by which the policy can be evaluated. Through acquittal documentation the City is able to determine:

- Whether funds are expended in accordance with policy guidelines;
- The number of Wanneroo residents serviced by funded programs, events or activities;
- Whether application and acquittal processes maintain a balance between information collected and administrative burden on community organisations.

DEFINITIONS

Any definitions listed in the following table apply to this document only.

Organisation:	is an incorporated body under the Western Australian <i>Associations Incorporation Act (1987)</i> ; a recognised corporate not for profit body created by government or with an Australian Companies Number ; or an organisation registered with the Australian Charities and Not-for-profits Commission (ACNC) under the Australian Charities and Not-for-Profits Commission Act 2012 (Cth).
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Policy Manual

Community Funding:	is the provision of a set amount of funds for a period to achieve a specific identified outcome, agreed to in a formal contract with Council. This set amount will include appropriate tax provisions for items including GST where applicable.
Subsidy:	is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions to community organisations.
Recurrent expenditure:	is expenditure within an organisation that occurs each year as part of normal operations. It includes items such as salaries and wages for permanent staff, general ongoing costs such as electricity, water, rates and items such as computer maintenance, stationery purchased for the operation of the organisation, and other overheads.

REFERENCES

- Donations, Sponsorships & Waiver of Fees and Charges Policy
- Facility Hire and Use Policy
- Sponsorship Policy

RESPONSIBILITY FOR IMPLEMENTATION

Director Community & Place

Versions:	Next Review:	Record No:
23 July 2002		
12 August 2003		
18 May 2004 (CE03-05/04)		P/Docs 887731
4 May 2010 – CS05-05/10	March 2012	TRIM: 10/941
16 November 2010 – CD03-11/10	November 2012	TRIM 10/60107
	November 2014	10/60107
January 2014 (MN01-07/13) (CD04-12/13)	November 2014	10/60107
December 2013 – CD04-12/13 Amendments requested by Council	December 2015	10/60107V2
24 May 2016 – CP08-05/16	May 2017	15/531947



Policy Manual

Donations and Youth Sponsorships Policy

Policy Owner:	Council & Corporate Support
Contact Person:	Manager Council & Corporate Support
Date of Approval:	29 June 2020

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations and youth sponsorships incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations and youth sponsorships, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or youth sponsorships from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed funding support or that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo reserves the right to determine eligibility for financial assistance based on information provided in the funding application. Recipients of funding will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity or project;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City of Wanneroo.



Policy Manual

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future funding assistance from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of funding to residents and community groups of the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Elected Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups and individual sports people through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations and youth sponsorships approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.



Policy Manual

2. Exclusions:

Council **will not** consider funding applications for donations or youth sponsorships for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities;
- 2.3 Retrospective applications;
- 2.4 More than one application per financial year, including funding through the Community Funding Program;
- 2.5 Requests from non resident individuals or organisations which do not directly serve or represent the community of the City of Wanneroo;
- 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City of Wanneroo;
- 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 2.8 Requests from organisations who have monies owing to the City;
- 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;
- 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

- 3.1 All applications must be on official form, otherwise not accepted.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;



Policy Manual

- 3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;
- 3.7 Any funds not spent in the agreed time are to be returned to the City of Wanneroo;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	YOUTH SPONSORSHIPS	DONATIONS
Promotes City of Wanneroo's mission and objectives	√	√
Significant benefits to the City of Wanneroo community	√	√
Not-for-profit or Non-government organisations	√	√
75% of membership of groups requesting support must be City of Wanneroo residents		√
Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions	√	
Selection letter included	√	
Disabled athletes, regardless of age.	√	

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- 4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.



Policy Manual

- 4.4 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed in points 1. to 3. of this policy.

5. Youth Sponsorships

- 5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.
- 5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.
- 5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.
- 5.4 Selection of individuals by schools are subject to the following criteria:-
- Funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events.*
- 5.5 Youth Sponsorships approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group's application.
- 5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.
- 5.7 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed under points 1. to 3. of this policy.

Applications for youth sponsorships will be determined by the Chief Executive Officer (or nominee) (up to and including \$500.00) or Council (over \$500.00) according to the following schedule:

Type of competition/exhibition/festival	Amount provided
State (Western Australia)	\$75.00 per individual (capped at \$600 per club)
National	\$200.00 per individual (capped at \$600 per team to a maximum of four teams per event).
International	\$500.00 per individual (capped at \$1,500 per team)

Additional Exclusions

The City will not consider applications for Youth Sponsorships from individuals if:



Policy Manual

5.8 The individual receives payment of any kind for their participation in the event or activity; and

5.9 Individuals have selected themselves to participate in an event or activity.

6. Specific Donations

The City of Wanneroo will continue to honour its commitment to the following organisations/programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

- 6.1 Cancer Council – Relay for Life (\$5,000 p.a.)
- 6.2 Wanneroo Agricultural Society (perpetual trophy)
- 6.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

7. Applications with extenuating circumstances

If an application for a donation or youth sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation value/applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications up to and including the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Determined by CEO (or nominee)
Applications over the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Council determination
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Governance Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.



Policy Manual

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.
Official Form	Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City of Wanneroo website at www.wanneroo.wa.gov.au
Youth Sponsorship	Is a cash contribution to a supporting group or organisation (e.g sports clubs, dance academies) on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. Youth Sponsorships are also available to athletes with a disability who reside within the City of Wanneroo, regardless of age.



Policy Manual

REFERENCES

Community Funding Policy
 Facility Hire and Use Policy
 Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965V2
5 May 2020	31 October 2020	10/67965v3
29 June 2020 (minor review)	29 June 2023	19/413191



Policy Manual

Donations and Youth Sponsorships Policy

Policy Owner:	Council & Corporate Support
Contact Person:	Manager Council & Corporate Support
Date of Approval:	<u>29 June 2020</u>

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations and youth sponsorships incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations and youth sponsorships, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or youth sponsorships from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed funding support or that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo reserves the right to determine eligibility for financial assistance based on information provided in the funding application. Recipients of funding will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity or project;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City of Wanneroo.



Policy Manual

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future funding assistance from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of funding to residents and community groups of the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Elected Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups and individual sports people through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations and youth sponsorships approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.



Policy Manual

2. Exclusions:

Council **will not** consider funding applications for donations or youth sponsorships for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities;
- 2.3 Retrospective applications;
- 2.4 More than one application per financial year, including funding through the Community Funding Program;
- 2.5 Requests from non resident individuals or organisations which do not directly serve or represent the community of the City of Wanneroo;
- 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City of Wanneroo;
- 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 2.8 Requests from organisations who have monies owing to the City;
- 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;
- 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

- 3.1 All applications must be on official form, otherwise not accepted.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;



Policy Manual

- 3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;
- 3.7 Any funds not spent in the agreed time are to be returned to the City of Wanneroo;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	YOUTH SPONSORSHIPS	DONATIONS
Promotes City of Wanneroo's mission and objectives	√	√
Significant benefits to the City of Wanneroo community	√	√
Not-for-profit or Non-government organisations	√	√
75% of membership of groups requesting support must be City of Wanneroo residents		√
Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions	√	
Selection letter included	√	
Disabled athletes, regardless of age.	√	

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- 4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.



