



BRIEFING PAPERS FOR COUNCIL MEMBERS' BRIEFING SESSION

Draft Only

to be held at
the Council Chambers (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo
on 15 September 2020 commencing at 6:00pm

PROCEDURE FOR FULL COUNCIL BRIEFING SESSION

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.

PRINCIPLES

A Council Briefing occurs a week prior to the Ordinary Council Meeting and provides an opportunity for Council Members to ask questions and clarify issues relevant to the specific agenda items before council. The Briefing is not a decision-making forum and the Council has no power to make decisions. The Briefing Session will not be used, except in an emergency, as a venue or forum through which to invoke the requirements of the *Local Government Act 1995* and call a Special Meeting of Council.

In order to ensure full transparency the meetings will be open to the public to observe the process. Where matters are of a confidential nature, they will be deferred to the conclusion of the Briefing and at that point, the Briefing Session closed to the public. The reports provided are the Officers' professional opinions. Whilst it is acknowledged that Council Members may raise issues that have not been considered in the formulation of the report and recommendation, it is a basic principle that as part of the Briefing Sessions Council Members cannot direct Officers to change their reports or recommendations.

PROCESS

The Briefing Session will commence at 6.00pm and will be chaired by the Mayor or in his/her absence the Deputy Mayor. In the absence of both, Councillors will elect a Chairperson from amongst those present. In general, the *Standing Orders Local Law 2008* will apply, EXCEPT THAT Council Members may speak more than once on any item, there is no moving or seconding items, Officer's will address the Council Members and the order of business will be as follows:

Members of the public present may observe the process and there is an opportunity at the conclusion of the Briefing for a Public Question Time where members of the public may ask questions (no statements) relating only to the business on the Agenda. The Agenda will take the form of:

- Attendance and Apologies
- Declarations of Interest
- Reports for discussion
- Tabled Items
- Public Question Time
- Closure

Where an interest is involved in relation to an item, the same procedure which applies to Ordinary Council Meetings will apply. It is a breach of the City's Code of Conduct for an interest to not be declared. The Briefing Session will consider items on the Agenda only and proceed to deal with each item as they appear. The process will be for the Mayor to call each item number in sequence and ask for questions. Where there are no questions regarding the item, the Briefing will proceed to the next item.

AGENDA CONTENTS

While every endeavour is made to ensure that all items to be presented to Council at the Ordinary Council Meeting are included in the Briefing Session papers, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the Briefing Session and will go straight to the full Council Agenda as a matter for decision. Further, there will be occasions when items are TABLED at the Briefing Session rather than the full report being provided in advance. In these instances, staff will endeavour to include the item on the Agenda as a late item, noting that a report will be tabled at the agenda Briefing Session.

AGENDA DISTRIBUTION

The Council Briefing Session Agenda will be distributed to Council Members on the FRIDAY prior to the Council Briefing Session. Copies will be made on the City's website for interested members of the public. Spare Briefing Session papers will be available at the Briefing Session for interested members of the public.

DEPUTATIONS

Deputations will generally not be heard prior to the Council Briefing Session and are reserved for prior to the Ordinary Council Meeting.

RECORD OF BRIEFING

The formal record of the Council Briefing Session will be limited to notes regarding any agreed action to be taken by staff or Council Members. No recommendations will be included and the notes will be retained for reference and are not distributed to Council Members or the public.

LOCATION

The Council Briefing Session will take place in the Council Chamber at the Civic Centre.



Briefing Session Papers for Tuesday, 15 September 2020

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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.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 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.

Planning & Sustainability

Strategic Land Use Planning & Environment

3.1 Consideration of Actions Relating to Developer Contribution Arrangements

File Ref:	5734V04 – 20/374238
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	1

Issue

For Council to consider authorising various actions associated with the management of Developer Contribution Arrangements (**DCA's**) under District Planning Scheme No. 2 (**DPS 2**).

Background

At the Ordinary Council Meeting on 30 June 2020 (PS01-06/20), Council initiated Amendment 185 to DPS 2 to advertise an amendment to the Scheme to facilitate a number of improvements to the provisions relating to the management of DCA's by the City.

Administration has identified that there are numerous decisions required by Parts 9, 10 and Schedules 6, 7, 14 and 15 of DPS 2 that are not currently able to be delegated to Administration, pending the finalisation of the Amendment to scheme. This is due to the reference to a decision by Council in relation to actions in certain sections of DPS 2 (which cannot be delegated) rather than the local government (that can be delegated). Previously, the interpretation was broadly interpreted as 'Council' being the same as the 'local government'; therefore, the daily decisions such as quotations, tax invoices and the deferral of contributions were carried out by Administration. As previously reported to Council, the inability to delegate certain aspects of Developer Contribution Plan (**DCP**) management was an unintended consequence embedded in the drafting of DPS 2, but it cannot be interpreted differently until such time that DPS 2 is amended to replace the term 'Council' with 'local government'. This will enable delegation to be considered for those aspects of DCP management.

The consequence of this is that until the Scheme Amendment is *gazetted*, Council is required to make these decisions. Until this occurs, all discretionary decisions under Parts 9, 10 and Schedules 6, 7, 14 and 15 of DPS 2 that refer to 'Council', will need to be reported to Council for approval. The extent and nature of the decision-making will vary month-to-month and in most cases, subdividers will be awaiting a determination to enable payment to be made for outstanding contributions associated with subdivision or payment to landowners for Cell Works. Subsequent to the finalisation of Amendment 185 (anticipated to take a year), Council will have the ability to determine which aspects of DCP management should be delegated to the Chief Executive Officer.

Detail

Administration is required to refer a range of DCP decisions to Council in the form of a summary report to authorise various actions, including:

- Tax Invoice/ Quotations for Contributions required by conditions of subdivision or development approval;
- Deferral of contributions requests and lodgement of a Caveat;
- Offsetting of Cell Works credits against Infrastructure Contributions Payable (land or works); and
- Prefunding of Cell Works.

In relation to the above, the actions normally occur through the subdivision process; therefore, require a timely determination. Subdividers frequently require quotations on DCP, offsetting of Cell Works Credits and payment of compensation in accordance with the requirements of DPS 2 to satisfy conditions of subdivision. If these requests are not processed in a timely manner, then this could lead to delays in the creation of new lots.

In addition, certain actions required as part of the annual review of DCP's may require an earlier determination by Council to inform the annual review process. These decisions may be included into the DCP report to enable the timely consideration of factors affecting the annual review.

Consultation

Nil

Comment

Attachment 1 includes the details of the various aspects of DCP management that require a Council determination as follows:

- Tax Invoices/ Quotations:

In accordance with the relevant sections of DPS 2, Council may, upon receiving a written request from an owner of land in a Cell, provide the landowners with a Tax Invoice or Quotation to enable the subdivider to pay their infrastructure Costs. The estimates are valid for a period of 6 months and calculated using the Infrastructure Cost per Lot (**ICPL**) or contribution rate approved by Council at the last annual review of costs.

The preparation of a Tax Invoice is the preferred manner to provide landowners with an estimate of their Infrastructure Costs, which provides a mechanism to inform and capture the contribution liability for both the landowner and the City.

In most cases, a landowner will request a Tax Invoice or Quotation to facilitate the contribution payment necessary to comply with the conditions of planning approval.

These conditions are most commonly associated with subdivision conditions, payment is required to enable the new lots to be created, and the processing of Tax Invoice requests in a timely manner is a critical aspect of the land development process. Until DPS 2 has been amended in accordance with Omnibus 185, Council does not have the ability to delegate this function to Administration.

All Cells and DCP areas have well defined methodologies in DPS 2 for calculating landowner's contribution liabilities, thereby ensuring clarity in the calculation of individual landowner's obligations, as reported in **Attachment 1**.

Statutory Compliance

The completion of the annual review ensures that contribution payments, compensation and estimated costs are compliant with Council's statutory obligations in accordance with DPS 2.

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-G09 Long Term Financial Plan	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
CEO	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	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 Registers. The annual review of the DCP assists in addressing the impacts of the strategic risk relating to Long Term Financial Planning (**LTFP**) as it ensures that appropriate budget monitoring, timing and provisions are considered. The strategic risk relating to Stakeholder Relationships applies as a key element in the DCP review process to maintain effective engagement with relevant stakeholders. In addition, the Corporate Risk relating to Financial Management would apply as awareness of financial policies and financial management at unit level will be maintained to promote accountability by business owners and an integrated approach to risk assurance.

Policy Implications

Nil

Financial Implications

The Tax Invoices equate to a total amount of \$1,485,689.58 and upon receipt of payment by the developer will increase the balances held in the relevant DCP account, as defined in **Attachment 1**.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the actions, as contained in Attachment 1.