Policy Manual

- 4.4 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed in points 1. to 3. of this policy.

~~4.5 not-for-profit or incorporated community groups to provide funding assistance to support services such as the provision of food relief, community legal services, financial counselling and other urgent services required for City of Wanneroo residents to a maximum of \$5000 per group. The CEO is authorised to determine such applications, based on an eligibility criteria and application process.~~

5. Youth Sponsorships

- 5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.
- 5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.
- 5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.
- 5.4 Selection of individuals by schools are subject to the following criteria:-
- Funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events.*
- 5.5 Youth Sponsorships approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group’s application.
- 5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.
- 5.7 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed under points 1. to 3. of this policy.

Applications for youth sponsorships will be determined by the Chief Executive Officer (or nominee) (up to and including \$500.00) or Council (over \$500.00) according to the following schedule:

Type of competition/exhibition/festival	Amount provided
State (Western Australia)	\$75.00 per individual (capped at \$600 per club)
National	\$200.00 per individual (capped at \$600 per team to a maximum of four teams per event).



Policy Manual

International	\$500.00 per individual (capped at \$1,500 per team)
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Additional Exclusions

The City will not consider applications for Youth Sponsorships from individuals if:

- 5.8 The individual receives payment of any kind for their participation in the event or activity; and
- 5.9 Individuals have selected themselves to participate in an event or activity.

6. Specific Donations

The City of Wanneroo will continue to honour its commitment to the following organisations/programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

- 6.1 Cancer Council – Relay for Life (\$5,000 p.a.)
- 6.2 Wanneroo Agricultural Society (perpetual trophy)
- 6.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

7. Applications with extenuating circumstances

If an application for a donation or youth sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation value/applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications up to and including the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Determined by CEO (or nominee)
Applications over the value of \$500.00 from supporting groups on behalf of individuals to attend State, National or International events	Council determination
Applications with extenuating circumstances	Council determination



Policy Manual

ROLES AND RESPONSIBILITIES

The City's Governance Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.
Official Form	Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City of Wanneroo website at www.wanneroo.wa.gov.au



Policy Manual

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Youth Sponsorship	Is a cash contribution to a supporting group or organisation (e.g sports clubs, dance academies) on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. Youth Sponsorships are also available to athletes with a disability who reside within the City of Wanneroo, regardless of age.
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REFERENCES

Community Funding Policy
 Facility Hire and Use Policy
 Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965V2
5 May 2020	31 October 2020	10/67965v3
<u>29 June 2020 (minor review)</u>	<u>29 June 2023</u>	<u>19/413191</u>



Policy Manual

Donations and Youth Sponsorships Policy

Policy Owner:	Council & Corporate Support
Contact Person:	Manager Council & Corporate Support
Date of Approval:	5 May 2020

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations and youth sponsorships incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations and youth sponsorships, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or youth sponsorships from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed funding support or that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo reserves the right to determine eligibility for financial assistance based on information provided in the funding application. Recipients of funding will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity or project;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City of Wanneroo.



Policy Manual

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future funding assistance from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of funding to residents and community groups of the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Elected Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups and individual sports people through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations and youth sponsorships approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.



Policy Manual

2. Exclusions:

Council **will not** consider funding applications for donations or youth sponsorships for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities;
- 2.3 Retrospective applications;
- 2.4 More than one application per financial year, including funding through the Community Funding Program;
- 2.5 Requests from non resident individuals or organisations which do not directly serve or represent the community of the City of Wanneroo;
- 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City of Wanneroo;
- 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 2.8 Requests from organisations who have monies owing to the City;
- 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;
- 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

- 3.1 All applications must be on official form, otherwise not accepted.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;



Policy Manual

- 3.6 Successful organisations without an ABN must be prepared to sign a “Statement by a Supplier” Form in order to be funded;
- 3.7 Any funds not spent in the agreed time are to be returned to the City of Wanneroo;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	YOUTH SPONSORSHIPS	DONATIONS
Promotes City of Wanneroo's mission and objectives	√	√
Significant benefits to the City of Wanneroo community	√	√
Not-for-profit or Non-government organisations	√	√
75% of membership of groups requesting support must be City of Wanneroo residents		√
Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions	√	
Selection letter included	√	
Disabled athletes, regardless of age.	√	

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- 4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- 4.4 Requests are required to adhere to the “Exclusions and Standard Conditions” criteria detailed in points 1. to 3. of this policy.



Policy Manual

- 4.5 not-for-profit or incorporated community groups to provide funding assistance to support services such as the provision of food relief, community legal services, financial counselling and other urgent services required for City of Wanneroo residents to a maximum of \$5000 per group. The CEO is authorised to determine such applications, based on an eligibility criteria and application process.

5. Youth Sponsorships

- 5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.
- 5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.
- 5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.
- 5.4 Selection of individuals by schools are subject to the following criteria:-
- Funding will be to a maximum of \$2,000.00 per school, per financial year to support students attending events.*
- 5.5 Youth Sponsorships approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group's application.
- 5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.
- 5.7 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed under points 1. to 3. of this policy.

Applications for youth sponsorships will be determined by the Chief Executive Officer (or nominee) (up to and including \$500.00) or Council (over \$500.00) according to the following schedule:

Type of competition/exhibition/festival	Amount provided
State (Western Australia)	\$75.00 per individual (capped at \$600 per club)
National	\$200.00 per individual (capped at \$600 per team to a maximum of four teams per event).
International	\$500.00 per individual (capped at \$1,500 per team)



Policy Manual

Additional Exclusions

The City will not consider applications for Youth Sponsorships from individuals if:

- 5.8 The individual receives payment of any kind for their participation in the event or activity; and
- 5.9 Individuals have selected themselves to participate in an event or activity.

6. Specific Donations

The City of Wanneroo will continue to honour its commitment to the following organisations/programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