Attachments:

1 [Download](#) Attachment 1 - DCP September 2020 20/394270 Minuted

Tax Invoice/Quotation or Credit Note Request									Recommendation
Item	Landowner	Cell or DCP Area	Address	Approval	Credits	Contributions	Payable/ Receivable	Comment	It is Recommended that Council:
1	Queensway Gardens Pty Ltd	Cell 9	PO Box 53 WEST PERTH WA 6872	155841	\$ -	\$ 239,576.00	Tax Invoice	WAPC subdivision approval (WAPC 155841). Deposited Plan 419827. Condition of subdivision approval requiring payment on 8 residential lots at the approved ICPL rate of \$29.947.	Approves the preparation of a Tax Invoice to Queensway Gardens Pty Ltd for the amount of \$239,576.00
2	Prime Eglinton Pty Ltd	Alkimos Eglinton DCP	C/- Urban Quarter WA Unit 8-9, 48 Kishorn Road APPLECROSS WA 6153	155700	\$ -	\$ 57,805.03	Tax Invoice	WAPC subdivision approval (WAPC155700). Deposited Plan 419424 (Stage 4A). Condition of subdivision approval requiring payment on a square metre basis over 5,833m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Prime Eglinton Pty Ltd for the amount of \$57,805.03
3	Starbrake Holdings Pty Ltd	Cell 8	PO Box 3329 EAST PERTH WA 6892	155764	\$ -	\$ 113,380.21	Tax Invoice	WAPC subdivision approval (WAPC155764). Deposited Plan 419805. Condition of subdivision approval requiring payment on a square metre basis for 6,697 m2 of industrial land at the ICPL m2 rate of \$16.93.	Approves the preparation of a Tax Invoice to Starbrake Holdings Pty Ltd for the amount of \$113,380.21
4	Prime Eglinton Pty Ltd	Alkimos Eglinton DCP	C/- Urban Quarter WA Unit 8-9, 48 Kishorn Road APPLECROSS WA 6153	155700	\$ -	\$ 133,834.55	Tax Invoice	WAPC subdivision approval (WAPC155700). Deposited Plan 418559 (Stage 3). Condition of subdivision approval requiring payment on a square metre basis over 13,505m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Prime Eglinton Pty Ltd for the amount of \$133,834.55
5	Peet Alkimos Pty Ltd	Alkimos Eglinton DCP	C/- Peet Limited Level 7, 200 St Georges Terrace PERTH WA 6000	156694	\$ -	\$ 7,382.95	Quotation	WAPC subdivision approval (WAPC156694). Deposited Plan 411239 (Stage 7-phase 2). Condition of subdivision approval requiring payment on a square metre basis over 745 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Quotation to Peet Alkimos Pty Ltd for the amount of \$7,382.95
6	Peet Alkimos Pty Ltd	Alkimos Eglinton DCP	C/- Peet Limited Level 7, 200 St Georges Terrace PERTH WA 6000	156694	\$ -	\$ 119,980.37	Quotation	WAPC subdivision approval (WAPC156357). Deposited Plan 412116 (Stage 7). Condition of subdivision approval requiring payment on a square metre basis over 12,107 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Quotation to Peet Alkimos Pty Ltd for the amount of \$119,980.37
7	Capricorn Village Joint Venture	Yanchep Two Rocks DCP	PO Box 266 WEST PERTH WA 6872	157804	\$ -	\$ 101,963.10	Tax Invoice	WAPC subdivision approval (WAPC157804). Deposited Plan 419398 (Stage 6CB). Condition of subdivision approval requiring payment on a per lot basis for 30 residential lots at the rate of \$3,398.77 per lot.	Approves the preparation of a Tx Invoice to Capricorn Village Joint Venture for the amount of \$101,963.10
8	Stockland WA Development Pty Ltd (ABN 16 000 097 825)	Alkimos Eglinton DCP	Level 12, Durack Centre, 263 Adelaide Terrace Perth WA 6000	158049		\$ 94,224.28	Tax Invoice	WAPC subdivision approval (WAPC158049). Deposited Plan 419370 (Stage 22C). Condition of subdivision approval requiring payment on a square metre basis over 9,508 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of \$94,224.28
9	Peet Alkimos Pty Ltd	Alkimos Eglinton DCP	C/- Peet Limited Level 7, 200 St Georges Terrace PERTH WA 6000	156694, 157142 and 158357	\$ -	\$ 91,290.92	Quotation	WAPC subdivision approval (WAPC156694, 157142 and 158357). Deposited Plan 406091 (Coastal Stage 8). Condition of subdivision approval requiring payment on a square metre basis over 9,212 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Quotation to Peet Alkimos Pty Ltd for the amount of \$91,290.92
10	Teresa Lucy and Jack Skender	Cell 6	C/- P R Mattaboni 16 Ivory Court Kingsley WA 6026	413-20	\$ -	\$ 24,679.00	Tax Invoice	WAPC subdivision approval (WAPC 413-20). Survey Strata Plan 81968. Condition 6 of subdivision approval requiring payment on one additional lot at the approved ICPL rate of \$24,679 per lot.	Approves the preparation of a Tax Invoice to Teresa Lucy and Jack Skender for the amount of \$24,679.00
11	Primewest (Yanchep Beach Road) Pty Ltd	Yanchep Two Rocks DCP	C/- Primewest Level 1, 307 Murray Street PERTH WA 6000	156201 and 156493	\$ -	\$ 50,981.55	Tax Invoice	WAPC subdivision approval (WAPC156201/156493). Deposited Plan 419412 (Stage 3A). Condition of subdivision approval requiring payment on a per lot basis for 15 residential lots at the rate of \$3,398.77 per lot.	Approves the preparation of a Tax Invoice to Primewest (Yanchep Beach Road) Pty Ltd for the amount of \$50,981.55
12	Stockland WA Development Pty Ltd	Alkimos Eglinton DCP	Level 12, Durack Centre, 263 Adelaide Terrace Perth WA 6000	158049	\$ -	\$ 113,112.74	Tax Invoice	WAPC subdivision approval (WAP157367). Surveyor pre-cal plan (Stage 10A). Condition of subdivision approval requiring payment on a square metre basis over 11,414 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of \$113,112.74
13	Stockland WA Development Pty Ltd	Alkimos Eglinton DCP	Level 12, Durack Centre, 263 Adelaide Terrace Perth WA 6000	158049	\$ -	\$ 72,749.31	Tax Invoice	WAPC subdivision approval (WAPC155283). Surveyor pre-cal plan (Stage 21C). Condition of subdivision approval requiring payment on a square metre basis over 7,341 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of \$72,749.31
14	Stockland WA Development Pty Ltd	Alkimos Eglinton DCP	Level 12, Durack Centre, 263 Adelaide Terrace Perth WA 6000	158049	\$ -	\$ 88,783.69	Tax Invoice	WAPC subdivision approval (WAPC158049). Surveyor pre-cal plan (Stage 29AR). Condition of subdivision approval requiring payment on a square metre basis over 8,959 m2 of residential land at the rate of \$9.91 per square metre.	Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of \$88,783.69
15	Housing Authority	Yanchep Two Rocks DCP	Locked Bag 22 EAST PERTH WA 6892	157404 & 158554	\$ -	\$ 175,945.88	Tax Invoice	WAPC subdivision approval (WAPC157404/158554). Deposited Plan 419668 (Stage 19 A/B). Condition of subdivision approval requiring payment on a per lot basis for 44 residential lots at the rate of \$3,398.77 per lot.	Approves the preparation of a Tax Invoice to Housing Authority for the amount of \$175,945.88
Total					\$ -	\$ 1,485,689.58			\$ 1,485,689.58

Approval Services

3.2 Removal of Vehicle Access Restriction to Warradale Terrace (Pedestrian Access Way Closure) – Lot 55 on Plan 22545

File Ref:	40661 – 20/286658
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	5

Issue

For Council to consider the permanent removal of the vehicle access restriction to Warradale Terrace, which is indicated as a Pedestrian Access Way (**PAW**) at Lot 55 on Plan 22545 (subject site).

Applicant	MNG Survey
Owner	Crown Reserve
Location	Lot 55 on PLAN 22545
Site Area	6m ²
MRS Zoning	Urban
DPS 2 Zoning	Urban Development
ASP 7 Zoning	Residential, R25 and R40

Background

Proposal

The subject site being Lot 55 is a Crown Reserve and forms a small 10cm (0.1m) wide strip of land between the road reserve and Lot 927 (2) Kevo Place, Landsdale. The total area of Lot 55 is only 6m².

On 29 April 2020, MNG Survey on behalf of the landowners of the adjoining property at Lot 927 requested the City consider a proposal to permanently close the 0.1m wide PAW and to amalgamate Lot 55 into Lot 927. Lot 927 is on the corner of Kevo Place and Warradale Terrace.

The PAW was imposed as a condition of subdivision approval by the Western Australian Planning Commission (**WAPC**) on 4 August 1997 (WAPC Ref: 103593) and acts as a legal mechanism to restrict vehicular access from Lot 927 onto Warradale Terrace. The PAW does not function, or form part of, a pedestrian access route. As a result of rezoning and recoding of the site, which is discussed further below, Lot 927 is now capable of subdivision and the proposed closure of the PAW is to enable vehicle access onto Warradale Terrace.

The 0.1m wide PAW shown on the Plan of Survey is vested in the Crown under section 20A of the *Town Planning and Development Act 1928*. Access restrictions are now typically enforced through Section 150 of the *Planning and Development Act 2005*, which does not rely on the creation of a PAW to control access.

The PAW land parcel is zoned Urban Development under the City's District Planning Scheme No. 2 (**DPS 2**) and Residential under the Agreed Structure Plan No. 7 East Wanneroo Cell 5 (**ASP 7**), with a residential density code of R25 and R40 as shown on **Attachment 1**.

History

At the Ordinary Council Meeting on 6 March 2018 (PS04-03/18), Council considered Amendment No.139 to DPS 2 and Amendment No. 15 to ASP 7 relating to:

- Lots 16, 17 and 923 Grayswood Court, Landsdale;
- Lots 924, 925 and 926 Warradale Terrace, Landsdale; and
- Lot 927 Kevo Place, Landsdale.

The purpose of the amendments were to rezone and recode the abovementioned lots from 'Special Residential' to 'Residential' with a density coding of R40.

Council resolved to support both proposals subject to the proposed residential code being modified to R20 as it was considered to be more consistent with the character of the area. The proposed amendments were forwarded to the WAPC for its consideration. The DPS 2 amendment was assessed by the WAPC and was put forward to the Minister for Planning for approval. The WAPC did not assess the amendment to ASP 7 until the DPS 2 amendment was approved by the Minister.

The Minister considered Amendment No. 139 to DPS 2 and directed the City to re-advertise the amendment by rezoning the amendment area from 'Special Residential' to 'Urban Development'. Following the public comment period, Council reconsidered Amendment No. 139 to DPS 2 and at its meeting of 11 December 2018 resolved to rezone the amendment area to 'Urban Development'. Amendment No.139 to DPS 2 was *gazetted* on 16 April 2019.

On 16 August 2019, the Minister considered Amendment No.15 to ASP 7 and resolved to approve as follows:

"Recode Lots 16, 17 and 923 Grayswood Court, Lots 924, 925 and 926 Warradale Terrace, and Lot 927 Kevo Place, Landsdale from 'Special Residential' to 'Residential R25' and 'Residential R40' and to show as 'area subject to R-MD development standards' as shown on Plan 1: Proposed Modified Structure Plan."

A copy of the plan showing the original and new zoning and R-Coding of the amendment area is included as **Attachment 1**. A location plan of the amendment area is included as **Attachment 2**.

Current Approval

On 12 January 2000, the City's Building Services issued a Building Permit for a Single House and an associated crossover onto Kevo Place at Lot 927. The landowner's of Lot 927 however appear to have constructed the crossover onto Kevo Place in a different location than that shown on Building Permit. There is also an additional unapproved crossover onto Warradale Terrace. This second crossover is not able to be approved as the PAW is supposed to prevent such access being obtained from Warradale Terrace.

The additional unauthorised crossover onto Warradale Terrace was identified during the current assessment of the PAW closure request. In accordance with Section 4.3 of the City's Local Planning Policy 4.14: Compliance (**LPP 4.14**), the City's Compliance Services has temporarily deferred the commencement of enforcement action as this PAW closure request has been lodged to the City. As the proposed closure of the PAW will make the access lawful onto Warradale Terrace, the City does not deem it necessary to pursue compliance action until a decision on this request has been made.

A location plan is included as **Attachment 3**. A copy of the Certificate of Title and Plan of Survey is included as **Attachment 4**.

Detail

The proposal is to permanently close a 0.1m wide PAW, which has a total area of 6m², and amalgamate it with Lot 927. Administration understands removal of the PAW will facilitate future subdivision or development of Lot 927, by allowing a vehicular access to Warradale Terrace.

A plan showing the location of the PAW is included as **Attachment 5**.

Consultation

In accordance with the *Land Administration Act 1997*, the PAW closure was advertised for a period of 35 days commencing on 18 June 2020 and concluding on 23 July 2020. Advertising was undertaken by way of publication of a notice in the *Wanneroo Times*, letters to 12 nearby landowners within approximately 100 metres of the subject site, and letters to the relevant government agencies and infrastructure providers that typically have an interest in a PAW, as listed below:

- Department of Planning Lands and Heritage (**DPLH**);
- Water Corporation;
- Western Power;
- ATCO Gas;
- Main Roads WA; and
- Telstra.

During the consultation period, Administration did not receive any submissions from the nearby landowners. However, comments were received from Main Roads WA (**MRWA**), Western Power and Telstra who raised no objection to the proposed PAW closure.

Comment

The purpose of the proposed closure is to enable an access to and from Warradale Terrace via Lot 927. The closure of the 0.1m PAW is supported for the following reasons:

- The current and estimated volume of traffic on Warradale Terrace and Kevo Place, in comparison with the indicative volume range recommended in the WAPC's Liveable Neighbourhoods (**LN**) Policy is shown in the following table:

Road	Current Traffic Volume Vehicles per day (vpd)	Estimated Traffic Volume (as per ASP 7) Vehicles per day (vpd)	WAPC's Liveable Neighbourhood policy – Indicative volume range Vehicles per day (vpd)
Warradale Terrace	700	1,200	3,000
Kevo Place	300	400	1,000

The estimated volume of traffic on Warradale Terrace and Kevo Place is within the indicative volume range recommended in the LN policy. As the indicative traffic volume range is not the maximum volume, it is considered that Warradale Terrace and Kevo Place would not be impacted because of future subdivision of Lot 927;

- Warradale Terrace is a Neighbourhood Connector with a road reserve width of 18 metres. Kevo Place is classified as an Access Street with a road reserve width of 20 metres. Given that both streets are fully constructed in compliance with the LN Policy, it is considered that closure of the PAW will not impact on the operation of Warradale Terrace

- and/ or Kevo Place. In addition, any future crossover from Lot 927 onto Kevo Place or Warradale Terrace will need to comply with the Residential Design Codes (**R-Codes**), which requires crossovers to have a minimum of 6m distance from the corner truncation to ensure adequate sightlines; and
- The recent rezoning and recoding of the site enables Lot 927 to be developed to the requirements of R25 and R40 under the R-Codes. The potential increase in traffic was considered satisfactory as part of the DPS 2 and ASP 7 amendments previously discussed. It is noted that closure of the PAW will allow Lot 927 to have access onto Warradale Terrace and Kevo Place. As such, removal of the PAW will allow for an even distribution of traffic between Warradale Terrace and Kevo Place which is a preferred outcome given Kevo Place is a lower hierarchy road.

As mentioned above, the original purpose of the PAW was to restrict vehicular access from the subject site, when it was low density 'Special Residential' land, onto Warradale Terrace. Administration notes that there is an existing unauthorised crossover onto Warradale Terrace however, the proposed closure of the PAW if approved, will enable lawful access.

Considering the above matters, closure of the PAW and its amalgamation with Lot 927 is considered to be acceptable and will enable a more flexible range of options for development of the site which will not require all traffic to access the site via Kevo Place.

Statutory Compliance

The City must comply with Section 58 of the *Land Administration Act 1997* and Regulation 9 of the *Land Administration Regulations 1998*, dealing with public advertising, objections and service agency responses to the proposed PAW closure.

Should Council resolve to approve the closure of the PAW, the City is required to seek the endorsement of the WAPC prior to referring the proposal to the Minister for Lands for final approval.

Strategic Implications

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

“3 *Environment (Built)*

3.5 *Connected and Accessible City*

3.5.1 *Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility”*

Risk Management Considerations

Risk Title	Risk Rating
ST-S04 Integrated Infrastructure & Utility Planning	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

Risk Title	Risk Rating
CO-O01 Relationship Management	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance and Director Community & Place	Manage

Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Director Community and 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 accept this risk to support existing management systems.