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Policy Manual

ROLES AND RESPONSIBILITIES

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REFERENCES

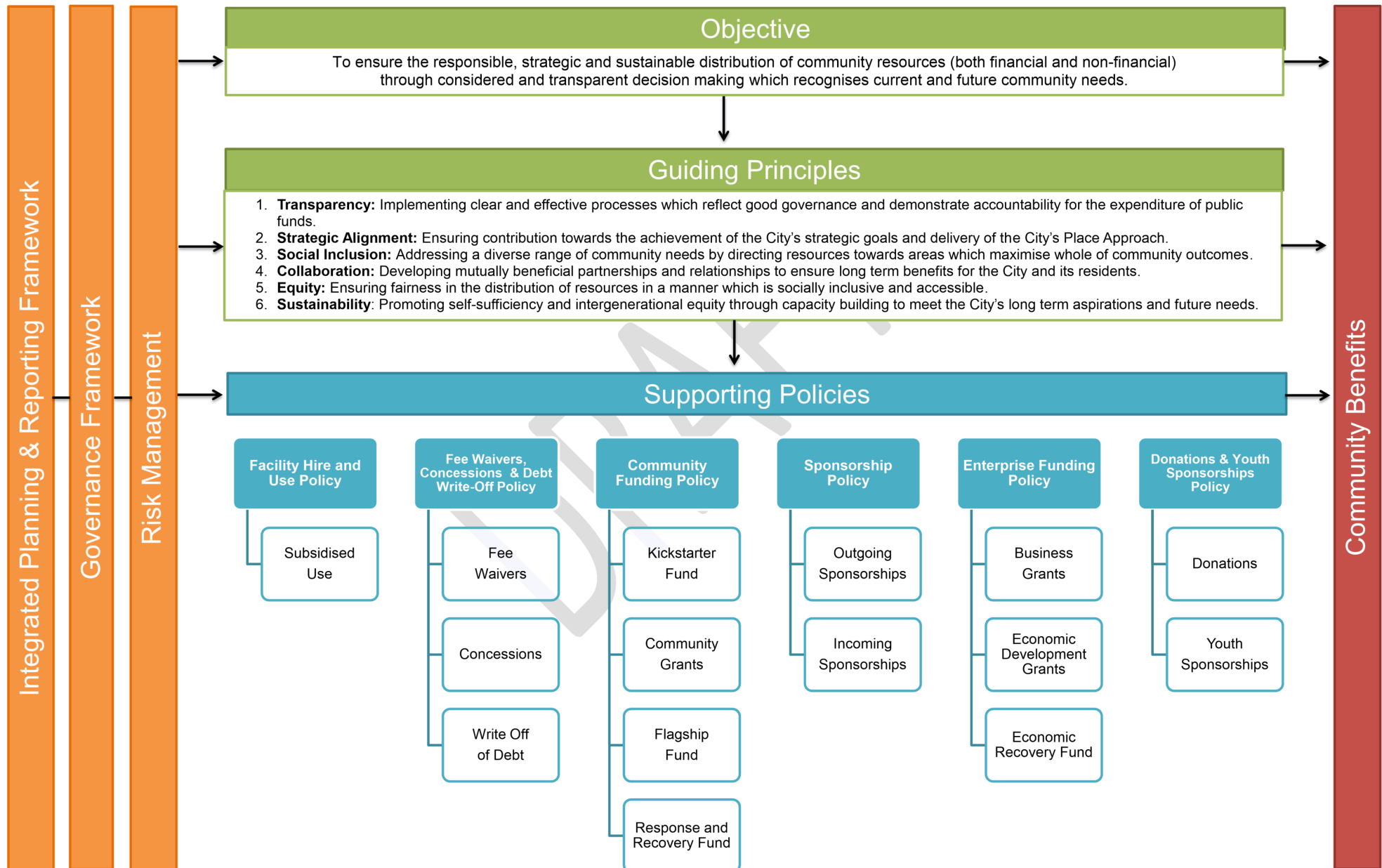
Community Funding Policy
 Facility Hire and Use Policy
 Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION

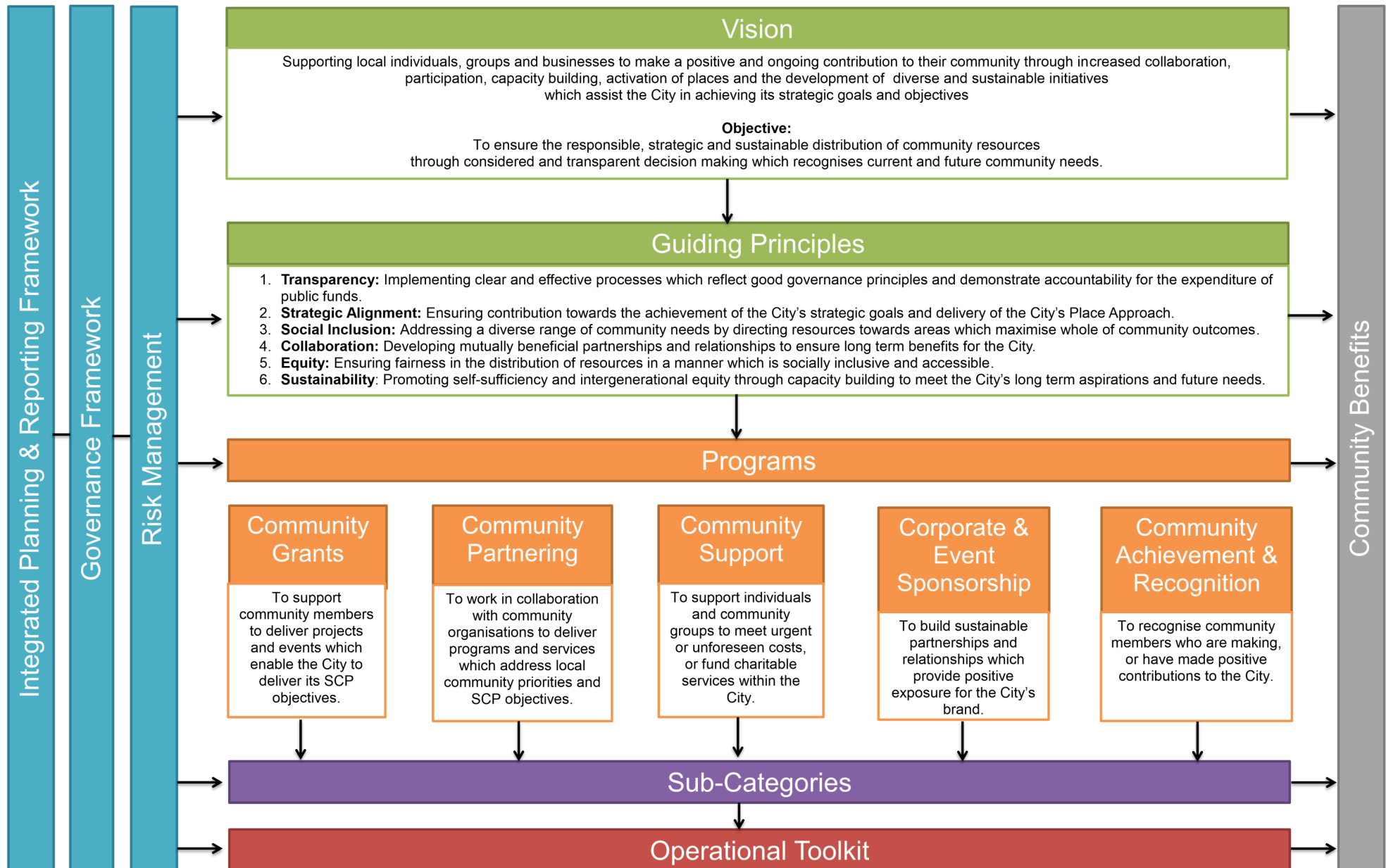
Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965V2
5 May 2020	31 October 2020	10/67965v3

Community Support & Financial Assistance Framework



Community Support & Financial Assistance Framework



SCS03-07/20 Enterprise Funding Policy

File Ref: 40772 – 20/235492
Responsible Officer: Chief Executive Officer
Disclosure of Interest: Nil
Attachments: 1

Issue

To present the Enterprise Funding Policy for consideration by Council, inclusive of a proposed Economic Recovery Fund in order to address business needs throughout the COVID-19 Pandemic.