Alignment with the following risk appetite statement, under the strategic theme of Environment should also be considered:

3.5 Connected and Accessible City

Connectedness is key to building strong communities and the City acknowledges that development and improvement of local transport infrastructure and improved accessibility initiatives requires appropriate planning, due diligence, consultation, funding and focusing on communication and consultation to achieve desired outcomes. **Therefore, the City will accept moderate reputational risk when undertaking improvements to enhance accessibility for the community.**

Policy Implications

The proposed PAW closure has been assessed against DPLH's '*Procedure for the Closure of Pedestrian Access Ways – Planning Guidance.*'

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

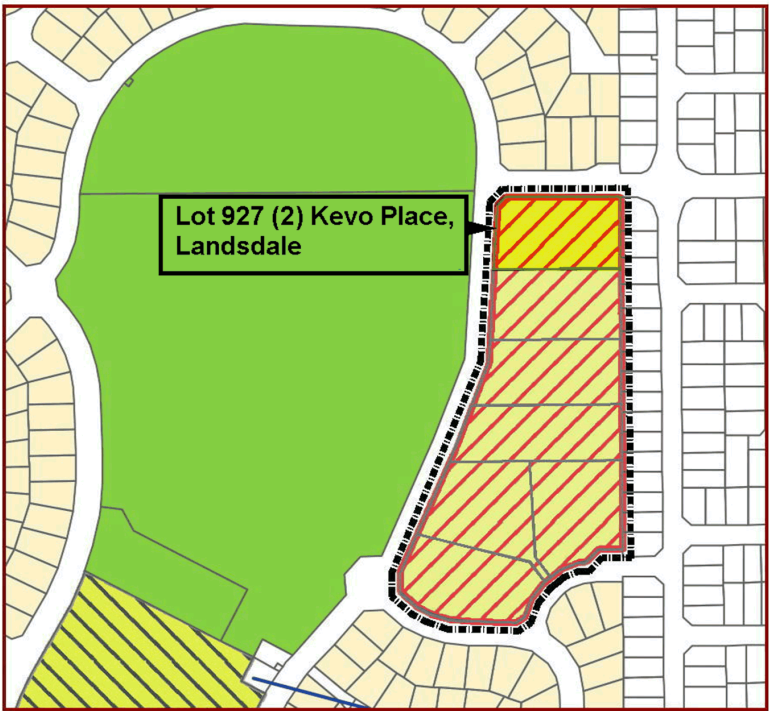
That Council:-

- SUPPORTS** the closure of the Pedestrian Access Way described as Lot 55 on Plan 22545 being, identified in Attachment 5;
- REQUESTS** Administration to **FORWARD** the proposal to the Western Australian Planning Commission for its endorsement;
- Subject to the closure of the Pedestrian Access Way described as Lot 55 on Plan 22545 being endorsed by the Western Australian Planning Commission, AUTHORISES** Administration to request the Minister for Lands to amalgamate the Pedestrian Access Way, identified in Attachment 5, with Lot 927; and
- ADVISES** the proponent and submitters of its decision.

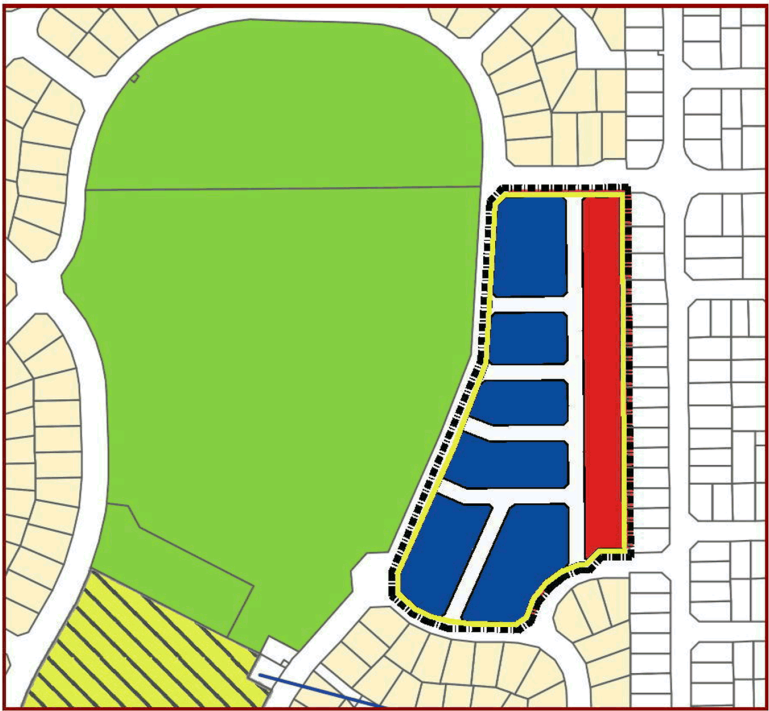
Attachments:

- | | |
|---|-------------------|
| 1. Attachment 1 - Original and New Zoning and Coding - Lot 55 on PLAN 22545 | 20/347732 |
| 2. Attachment 2 - Location Plan of the Amendment Area | 20/347742 |
| 3. Attachment 3 - PAW Closure - Lot 55 on PLAN 22545 | 20/305337 |
| 4. Attachment 4 - PAW Closure at Lot 55 on PLAN 22545 | 20/326122 |
| 5. Attachment 5 - Location of 0.1m PAW - Lot 55 on PLAN 22545 | 20/315821 Minuted |

Attachment 1: Original and New Zoning/Coding



Original Structure Plan Map



New Structure Plan Map

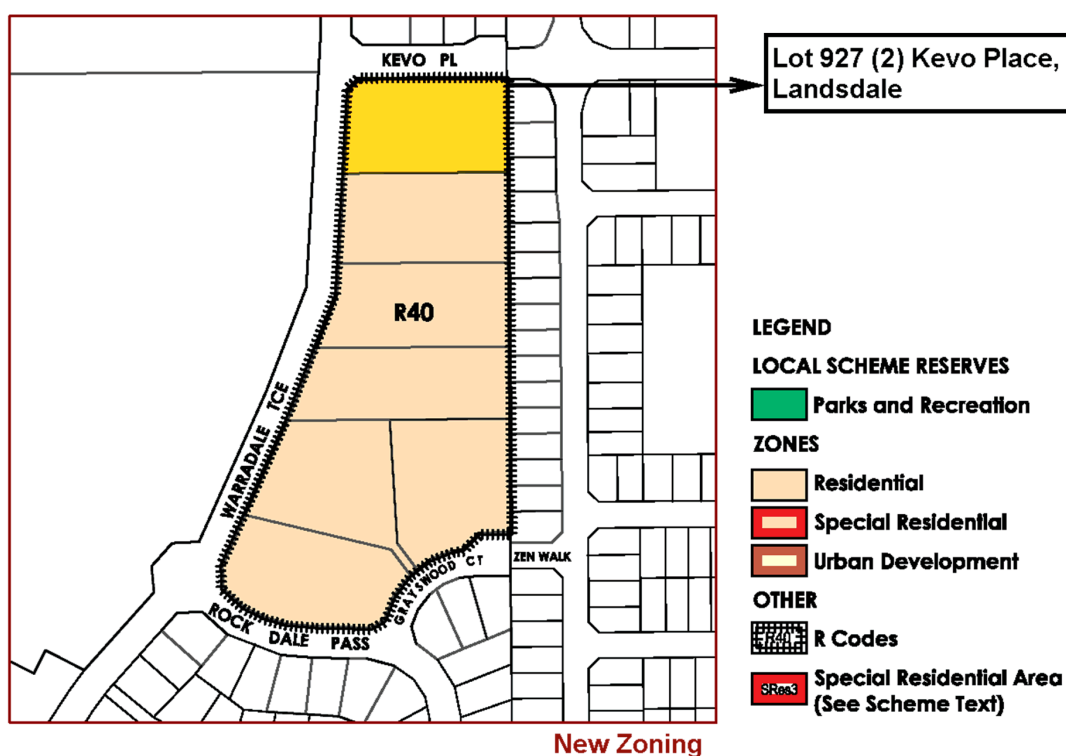
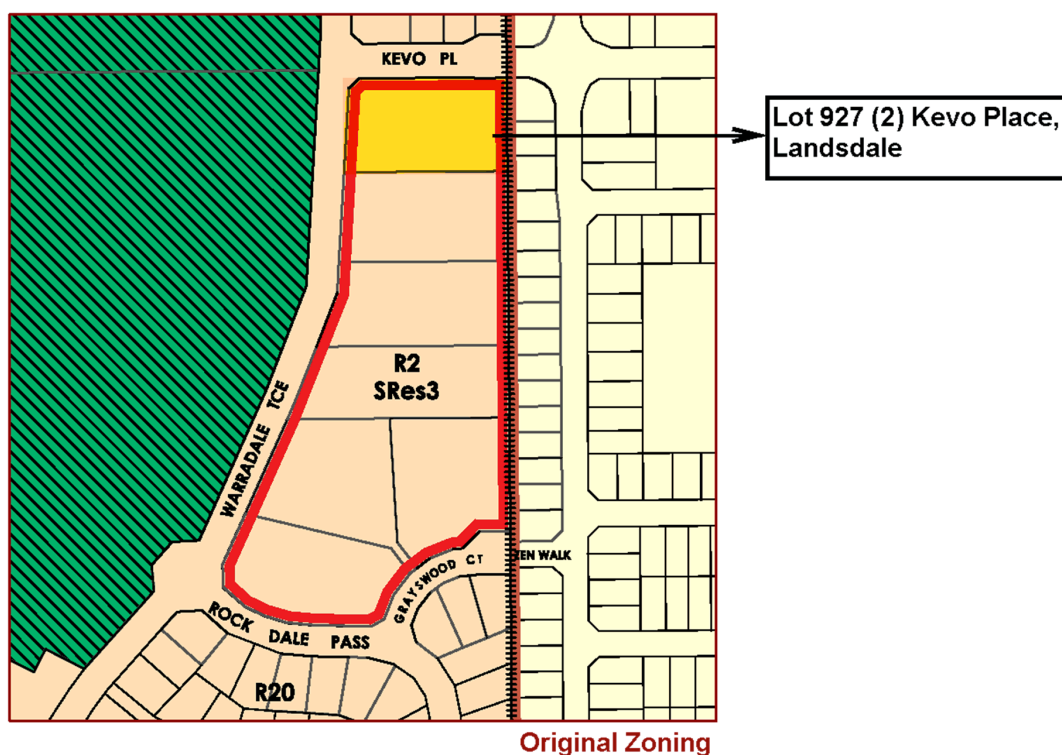