Background

The City currently supports a number of initiatives through normal budget process (for example, the Curtin Ignition program). Whilst these initiatives are often captured within the Economic Development Strategy or Corporate Business Plan, a more formalised approach through the adoption of an Enterprise Funding Policy is proposed.

Detail

The proposed Enterprise Funding Policy includes three funding categories:

- **Business Grants**
 - A financial and/or in-kind contribution to support local businesses to meet objectives as set out in the Economic Development Strategy and other Council endorsed plans (Strategic Community Plan and Corporate Business Plan).
 - Aims to support local businesses and workforce to assist their growth and development, drive job creation and grow the local economy.
 - The maximum grant amount is \$5,000 (excluding GST).
- **Economic Development Fund**
 - A financial and/or in-kind contribution to support a strategic program or initiative undertaken by an external organisation that meets objectives as set out in the Economic Development Strategy and other Council endorsed plans.
 - Aims to support strategic opportunities that stimulate major investment and drive growth of key sectors to expand and diversify the City's economic base.
 - The maximum funding amount is \$10,000 (excluding GST).
- **Economic Recovery Fund**
 - Only to be activated following an economic event or crisis, including Council endorsement of fund activation and approval of budget.
 - A financial and/or in-kind contribution to support local businesses, workforce and industry sectors and assist the recovery of the local economy in response to an economic event or crisis.
 - The maximum funding amount is \$10,000 for business support providers and \$5,000 for businesses.

The Policy (**Attachment 1**) has been developed to align with the Community Support and Financial Assistance (**CS&FA**) Framework.

In order to provide further detail on eligibility criteria and the specific application process for the Enterprise Fund, guidelines will be provided to the business community to drive the application process and will be used by the City as a resource to assess enterprise funding applications.

Consultation

At its 24 September 2019 meeting, the Community Support and Financial Assistance Working Group endorsed the draft Enterprise Funding Policy for discussion at Council Forum.

The policy was also considered by the Wanneroo Business and Tourism Development Working Group at its 6 March 2020 meeting, where it was recommended that it be presented to Council for consideration.

Following the COVID-19 outbreak, a Business Survey was sent to local businesses in late April 2020 to determine the impact on the local business community and to identify appropriate response measures to include in the City's Economic Recovery Plan. Almost two hundred responses have been received to date. Business Grants and Funding was the most favoured initiative the City could implement to support local businesses following COVID-19, with over 50% of businesses being supportive.

The Economic Recovery Fund category was added to the Enterprise Funding Policy following this consultation. Its inclusion also ensures alignment with the CS&FA Framework and the approach taken in response to COVID-19 for the Community Recovery Funding.

The revised Enterprise Funding Policy was presented to Council at the 19 May Council Forum.

The COVID-19 Economic Recovery Plan and Fund have been developed to meet the needs of the business community as identified through the business survey and to help businesses and the economy to recover. The Economic Recovery Plan and Fund were presented at the 9 June 2020 Council Forum.

Comment

The COVID-19 Economic Recovery Fund development has been informed by the business survey and is designed to assist local businesses and workforce to adapt to changing conditions and build a pathway towards recovery. The Fund will be activated in the 2020/21 financial year to support local businesses recover from the impacts of COVID-19 by targeting business support initiatives in ways that make the most difference. The fund will also support the local workforce and economy to recover following the COVID-19 Pandemic. The COVID-19 Economic Recovery Fund will:

- Support local businesses, workforce and industry sectors that have been significantly impacted by the COVID-19 Pandemic;
- Assist the recovery of the local economy in response to the COVID-19 Pandemic;
- Provide an opportunity for measurable economic, social, environmental and/or cultural benefits to the City, its residents, workers and visitors; and
- Be compatible with and complementary to the City's values, strategic objectives and brand.

Implementation of the Business Grants and Economic Development Fund elements of the Enterprise Fund will be put on hold for the 2020/21 financial year and revisited for the 2021/22 budget subject to review of the efficacy of the Economic Recovery Fund.

Statutory Compliance

It is necessary for all enterprise funding arrangements to be facilitated in accordance with the City's endorsed budget to ensure that public funds are distributed transparently in accordance with the *Local Government Act 1995*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“2 *Economy*

2.1 *Local Jobs*

2.1.2 *Build capacity for businesses to grow”*

Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City’s Strategic Risk register. Action plans have been developed to manage these risks to support existing management systems.

Alignment with the following risk appetite statement should be considered:

Economy: 2.1 Local Jobs - The City will accept a high level of financial risk to develop strong economic hubs for growth and employment within the region provided that the City implements a risk management strategy to manage any risk exposure.

Policy Implications

Nil

Financial Implications

Within the Advocacy and Economic Development 2020/21 Annual Budget, the broader COVID-19 Economic Recovery Plan has a proposed budget totalling \$700,000, with \$250,000 of that amount to be allocated to the Economic Recovery Fund.

Voting Requirements

Absolute Majority

Recommendation

That Council, by **ABSOLUTE MAJORITY**: -

1. **ADOPTS** the Enterprise Funding Policy (as per Attachment 1);
2. **APPROVES** an authorisation for the Chief Executive Officer to approve Enterprise Funding applications up to and including \$10,000;
3. **ENDORSES** the activation of the Economic Recovery Fund in the 2020/21 financial year to implement the COVID-19 Economic Recovery Fund; and
4. **NOTES** that the Enterprise Funding Policy will be deployed through a phased approach, with the Economic Recovery Fund prioritised for 2020/21.

Attachments:

[!\[\]\(8d0f0e0fe25b320c33272c52aec1fbca_img.jpg\) Attachment 1 - Enterprise Funding Policy DRAFT June 2020 20/241772\[v2\] Minuted](#)



Policy Manual

Enterprise Funding Policy

Policy Owner:	Advocacy & Economic Development
Contact Person:	Manager Advocacy & Economic Development
Date of Approval:	Date the policy was approved by Council and Resolution Number

POLICY STATEMENT

The purpose of this policy is to outline the City of Wanneroo's ('the City') commitment to developing, promoting and supporting strategic opportunities, initiatives and projects through the provision of **Enterprise Funding** to meet strategic objectives by:

- Supporting local businesses to innovate and grow;
- Stimulating major investment;
- Driving economic growth and diversification; and
- Creating and retaining local employment opportunities.

POLICY OBJECTIVE

The objectives of this policy are to:

- Ensure funding arrangements are in alignment with the City's Strategic Community Plan, endorsed brand and values;
- Support the local business community and economy;
- Drive job creation through expansion of strategic industries and the local economy;
- Assist the recovery of the local economy in response to an economic event or crisis; and
- Ensure fair and equitable application and assessment processes for the Enterprise Fund.

SCOPE

This Policy applies to all categories of enterprise funding distributed by the City in accordance with the **Community Support and Financial Assistance Framework**:

1. Business Grants;
2. Economic Development Fund; and
3. Economic Recovery Fund.

Enterprise funding may include financial support, in-kind support or a combination of both.

This Policy does not apply to:

- Outgoing sponsorships;
- Community funding; or
- Charitable donations, gifts and prizes.



Policy Manual

IMPLICATIONS

Enterprise funding will be distributed in accordance with the City's endorsed budget and Strategic Community Plan objectives in order to add value to the City's services and programs and provide benefit for the City's businesses, residents, workers and visitors.

Funding will be distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 1995*.

Guiding Principles

The Enterprise Fund will be implemented in accordance with the following principles. The City is committed to providing funding that is:

- **Ethical and Accountable** – processes are robust, transparent and fair, governance is clear and strong, appropriate policies and procedures are followed, applications are assessed objectively and conflicts of interests are declared and addressed.
- **Strategic and Needs Based** – in alignment with the City's Strategic Community Plan and the Enterprise Funding Policy, the distribution of City funding is optimised to support individuals and businesses to deliver social, environmental and economic benefits.
- **Responsive** – funding information is accessible and processes are streamlined to meet identified community needs in a relevant and timely manner.
- **Value For Money** – supports projects that represent good value for the City, its residents, workers and visitors and seeks to ensure that administrative costs for both the City and funding applicants are minimised.

IMPLEMENTATION

The City will ensure sound administration of the Enterprise Fund, including:

- **Planning** through policy, procedure and guidelines;
- **Communicating** the availability of funding;
- **Assessing** applications and distributing funds;
- **Monitoring and evaluating** project progress and outcomes; and
- **Reporting** benefits to the economy.

1. Program Outcomes

Through the Enterprise Fund, the City aims to:

- a) Support the local business community and economy;
- b) Build business resilience and capability;
- c) Promote the growth and expansion of local businesses;
- d) Enhance opportunities for business development and investment;
- e) Support the growth and development of established or emerging key sectors that represent strategic importance to the local economy;
- f) Facilitate professional skills and training development opportunities;
- g) Assist the recovery of the local economy in response to an economic event or crisis;



Policy Manual

- h) Create employment opportunities within the City; and
- i) Position Wanneroo as a place to live, work, visit or invest.

2. Program Eligibility

To be eligible for funding, applications must demonstrate an opportunity for measurable economic benefit that drives job creation, grows the local economy and/or delivers strategic outcomes for the City.

Eligibility for the Enterprise Fund is outlined in the Enterprise Fund Guidelines.

The City reserves the right to withdraw funding from a recipient if the project is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the organisation will be fully liable for costs involved and funds must be returned to the City.

3. Application

To ensure alignment with the guiding principles and eligibility for this program, the distribution of funding will be subject to an application process.

All applications must be submitted using the approved application form within the required timeframe. Incomplete applications, and those submitted outside of this process or after the closing date may not be accepted. The City reserves the right to enter into funding agreements outside of the prescribed timeframes where a need has been identified by the City and the agreement has been considered and approved by Council.

4. Assessment and Recommendation

To ensure transparent decision making, all funding applications will be assessed on merit by an officer or specialist panel, against criteria provided in the relevant category guidelines. The panel will make a recommendation to Council, the CEO or delegated officer for formal approval.

The Enterprise Fund is highly competitive, therefore the number and types of approved activities will depend on the demand for funding, available program budget and the applicant's ability to meet the relevant assessment criteria. In some instances, part-funding may be offered.

5. Approval

The Chief Executive Officer or nominee is authorised to approve applications exceeding values specified in the above table up to a maximum of \$10,000.

Applications pertaining to the Enterprise Funding Program are reviewed by an assessment panel prior to formal approval by the relevant officer as outlined in the following table:



Policy Manual

Category	Funding	Approval
Business Grants	The maximum grant amount is \$5,000 (excluding GST). Up to 50 per cent of eligible project costs.	Manager *
Economic Development Fund	The maximum funding amount is \$10,000 (excluding GST). Up to 100% of eligible project costs. Co-contribution is an assessment factor.	Director / CEO or nominee *
Economic Recovery Fund	Maximum \$10,000 for business support provider and \$5,000 for a business.	Up to \$2,000 - Manager* Over \$2,000 – Director / CEO or nominee *

*Note – Details of funding approvals will be provided to Council Members for information.

6. Agreement

All funding distributed by the City to any successful applicant shall be formalised in an agreement; the provisions and conditions of which are dependent on the specific category.

All Enterprise Fund recipients are required to report on, evaluate and acquit their projects as detailed in their funding agreement.

Enterprise Fund agreements may be terminated where either party has breached the conditions of the agreement.

ROLES AND RESPONSIBILITIES

- The policy is owned and coordinated by the Manager Advocacy & Economic Development.
- Enterprise Fund applications are reviewed by an officer or panel of officers.
- The Advocacy & Economic Development service unit is the primary administrator of the Enterprise Fund, working in collaboration with other service units, working groups and key stakeholders to develop, promote and review the program.

DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Manager Advocacy & Economic Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.



Policy Manual

Conflicts arising from personal relationships or financial arrangements of City staff or Elected Members involved in funding assessment, approval or administration will be managed in accordance with the conflict of interest provisions in the City of Wanneroo Code of Conduct.

Canvassing of Elected Members will disqualify applications from the Enterprise Fund.

EVALUATION AND REVIEW PROVISIONS

The City is committed to continuous improvement of the Enterprise Fund. Regular reviews will be undertaken to measure the effectiveness of the overall program to ensure:

- program outcomes remain consistent with the City's brand and strategic objectives;
- funding is being distributed and expended in accordance with policy guidelines;
- arrangements are managed professionally, in a manner that is transparent and accountable; and
- value for the City remains commensurate with the level of funding provided; and
- processes are managed in a transparent and accountable manner.

The Policy will be reviewed every three years to ensure amendments to the Community Support and Financial Assistance Framework, Enterprise Fund and other related policies are reflected accordingly.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Enterprise Fund	<i>Financial and/or in-kind support provided to individuals and organisations which develop, promote and support strategic opportunities, initiatives and projects to stimulate major investment, drive economic growth and diversify our economic base.</i>
Community Support and Financial Assistance Framework	<i>Overarching framework which encompasses all types of support and assistance (both financial and non-financial) provided by the City to individuals and external groups, organisations or businesses.</i>
Business Grants	<i>Aims to support local businesses and workforce to assist their growth and development, drive job creation and grow the local economy to deliver strategic outcomes for the City.</i>
Economic Development Fund	<i>Aims to support strategic opportunities that stimulate major investment and drive growth of key sectors to expand and diversify the City's economic base.</i>
Economic Recovery Fund	<i>Aims to support local businesses, workforce and key industry sectors and assist the recovery of the local economy in response to an economic event or crisis, as determined by Council.</i>



Policy Manual

RELEVANT POLICIES / MANAGEMENT PROCEDURES / DOCUMENTS OR DELEGATIONS

Enterprise Fund Management Procedure (draft)
Enterprise Fund Guidelines (draft)
Community Support and Financial Assistance Framework

REFERENCES

Community Support and Financial Assistance Framework

RESPONSIBILITY FOR IMPLEMENTATION

Manager Advocacy & Economic Development

Version	Next Review	Record No:

SCS04-07/20 Amendment to Financial Hardship - Collection of Rates and Service Charges Policy

File Ref: 38562 – 20/291734
Responsible Officer: Director Corporate Strategy & Performance
Disclosure of Interest: Nil
Attachments: 4

Issue

To consider proposed amendments to the Financial Hardship – Collection of Rates and Service Charges Policy (the **Policy**) due to COVID-19.