PLAN 1



**MODIFIED EAST WANNEROO
CELL 5 AGREED STRUCTURE PLAN
WARRADALE TCE
LANDSDALE**

Attachment 2: Location Plan of the Amendment Area



LEGEND

LOCAL SCHEME RESERVES

Parks and Recreation

ZONES

Residential

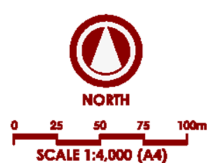
Special Residential

Urban Development

OTHER

R Codes

Special Residential Area
(See Scheme Text)



SCHEME AMENDMENT
TOWN PLANNING SCHEME No.2
WARRADALE TCE, LANDSDALE



WESTERN



AUSTRALIA

REGISTER NUMBER 55/P22545	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
2129FOLIO
331

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 55 ON PLAN 22545

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

STATE OF WESTERN AUSTRALIA

(A G758561) REGISTERED 6/4/1998

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

- VESTED BY THE REGISTRAR UNDER SECTION 20A OF THE TOWN PLANNING AND DEVELOPMENT ACT 1928 FOR THE PURPOSE OF PEDESTRIAN ACCESSWAY.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	P22545
PREVIOUS TITLE:	2129-319
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	CITY OF WANNEROO
RESPONSIBLE AGENCY:	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SPAW)

NOTE 1: G758561 NO DUPLICATE ISSUED.

Plan of Survey

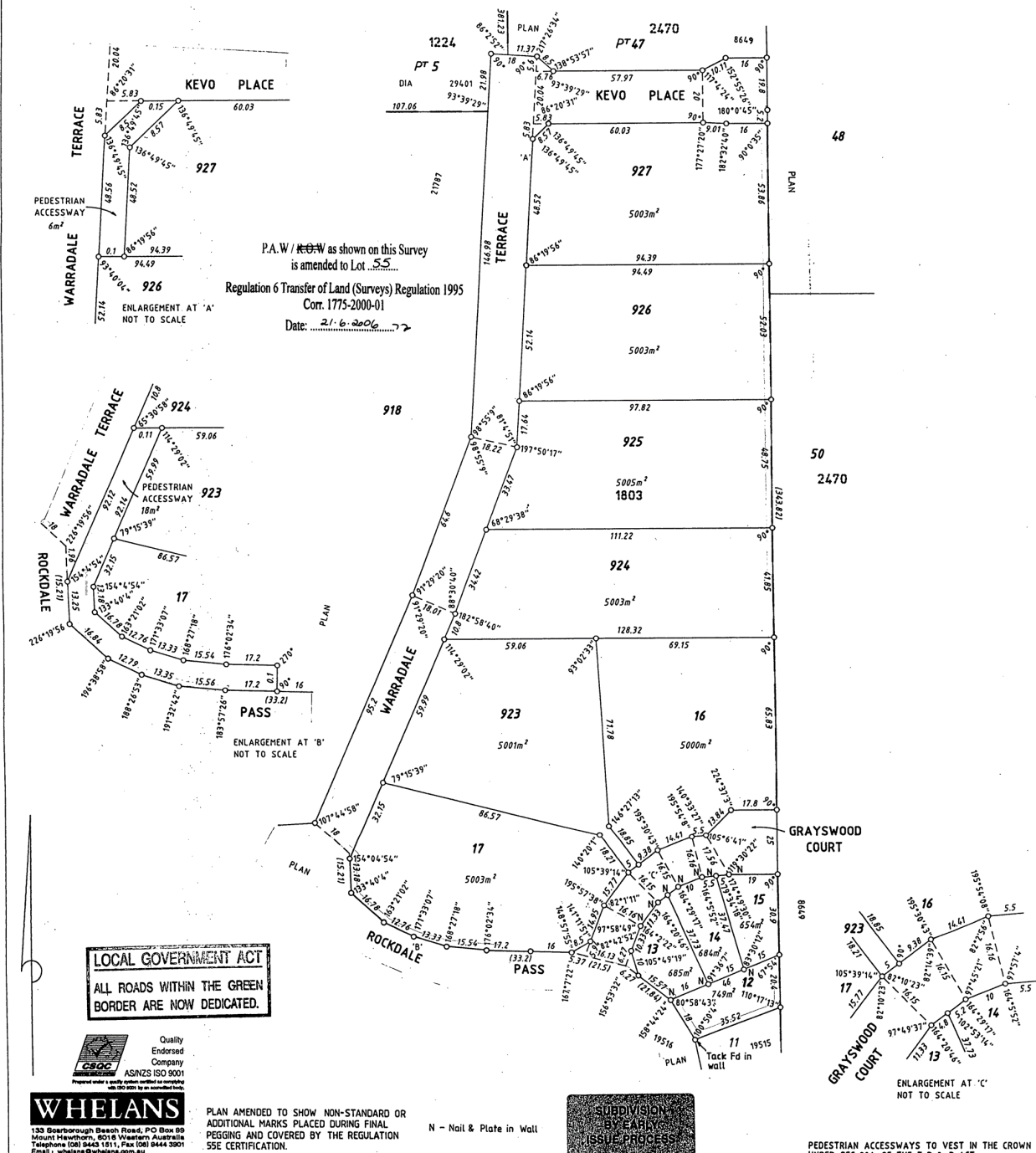
PLAN 22545



LAND DESCRIPTION	ON	CERTIFICATE OF TITLE	FIELD BOOK	TOTAL AREA
PT SWAN LOCATION 1803, PT LOT 5 OF SWAN LOCATION 1224 & PT LOT 47 OF SWAN LOCATION 2470	PLAN 8649 DIAGRAM 29401, CS 6717 INDEX 8635(2) 13.01.13.02 PUBLIC	VOLUME 88 FOLIO 173A 180 175A 1488 709 NOW 2129 319 2129-331 PAWS	63832 (SAN 1812) 69558 (SAN 1284) 72562 (SAN 1531) 76146	4,704.0ha

LOCALITY: LANDSDALE
LOCAL AUTHORITY: CITY OF WANNEROO

LIMITED IN DEPTH TO 609.6 METRES AS TO LOC. 1803 ONLY
LIMITED IN DEPTH TO 60.96 METRES AS TO LOC. 2470 ONLY



SURVEYOR'S CERTIFICATE - Reg 54

I, ROBERT GEOFFREY BEARDMAN, hereby certify that this plan is a correct representation of the survey and/or calculations from measurements recorded in the field book lodged for the purposes of this plan and that it complies with the written law (s) in relation to which it is lodged.

Licensed Surveyor *Beardman* Date *13/1/98*

SURVEYOR'S CERTIFICATE - Compiled

I, hereby certify that this compiled plan -
(a) is a correct and accurate representation of the survey (s) of the subject land; and
(b) is in accordance with the relevant law (s) in relation to which it is lodged.