Background

COVID-19 Pandemic

The ongoing COVID-19 Pandemic is having a significant impact on the National, State and local economies. This is evidenced by business closures, job losses and the downward trending movements in the Australian and global financial markets, notably since March 2020.

The Policy was originally adopted by Council at the Ordinary Council Meeting on 4 June 2019 (CS03-06/19) taking into account the observations raised by the *Ombudsman of Western Australia – Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines*. It provides a framework for how the City handles applications from ratepayers for rate relief due to severe financial hardship. The purpose of the Policy is to allow flexibility for payment of overdue Rates and Services Charges and to provide relief on late payment interest and payment arrangement fees for ratepayers in severe financial hardship.

Given added financial stress created by the COVID-19 Pandemic on ratepayers, the City is considering extending the existing Financial Hardship – Collection of Rates and Service Charges Policy to cover COVID-19 impacted both residential and commercial ratepayers.

Detail

It is recognised that with the current COVID-19 Pandemic, there may be a number of ratepayers that have been affected due to loss of business income and employment.

Rates Relief

At the Ordinary Council Meeting on 7 April 2020 (CE01-04/20), Council resolved that the City monitor and modify if necessary the Financial Hardship Policy to ensure there is financial assistance for ratepayers who are financially impacted due to COVID-19.

In addition, the *Local Government (COVID-19 Response) Ministerial Order 2020* gazetted on 8 May 2020, provided specific orders to all local governments for inclusion as part of the Budget adoption to provide relief on penalty interest rates for overdue debts and administration charges on setting up payment arrangements to an “*excluded person*”.

Local Government (COVID-19 Response) Ministerial Order 2020 under clause 3, defines an **excluded person** means a person who —

“3. Terms used

- (a) is a residential ratepayer or small business ratepayer of a local government; and

- (b) *is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic*"

Criteria to be Used for Assessment:

The COVID-19 Financial Hardship application will be subject to evidence being provided under some or all of the following criteria:

- Loss of employment due to COVID-19 supported by appropriate documentation;
- Significant impact on health due to COVID-19 supported by relevant medical certification;
- For individuals, reduction in turnover demonstrated by comparison of the three months before March 2020 and the subsequent period;
- For commercial and industrial organisations, closure or significant reduction in operations or services (such as reducing to takeaway service or being unable to meet clients); and
- Eligibility for State or Federal Government assistance (and the ratepayer's intention to receive them if not already received) such as early access to superannuation.

The application of the criteria will vary, depending on each ratepayer's circumstances.

Application of Relief:

Those who are successful under the COVID-19 Financial Hardship will have the following applied to their Rates, Charges and Emergency Services Levy (**ESL**):

- A one-off COVID-19 \$100 Rates concession;
- Late Payment Interest Moratorium will be applied up to 30 June 2021, as per *Local Government (COVID-19 Response) Ministerial Order 2020* Clause 13, gazetted on 8 May 2020;
- Waiver of administration fees (payment arrangement fee) of \$30 normally applied for the set-up of special payment arrangements; and
- Approval of extended payment arrangements to maximum of three years, subject to the total debt is fully extinguished at the end of the arrangement.

It is proposed that the Chief Executive Officer (**CEO**) or his nominated Officer, is delegated to grant proposed COVID-19 Financial Relief of \$100 Rates concession and waiver of administration fee of \$30 and authorised to grant an Interest Rate Moratorium for Council Rates, Charges and State Government Emergency Service Levy in accordance with the *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020 for successful ratepayer applicants under the revised Policy.

Each case will be reviewed as required to determine whether the applicant is able to update their payment plan and are still deemed as an "*excluded person*".

The proposed amendment includes a section which refers to assistance for ratepayers covering individuals and businesses that are in severe financial hardship due to COVID-19. Amended Policy without track changes is attached in **Attachment 1**. The proposed amended to the Policy is shown in mark-up in **Attachment 2**. A proposed delegation to the CEO to grant a concession on rates as shown at **Attachment 4**.

If a ratepayer is under severe financial hardship; however, it is not related to COVID-19, then the ratepayer will be assessed under ordinary Financial Hardship Criteria and COVID-19 specific relief measure will not be applicable. The non-COVID-19 Financial Hardship application will be subject to evidence being provided for the reason that the financial hardship is applied for.

The non-COVID-19 successful applicants will be eligible for the one or more following relief measures depending upon the circumstances:

- A one off late payment interest concession to a maximum of \$400;
- Waiver of ongoing late payment interest upon successful financial hardship application; and
- Approval of extended payment arrangements to maximum of three years, subject to the total debt is fully extinguished at the end of the arrangement.

Consistence with the existing Policy, it is proposed that the CEO is delegated to grant proposed non-COVID-19 Financial Relief (late payment interest concession of \$400, waiver of ongoing late payment interest and extension of payment arrangement period maximum of three years) to successful ratepayer applicants under the revised Policy.

Consultation

Consultation has been undertaken with the Council Members and other relevant stakeholders.

Comment

The City of Wanneroo has a number of assistance packages to assist ratepayers, business and residents affected by the COVID-19 Pandemic. These assistance packages are detailed in the Budget report, which will also be presented to the Special Council meeting on 20 July 2020.

Statutory Compliance

- The *Local Government Act 1995* sections relating to Annual Budget, Integrated Planning and Reporting Framework and Local Government (Financial Management) Regulations 1996 have been utilised to develop the budget.
- The *Local Government (COVID-19 Response) Ministerial Order 2020*, gazetted on 8 May 2020 on matters relating to rating and budget decisions, including the adoption of penalty interest rates for overdue debts. In addition, considerations for a future review to be taken into account for impacts on previous adopted priorities arising from the Community Strategic Plan and Corporate Business Plan (Plan for the Future) in accordance with Administrative Regulations Part 5, Division 3.
- The specific section of the *Local Government Act 1995* of note against which the Rates Relief Concessions have been applied is:

“s6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.”*

- *Ombudsman Western Australia – Local Government collection of overdue Rates for people in situations of vulnerability: Good Practice Guidelines.*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

Risk Management Considerations

Risk Title	Risk Rating
CO-017 – Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City’s Corporate Risk Register. The review of the Policies as set out in this report will support existing management systems.

In pursuing growth under the Economic objectives of the existing Strategic Community Plan, Council should consider the following risk appetite statements:

“Local Jobs

The City is prepared to accept a high level of financial risk provided that the City implements a risk management strategy to manage any risk exposure.

Strategic Growth

The City will accept a moderate level of financial risk for facilitating industry development and growth.