Licensed Surveyor _____ Date _____

APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION

FILE 103593
MINISTRY FOR PLANNING
16/1/1998
FOR CHAIRMAN
DATE 02 APR 98
FILE 103593

TYPE OF VALIDATION

EARLY ISSUE ☒ LODGED
DATE 16.1.98
FEE PAID \$658.00
ASSESS No. 185456
FULL AUDIT
LEGAL COMPONENT AK NGD
DOCKET 22136
CERTIFIED *Amey* 24/1/1998
F.S.C. No. 064-1998

SCALE 1:1000

ALL DISTANCES ARE IN METRES

IN ORDER FOR DEALINGS

SUBJECT TO

Sec. 285 (5) A.G. Act. &

Sec. 20A T.P. & D. Act

FOR DEPOSIT OF PLANS & SURVEYS

DATE 6.4.98

APPROVED

DATE

FP-202777-024-Rev1.0

12 0 10 20 30 40 50

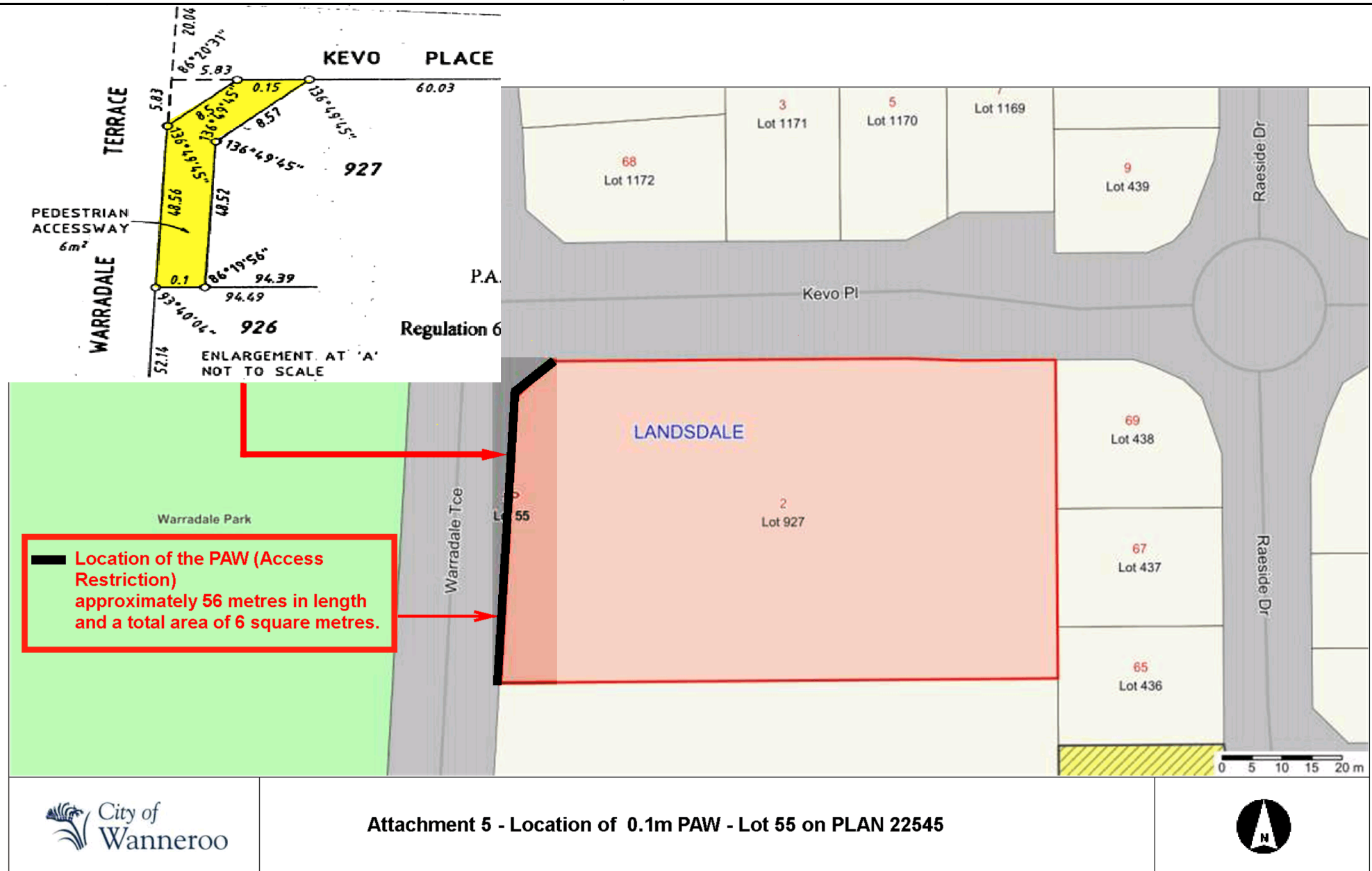
DOLA

Department of LAND ADMINISTRATION

OFFICE OF TITLES

PLAN

22545



3.3 Residential Design Codes Interim Review

File Ref:	30442 – 20/332143
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	1

Issue

For Council to consider a proposed submission to the Western Australian Planning Commission (**WAPC**) on the draft amendments to State Planning Policy 7.3 – Residential Design Codes: Volume 1 (**R-Codes**).

Background

The R-Codes set out design standards that apply to all single house and grouped dwelling development throughout WA, in addition to multiple dwellings in areas coded less than R40. Multiple dwellings in areas coded R40 and above are subject to the R-Codes Volume 2: Apartment Guidelines, and are not affected by this review.

As part of the suite of planning reforms currently being implemented to support WA's economic recovery, the WAPC is proposing a number of changes to the R-Codes. The intent of these changes is to simplify and streamline the approvals process to exempt smaller residential projects such as patios, decks and extensions from the requirement to obtain development approval and to improve the design and liveability of residential development.

The changes will also simplify a number of the provisions within the R-Codes to ensure there is a clearer pathway to obtaining development approval when required.

A copy of the draft amendments to the R-Codes have been made available for Council Members.

Detail

There are many minor changes to terminology and wording proposed throughout the document, as well as changes to and additional tables and figures. Administration has undertaken a review of the draft amendments with the main modifications listed as follows:

- Front setback requirements for carports and verandah's relaxed and may be reduced by up to 50% in certain cases;
- Simplifying calculation of setback requirements as wall height and length increases;
- Simplifying building height calculation and including a small allowance for increased heights due to modern building services requirements and designs;
- Reducing visual privacy setbacks for lots coded R30 and above;
- Reducing the open space requirements by five per cent, for example from 45% to 40% in areas coded R30;
- Increasing the Outdoor Living Area size requirements by up to 50% in some case from 16m² to 32m², including the minimum dimensions and total area to compensate for the reduced open space requirement;
- Modifying development standards, which would commonly trigger development approval for smaller residential development (such as small outbuildings and patios) to allow for more exemptions for simple development proposals;
- Introducing a requirement to provide space for one tree per dwelling and minimum areas of landscaping within the front setback area of the dwelling;

- Inserting aspects of the Residential Medium Density (**R-MD**) provisions into the R-Codes; and
- Additional design standards for ancillary dwellings and carports, such as colour and materials to be complimentary to the existing dwelling.

This last point arose from the Council's proposal to amend Local Planning Policy 2.6 Ancillary Accommodation to address the appearance of ancillary dwellings. The WAPC has decided to incorporate the intent of the City's requested policy provisions into the R-Codes and instead will become State Planning Policy.

It is noted, however, that many of the matters proposed to be exempt by the changes are already built into the City's Planning framework, through the provisions within DPS2, Local Planning Policies and Local Development Plans (**LDP**). In this regard, LDPs have typically provided the basis for a range of exemptions from planning approval for new dwellings in greenfield areas to make building first homes a simpler process.

It is also noted that the WAPC has indicated that the updated version of the R-Codes is expected to be in effect by the end of 2020.

Consultation

The submission period commenced on 11 July 2020 and closed on 10 September 2020. Administration has advised the Department of Planning, Lands and Heritage (**DPLH**) that it would provide a late submission to the WAPC to enable it to be considered by Council. Prior to the formal consultation period, the DPLH sought preliminary advice on an earlier draft of the proposed amendments. Administration has provided preliminary feedback pending Council's consideration of the matter and participated in Working Groups comprised of planners from various local governments and the private sector.

Comment

Applications for residential development make up the majority of applications received by the City and the R-Codes are the primary document that guides this type of development. As the City continues to grow it is important that the main statutory document that is used to assess residential applications is effective and simple to use and enables a good balance between guiding development and achieving good outcomes.

The R-Codes have evolved and changed on a number of occasions since they were first introduced in the mid-1980's, these latest amendments that are proposed are broadly supported by Administration as they will assist both applicants and the City's Officers in the preparation and assessment of applications.

The proposed changes are mostly minor. Some of the changes will simplify setback and building height calculations making it easier for designers to ensure they conform to the R-Codes and this should encourage simpler building designs and roof forms, which will reduce construction cost and time. Overall, the changes will allow more flexibility in design response but also incorporate some additional new requirements – such as a tree to be planted (or retained) and larger courtyards to dwellings (and which may incorporate the tree).

Attachment 1 contains a schedule of the Part/ Clause of the R-Codes, proposed to be modified, together with Administrations comments. The format of the schedule is as requested by the WAPC.

There are some aspects of the current R-Codes and proposed amendments that are of concern to Administration. These include the front setback of garages from primary street boundaries, the extent of landscaping required and method of measuring side setback requirements.

Garage Setbacks

For some time, the matter of setback of garages from primary street (front property) boundaries has been the cause of a practical issue regarding the parking of cars in front of the garage.

The required setback is currently 4.5 metres from the front boundary (which may be reduced to 4.0 metres in certain circumstances) for areas coded less than R40. The setback area is often used by residents to park a vehicle; however, as the dimension of large vehicles can be greater than 4.5 metres, vehicles often encroach onto the footpath adjacent to the boundary. The obstruction is a breach of the City's Parking Local Law, which the City is required to address. In some instances, this results in issuing of infringement notices to the residents. Residents are often aggrieved at the receipt of the infringement and this has led to discussions with Council Members as to how the matter can be addressed.

Modifications proposed to this section include removing the front setback requirement for garages and using the same setback required for dwellings, but allowing for up to a 50% reduction in certain circumstances.

In order to address this issue, it is recommended that the current development standards be changed so that the setback for garages is required to be a minimum of 5.5 metres.

Trees and Open Space

The trend of building large dwellings on small lots, whilst acknowledged an efficient use of land, has the effect of precluding the ability for adequate landscaping and establishment of trees. This potentially contributes to the urban heat island effects of increased temperatures due to lack of vegetation and tree canopy. The proposed amendment to decrease the open space requirement is therefore, not supported and should be changed to be increased to provide for and encourage larger gardens and opportunities for tree planting.

Whilst the requirement to provide a space for a tree is welcomed, it should be a requirement that a tree is to be provided (not just a space for a tree) as this will lead to environmental benefits by contributing to the greening of the City, which is in keeping with the City's draft Urban Forest Plan.

Trees are increasingly becoming regarded as an integral part of the built environment due to the many benefits they provide to amenity, health and well-being, and biodiversity protection. The City is currently preparing an Urban Forest Plan that will look to increase the City's tree canopy and this approach will assist in achieving this.

Boundary Setbacks

The proposed simplified approach of measuring boundary setbacks is supported; however, it may lead to unintended consequences of long portions of exposed blank walls alongside boundaries. Such outcomes are undesirable, particularly when coupled with highlight windows for two-storey dwellings to address overlooking issues. While simplification of side and rear setback standards is supported, a simpler built form for two storey and taller residential buildings may create the visual impression of greater building mass and bulk of the sides and rear of dwellings when they comprise long straight walls.

Statutory Compliance

Nil

Strategic Implications

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

“1 Society

1.3 Distinctive Places

1.3.1 Create distinctive places based on identity of areas”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Should the proposed amendments to the R-Codes be adopted, it will result in the need for a review of the City's following local planning policies:

- Local Planning Policy 2.1 – Residential Development;
- Local Planning Policy 2.4 – Site Works and Retaining for Residential Development;
- Local Planning Policy 2.6 – Ancillary Accommodation;
- Local Planning Policy 4.19 – Medium Density Housing (R-MD Codes); and
- Local Planning Policy 4.20 – Split Coded Areas.

Financial Implications

Should the modifications be implemented this may increase the number of applications exempt from requiring development approval and subsequently a reduction in the number of development applications being submitted. The number of applications that this may remove from the system will be monitored by Approval Services to determine if there are any resourcing impacts. Based on a sample analysis of applications received during 2019, it is estimated that there could be a reduction of up to 180 applications per year out of an average of approximately 1700 development applications per year over the last three years.

Voting Requirements

Simple Majority

Recommendation

That Council advises the Western Australian Planning Commission that it SUPPORTS the proposed modifications in the interim review of State Planning Policy 7.3 – Residential Design Codes: Volume 1 subject to the responses provided in the Feedback, set out in Attachment 1.

Attachments:



Attachment 1 - Schedule of proposed modifications R-Codes Volume 1 interim review 2020 -
Feedback Table

20/359081 Minuted

Part 1 – Preliminary	Support modifications to Part 1 and inclusion of R-MD Codes into R-Codes.		A
Part 2 – R-Codes Volume 1 approval process	Support the removal of the requirement to submit a development application for Single Houses on lots less than 260m ² that satisfy the deemed-to-comply requirements. 2.1.5 - Support ability to waive the requirement for a further development approval, however request clarification as to what constitutes a minor amendment.		A
Part 3 – Accompanying information	No comment		A
Part 4 – Consultation	No comment		A
Part 5 – Design elements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40			
5.1.1 – Site area	C1.4 i – is worded to state ' <i>subject of a development proposal</i> ' which suggests that a development application is required.	Modify terminology to delete ' <i>the subject of a development proposal</i> ' and insert ' <i>proposed,</i> ' as this could apply to a building permit or development application.	A
5.1.2 – Street setback	C2.1 ii - Typo as it refers to Figures 2a, 2c and 2e and 2c. C2.1 iii – Support removing the requirement to assess averaging for carports as can be confusing and will not result in any unnecessary bulk to the streetscape as carports are open structures.	C2.1 ii - Correct Typo and remove 'and 2c'. C2.4 – Recommend modifying wording to clearly state that the	A

	C2.4 – Support change but wording does not explicitly state that compensating is not required.	projections at C2.4 are not subject to compensation or averaging assessment.	
5.1.3 – Lot boundary setback	<p>C3.1 ii – Support change but suggest clarification in the wording that patios are assessed independently of the primary building, as currently patio setbacks are assessed as a continuation of a wall. This will make it easier to determine what the requirement is for a patio setback.</p> <p>C3.1 ii – Clarify that this means that only posts are permitted with a nil setback and that the 2.7m height is to the top of the post/gutter. Also there is no description of post size and separation which may assist in preventing excessive structures on the boundary.</p> <p>C3.1 ii – Clarify that nil setbacks are not permitted to secondary streets. 'Mum and Dad' developers are unlikely to know that lot boundary setbacks do not include secondary streets.</p> <p>C 3.1 Table 2 – Support the simplified assessment of Lot Boundary Setbacks, however, this could lead to long portions of exposed blank walls for two storey (and above) development.</p>	<p>C3.1 ii – Recommend adding a note that clarifies a patio assessment is independently assessed to the dwelling.</p> <p>C3.1 ii – Recommend inclusion of maximum post size for proposals with posts on the boundary of 100mm x 100mm and minimum separation of 2 metres between posts.</p> <p>C3.1 ii – Include wording to clarify that nil setbacks are not permitted to secondary street boundaries.</p> <p>C 3.1 Table 2 - It is suggested that consideration be given to an articulation requirement for two storey dwellings (and above) to avoid long portions of exposed</p>	A

	<p>C3.2 – Support the removal of an ‘average’ wall height for boundary walls.</p> <p>Notes following C3.2 – the proposed new note referring to the horizontal dimension of pillars and posts is considered excessive to support patios and similar structures and no separation distance is specified that may lead to enclosure of spaces.</p> <p>C3.5 i - This clause has the potential to lead to inconsistent development and conflict between adjoining properties regarding built form and amenity. For example, a single storey building located between two two-storey buildings with 8m high boundary walls. This will also lead to excessive overshadowing and an inability to comply with clause 5.4.2.</p>	<p>blank walls, which are likely to be far more visible from the public realm than single storey development.</p> <p>Refer to comment above regarding post size and separation distance.</p> <p>C3.5 i – Consider potential issues that may arise from this clause. Should it be included it is suggested that some monitoring takes place to evaluate outcomes and determine if it is suitable or requires modification.</p>	
5.1.4 – Open space	<p>The proposed reduction in the open space requirements is not supported and should be increased to enable larger areas of landscaping to be provided. This should be in addition to the proposed implementation of the increased changes to the Outdoor Living Area provisions (minimum</p>	<p>Suggest that the open space required should be increased rather than decreased</p>	A

	32m ²), landscaping of 50% of the front setback and requirement to provide space for a minimum of one tree on every lot. The trend of building large dwellings on small lots, whilst acknowledged to be an efficient use of land, has the effect of precluding the ability for adequate landscaping and establishment of trees. This potentially contributes to the urban heat island effect of increased temperatures due to lack of vegetation and tree canopy.		
5.1.5 – Communal open space	No comment		A
5.1.6 – Building height	Support simplification of building height assessments.		A
5.2.1 – Setback of garages and carports	<p>C1.1 i and ii – Suggest these two provisions are merged for clarity as they both need to be achieved together to be considered deemed-to-comply. The setbacks of garages should, however, be greater to enable vehicles parked in driveways to be completely contained within the property boundaries and avoid any obstruction to the adjoining footpath.</p> <p>C1.1 iii – Support but unclear as to how the openings parallel to the street are to be compatible with the façade of the dwelling as this requires discretion. Suggest the wording be modified or clarification be provided.</p>	<p>C1.1 i – It is recommended that the setback of garages be a minimum of 5.5 metres.</p> <p>C1.1 iii – Recommend wording be modified to clarify how openings are to be compatible.</p>	A