Any strategic objective including ongoing planning, funding and capital investment to develop infrastructure strategic assets carries financial risks.”

Policy Implications

2020/21 Annual Budget which will be presented to the Special Council meeting on 20 July 2020, has been developed in accordance with the Strategic Budget Policy, Accounting Policy, Financial Cash Backed Reserves Policy and Financial Hardship – Collection of Rates and Service Charges Policy.

Financial Implications

In the 2020/21 Annual Budget an amount of \$500k has been allocated specifically for COVID-19 Financial Hardship relief. Further \$100k has been allocated in the 2020/21 Budget for the non-COVID Financial Hardship Relief. There will be quarterly reviews to monitor this expenditure and if required further support will be provided through the Strategic Projects/ Initiatives Reserve.

Voting Requirements

Absolute Majority

Recommendation

That Council, by **ABSOLUTE MAJORITY**: -

1. **ADOPTS** the proposed revised Financial Hardship – Collection of Rates and Service Charges Policy as shown in Attachment 1;

ADOPTS the delegation to grant concessions on rates in accordance with the delegation of authority instrument set out in Attachment 4;

2. **NOTES** that either the Chief Executive Officer or his nominee will assess COVID-19 Financial Hardship applications in accordance with Financial Hardship – Collection of Rates and Service Charges Policy due to COVID-19, and apply the following financial relief measures for successful COVID-19 financial hardship applicants being an excluded person, as defined in the *Local Government (COVID-19 Response) Ministerial order 2020*:

- a) **Grant concession of \$100 of Council Rates (excluding Waste Service Fee, Private Swimming Pool Inspection Fees and Emergency Service Levy);**
- b) **Waive the administration fee (payment arrangement fee) of \$30;**
- c) **Apply interest moratorium for Council Rates, Charges and State Government Emergency Service Levy; and**
- d) **Extend payment an arrangement to maximum of three years, subject to the total debt is fully extinguished at the end of the arrangement.**

3. **NOTES** that the Chief Executive Officer will assess non-COVID-19 Financial Hardship applications in accordance with Financial Hardship – Collection of Rates and Service Charges Policy, and apply one or more of the following financial relief measures for successful non-COVID-19 Financial Hardship applicants:

- a) **Grant a one off late payment interest concession to a maximum of \$400;**
- b) **Waiver of ongoing late payment interest upon successful financial hardship application; and**
- c) **Extend payment an arrangement to maximum of three years, subject to the total debt is fully extinguished at the end of the arrangement.**

Attachments:

- | | | | |
|--------------------------|--|-----------|---------|
| <u>1</u> | Attachment 1 - Revised Financial Hardship - Collection of Rates and Service Charges Policy without Track Changes | 20/257181 | Minuted |
| <u>2</u> | Attachment 2 - Revised Financial Hardship - Collection of Rates and Service Charges Policy with Track Changes | 20/228758 | |
| <u>3</u> | Attachment 3 - Existing Financial Hardship - Collection of Rates and Service Charges Policy | 19/143532 | |
| <u>4</u> | Attachment 4 - Proposed delegation to grant a concession on Council rates | 20/297349 | Minuted |



Policy Manual

Financial Hardship – Collection of Rates and Service Charges Policy

Policy Owner:	Manager Finance
Contact Person:	Manager Finance
Date of Approval:	XXXX

POLICY STATEMENT

The purpose of this policy is to allow flexibility for payment of overdue Rates and Service Charges for ratepayers in severe financial distress.

POLICY OBJECTIVE

The City recognises its responsibility in responding to the needs of ratepayers experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.

- The level of relief applicants may receive will be based on the evidence of genuine financial hardship because of trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant by the Chief Executive Officer (CEO).
- The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt.
- If the CEO is satisfied that the contribution will exacerbate the level of financial hardship, then consideration may be given to grant a concession to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00
- In the case of severe financial hardship, as determined by the CEO, the City will not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).
- The CEO is delegated the authority to determine alternative payment options based on individual circumstances. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished 3 years from the date of the arrangement.



Policy Manual

- The CEO:
 1. is delegated the authority to grant a \$100 concession on Council Rates;
 2. is delegated the authority to waive the administration fee (payment arrangement fee) of \$30; and/or
 3. may grant an interest moratorium for Council Rates, Charges and State Government Emergency Services Levy in accordance with the COVID -19 Ministerial Order 2020, gazetted on 8 May 2020.

in circumstances where the CEO is satisfied that the applicant(s) meets the criteria of experiencing severe Financial Hardship due COVID-19 Pandemic. The status of each approved application will be reviewed every 3 months to monitor the arrangement.

SCOPE

This policy applies to all ratepayers in financial distress.

IMPLICATIONS (Strategic, Financial, Human Resources)

Consideration is to be given to the following for all requests for financial hardship relief:

- Financial Implications to be considered with each case;
- Section 6.51 of the *Local Government Act 1995*;
- Section 6.12 of the *Local Government Act 1995*;
- Section 6.47 of the *Local Government Act 1995*;
- Delegation 1.1.24 – Waiver, Grant of Concession or Write off of Monies Owing;
- Delegation 1.1.26 Agreement as to Payment of Rates and Service Charges; and
- Delegation 1.1.33 - Grant of Concession on Rates.

IMPLEMENTATION

There is currently a detailed Collection of Rates and Service Charges Management Procedure guiding the debt recovery process for overdue Rates and Service Charges. By the adoption of this Financial Hardship – Collection of Rates and Services Charges Policy, the key changes will be embedded into the management procedure and be actioned accordingly.

ROLES AND RESPONSIBILITIES

The implementation of this Financial Hardship – Collection of Rates and Services Charges Policy is delegated by Council to the CEO.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

19/143532



Policy Manual

EVALUATION AND REVIEW PROVISIONS

This Financial Hardship – Collection of Rates and Service Charges Policy will be reviewed every five years or as required in the event of legislative changes. Where, as a result of amendment to legislation the CEO may initiate such variations as deemed necessary subject to the submission of a report to the Council advising of the changes implemented to the next ordinary Council meeting.

DEFINITIONS

Nil.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy is supported by the following policies and/or delegations:

- Financial Hardship - Collection of Rates and Service Charges Management Procedure.
- Delegation to the CEO to determine alternative payment options.

REFERENCES

1. Local Government Act 1995.
2. Ombudsman Western Australia - Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines.

RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

Version	Next Review	Record No:
V1	April 2024	19/143532
V2	April 2025	20/228758



Policy Manual

Financial Hardship – Collection of Rates and Service Charges Policy

Policy Owner: ~~Transactional Manager~~ Finance
Contact Person: Manager ~~Transactional~~ Finance
Date of Approval: ~~4 June 2019 (CS03-06/19)XXXX~~

POLICY STATEMENT

The purpose of this policy is to allow flexibility for payment of overdue Rates and Service Charges for ~~residents-ratepayers~~ in severe financial distress.

POLICY OBJECTIVE

The City recognises its responsibility in responding to the needs of ~~residents-ratepayers~~ experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.