	C1.2 – Support the proposed modifications and introduction of provisions relating to carports as this will simplify the assessment process and provide clarity as to when an application is required.		
5.2.2 – Garage width	Support intent of change, but existing wording ' <i>at the setback line as viewed from the street.</i> ' is unclear if this applies to all proposals or only proposals where the garage is proposed in front of the setback line.	Recommend deleting the words ' <i>at the setback line as viewed from the street.</i> '	A/C
5.2.3 – Street surveillance	No comment		A
5.2.4 – Street walls and fences	Support the clarification that pillars are permitted as of right to 1.8 metres in height.		A
5.2.5 – Sightlines	Support the clarification of sight line assessments.		A
5.2.6 – Appearance of retained dwelling	No comment		A
5.3.1 – Outdoor living area	Support the increased Outdoor Living Area requirements as it ensures sufficient useable open space is being provided.		A
5.3.2 – Landscaping	<p>C2.1 i – Support the requirement to provide space for a tree for every dwelling, however, this does not include a requirement to provide a tree and the description of the 2m dimension is somewhat vague as to what is required.</p> <p>C2.1 ii - Support the requirement to provide a minimum 50% landscaping of the front setback.</p>	C2.1 i – Suggest specifying that a tree is required to be provided and clarify a minimum dimension of 2m by 2m that is free of hard ground surface and roof above.	A

5.3.3 – Parking	Support proposed additional wording.		A
5.3.4 – Design of car parking spaces	No comment		A
5.3.5 – Vehicle access	Support amendment to C5.1 , but seek clarification on whether or not a development application is required for a corner lot when access from a secondary street is not feasible due to site constraints, e.g. a retaining wall on the boundary.	Suggest further deemed to comply provisions for instances where constraints for access such as retaining walls created through subdivision process exist.	A
5.3.6 – Pedestrian access	Support amendments to clause 5.3.6.		A
5.3.7 – Site works	Supports the existing clauses 5.3.7 and 5.3.8 being merged for clarity and the introduction of Table 4.		A
5.3.8 – Retaining walls	Provision removed. See comment above.		A
5.3.9 – Stormwater management	No comment		A
5.4.1 – Visual privacy	Support amendments.		A
5.4.2 – Solar access for adjoining sites	The provisions of this clause may not be able to be achieved in light of proposed clause 5.1.3 C3.5 which permits two boundary walls up to a height of 8 metres.	An additional clause may be needed to address proposed clause 5.1.3 C3.5 in order to exempt it from applying to clause 5.4.2.	A
5.4.3 – Outbuildings	Generally support provisions proposed in Table 7. However, the City has recently been in receipt of a number of outbuilding applications proposed in front of a dwelling but behind the street setback line that satisfy the deemed-to-comply requirements of the R-Codes (in split coded areas). These proposals are considered detrimental to the established streetscape. It is therefore recommended that	Include an additional deemed-to-comply provision that requires outbuildings ' <i>not be visible from the primary street.</i> '; and Include a Design Principle that requires outbuildings when visible from the primary street to ' <i>be designed to complement the colour, roof pitch and materials of the existing dwelling on the lot.</i> '	A

	outbuildings not be permitted in front of the dwelling alignment to avoid undesirable streetscapes.		
5.4.4 – External fixtures, utilities and facilities	No comment		A
5.5.1 – Ancillary dwellings	<p>Support the additional requirements for ancillary accommodation to be located behind the street setback line and be designed to complement and match existing dwelling.</p> <p>C1 i – Consider the need for a Design Principles assessment for lots between 350m² and 450m², to ensure that the ancillary dwelling contributes positively to the amenity of the streetscape and its context.</p> <p>As ancillary dwellings can function as independent dwellings, consideration should be given to a requirement for the provision of a separate Outdoor Living Area (OLA) for ancillary dwellings.</p>	<p>C1 i – It is recommended that a Design Principles approach be introduced for Ancillary dwellings proposed on lots between 350m² and 450m².</p> <p>Consider the provision of a separate OLA for Ancillary dwellings.</p>	A
5.5.2 – Aged or dependent persons dwellings	No comment		A
5.5.3 – Single bedroom dwellings	No comment		A
Part 7 – Local planning framework			
	Support changes to Part 7, Table 1 and proposed new definitions.		A
Other			
Garage Definition	When a garage is not attached to the dwelling it is required to be assessed as an outbuilding. There have been scenarios where this has not been an appropriate assessment and resulted	Modify the definition of a garage to remove the requirement that it be attached to a dwelling and include a deemed-to-comply requirement that garages are to compliment the	C

	in the need to consider reduced wall and roof heights (2.4m wall height and 4.2m ridge height) whilst allowing colorbond structures to be considered which typically does not match the dwelling.	dwelling, similar to the approach taken for carports.	
Natural Ground Level (NGL) Definition	Multiple SAT cases have determined that NGL should not be determined as per the wording in the R-Codes (Lee v City of Cockburn and Lynn v City of Joondalup). It is suggested that the NGL definition be updated to clarify that development approval does not change the 'natural' ground level.	Modify the NGL definition to clarify that a development approval does not alter the 'natural' ground level.	C
Figures	<p>Figure 4A – Considered confusing it is requested this is reviewed.</p> <p>Figures 5a, 5b, and 5c – Unclear what the difference is between these figures. Further clarity required around the wording and intent.</p> <p>Figure 8b – S6 notes the minimum as per Clause 5.2.1 C1.1 which was the 4.5 metre garage setback which is proposed to be removed. This would make this note and annotation redundant.</p>	Further clarification on the figures and associated wording.	A

3.4 Consideration of Amendment No. 43 to the East Wanneroo Cell 6 Approved Structure Plan No. 8 - Lot 2 Driver Road, Darch

File Ref:	3381-43 – 20/149647
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	12

Issue

To consider submissions received during public advertising of Amendment No. 43 to the East Wanneroo Cell 6 Approved Structure Plan No. 8 (**ASP 8**).

Applicant	Rowe Group
Owner	Parcel Darch Pty Ltd
Location	Lot 2 (26) Driver Road, Darch
Site Area	24.7106 hectares
MRS Zoning	Urban
DPS 2 Zoning	Urban Development
ASP 8 Zoning	Landfill Precinct

Background

On 9 December 2019, Rowe Group Town Planning on behalf of Parcel Darch Pty Ltd requested the City consider an amendment to ASP 8 to rezone Lot 2 (26) Driver Road, Darch (the **site**) from Landfill Precinct to Residential Precinct. **Attachment 1** contains the location plan.

On 13 January 2020, the Manager Approval Services forwarded a memorandum to all Council Members, advising that pursuant to Clause 18 of the deemed provisions of the City's District Planning Scheme No.2 (**DPS 2**), Administration was undertaking advertising of the amendment proposal. The amendment was advertised for a period of 28 days ending on 20 February 2020. Administration discussed with the applicant the issues raised in the submissions and by Administration on matters relating to the site contamination, water source for the proposed Public Open Space (**POS**) and traffic. On 12 May 2020, the applicant submitted a modified report in response and this has been subject of ongoing review and assessment by Administration with the applicant.

Detail

The Site

The site is bound by Mirrabooka Avenue to the east, Driver Road and Lot 1 Furniss Road, Darch to the west, Furniss Road to the north and developed residential land to the south. The site has previously been a sand quarry and the resultant quarry void was approved for landfill operations in 1997. Between 1997 and 2015 the site was licensed to accept clean fill and building materials from building sites.

The adjoining site being Lot 1, Furniss Road, Darch (not part of this proposal) remains an active waste management site and currently licensed by Department of Water and Environmental Regulation (**DWER**) for Category 13 – Crushing of building materials and Category 62 – Solid waste depot. **Attachment 2** contains a copy of the DWER licence.

The Proposal

On the ASP 8 Zoning Map, the site is zoned Landfill Precinct, which prevents residential development. Despite the zoning, the structure plan provides details of the site in the event it is rezoned to Residential Precinct. The structure plan makes provision for a POS reserve denoted as POS 6M. Schedule 4 of ASP 8 lists all the POS sites to be created in the East Wanneroo Cell 6 area. POS site 6M is proposed to be 4.8 hectares in area. As per the provisions of DPS 2, acquisition of the POS sites is a General Cell Work for the purpose of calculating developer contributions.

The applicant proposes the following modifications to the Zoning Map, Structure Plan and Part 1 – Implementation:

Zoning Map

- “1. Rezone the site from Landfill Precinct to Residential Precinct and to recode some parts to R30 and R60;”*

Structure Plan

- “2. Revise the indicative road layout;”*

Part 1 – Implementation

- “3. Insert a new Clause 4.1.2 Setback to Business Precinct:*

4.1.2 The rear setback for all residential lots abutting the Business Precinct shall be 10 metres;

- 4. Modify Clause 4.3 Business Precinct Criteria b):*

b) all Business Precinct development shall provide a nil rear setback;

- 5. Modify Clause 4.3 Business Precinct to:*

a. delete existing criterion e)

b. renumber existing criteria f) and g) as e) and f); and

c. insert a new criterion g):

g) notwithstanding criterion f) and Table 1, the use ‘Service Station’, may be approved by the City in accordance with the ‘D’ use requirements of District Planning Scheme No.2 at the easternmost end of the