- ~~The level of relief applicants may receive will be based on the evidence of genuine financial hardship because of trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant by the Chief Executive Officer (CEO).~~
- The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt.
- If the CEO is satisfied that the contribution will exacerbate the level of financial hardship, then consideration may be given to ~~write-off~~ grant a concession to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00
- In the case of severe financial hardship, as determined by the CEO, the City will not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).
- ~~Authority is delegated to the The~~ CEO is delegated the authority to determine alternative payment options based on individual circumstances. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished 3 years from the date of the arrangement.



Policy Manual

- The CEO:

1. is delegated the authority to grant a \$100 concession on Council Rates;
2. is delegated the authority to waive the administration fee (payment arrangement fee) of \$30; and/or
3. may grant an interest moratorium for Council Rates, Charges and State Government Emergency Services Levy in accordance with the COVID -19 Ministerial Order 2020, gazetted on 8 May 2020.

in circumstances where the CEO is satisfied that the applicant(s) meets the criteria of experiencing severe Financial Hardship due COVID-19 Pandemic. The status of each approved application will be reviewed every 3 months to monitor the arrangement.

SCOPE

This policy applies to all ~~residents-ratepayers~~ in financial distress.

IMPLICATIONS (Strategic, Financial, Human Resources)

Consideration is to be given to the following for all requests for financial hardship relief:

- Financial Implications to be considered with each case_i;
- Section 6.51 of the *Local Government Act 1995* ~~(the Act)~~_i;
- Section 6.12 of the *Local Government Act 1995*;
- Section 6.47 of the *Local Government Act 1995*;
- Delegation 1.1.24 – Waiver, Grant of Concession or Write off of Monies Owning;
- Delegation 1.1.26 Agreement as to Payment of Rates and Service Charges; and-of
- Delegation 1.1.33 - Grant of Concession on Rates. ~~Delegated Authority Register.~~

IMPLEMENTATION

There is currently a detailed Collection of Rates and Service Charges Management Procedure guiding the debt recovery process for overdue Rates and Service Charges. By the adoption of this Financial Hardship – Collection of Rates and Services Charges Policy, the key changes will be embedded into the management procedure and be actioned accordingly.

ROLES AND RESPONSIBILITIES

The implementation of this Financial Hardship – Collection of Rates and Services Charges Policy is delegated by Council to the CEO.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

19/143532



Policy Manual

EVALUATION AND REVIEW PROVISIONS

This Financial Hardship – Collection of Rates and Service Charges Policy will be reviewed every five years or as required in the event of legislative changes. Where, as a result of amendment to legislation the CEO may initiate such variations as deemed necessary subject to the submission of a report to the Council advising of the changes implemented to the next ordinary Council meeting.

DEFINITIONS

Nil.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy is supported by the following policies and/or delegations:

- [Financial Hardship](#) - Collection of Rates and Service Charges Management Procedure.
- Delegation to the CEO to determine alternative payment options.

REFERENCES

1. Local Government Act 1995.
2. Ombudsman Western Australia - Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines.

RESPONSIBILITY FOR IMPLEMENTATION

Manager ~~Transactional~~ Finance

Version	Next Review	Record No:
V1	April 2024	19/143532
V2	April 2025	20/228758



Policy Manual

Financial Hardship – Collection of Rates and Service Charges Policy

Policy Owner:	Transactional Finance
Contact Person:	Manager Transactional Finance
Date of Approval:	4 June 2019 (CS03-06/19)

POLICY STATEMENT

The purpose of this policy is to allow flexibility for payment of overdue Rates and Service Charges for ratepayers in severe financial distress.

POLICY OBJECTIVE

The City recognises its responsibility in responding to the needs of ratepayers experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.

- The level of relief applicants may receive will be based on the evidence of genuine financial hardship because of trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant by the Chief Executive Officer (CEO).
- The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt.
- If the CEO is satisfied that the contribution will exacerbate the level of financial hardship, then consideration may be given to write off all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00
- In the case of severe financial hardship, as determined by the CEO, the City will not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).
- Authority is delegated to the CEO to determine alternative payment options based on individual circumstances. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished 3 years from the date of the arrangement.
- In the case of successful applications for severe Financial Hardship due to COVID-19 a \$100 rates write-off may be applicable as determined by the CEO. The status of the application is to be reviewed every 3 months to ascertain the ratepayer's financial status.

SCOPE

19/143532



Policy Manual

This policy applies to all ratepayers in financial distress. **IMPLICATIONS (Strategic, Financial, Human Resources)**

Consideration is to be given to the following for all requests for financial hardship relief:

- Financial Implications to be considered with each case.
- Section 6.51 of the *Local Government Act 1995* (the Act).
- Section 6.12 of the Act.
- Delegated Authority Register.

IMPLEMENTATION

There is currently a detailed Collection of Rates and Service Charges Management Procedure guiding the debt recovery process for overdue Rates and Service Charges. By the adoption of this Financial Hardship – Collection of Rates and Services Charges Policy, the key changes will be embedded into the management procedure and be actioned accordingly.

ROLES AND RESPONSIBILITIES

The implementation of this Financial Hardship – Collection of Rates and Services Charges Policy is delegated by Council to the CEO.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

EVALUATION AND REVIEW PROVISIONS

This Financial Hardship – Collection of Rates and Service Charges Policy will be reviewed every five years or as required in the event of legislative changes. Where, as a result of amendment to legislation the CEO may initiate such variations as deemed necessary subject to the submission of a report to the Council advising of the changes implemented to the next ordinary Council meeting.

DEFINITIONS

Nil.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy is supported by the following policies and/or delegations:

- Collection of Rates and Service Charges Management Procedure.
- Delegation to the CEO to determine alternative payment options.



Policy Manual

REFERENCES

- 1. Local Government Act 1995.
- 2. Ombudsman Western Australia - Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines.

RESPONSIBILITY FOR IMPLEMENTATION

Manager Transactional Finance

Version	Next Review	Record No:
V1	April 2024	19/143532

GRANT OF CONCESSION ON COUNCIL RATES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The authority to grant a concession on Council rates (s.6.47)
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.47 Concessions
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 – Delegation of some power or duties to the CEO s.5.43 – Limitations on delegation to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Subject to: a) The CEO being satisfied that the applicant(s) meet the criteria of experiencing Financial Hardship due to the COVID-19 Pandemic; b) The concession not exceeding \$100; and c) The status of each approved application to be reviewed every 3 (three) months to monitor the arrangement.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Chief Operations Officer
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.

Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the waiver, concession or write off to be recorded on the appropriate financial record.	
Compliance Links	Financial Interest Return required - Yes	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 17/46347	6.	11.
2. CE01-06/18	7.	12.
3. 19/470186	8.	13.
4.	9.	14.

Item 5 Confidential

Nil

Item 6 To Be Tabled

Nil

Item 7 Date of Next Meeting

The next Special Council Meeting has been scheduled for 5:30pm on Tuesday, 21 July 2020, to be held in Council Chambers (Level 1), Civic Centre, 23 Dundobar Road, Wannon.

Item 8 Closure



COUNCIL CHAMBERS SEATING DIAGRAM

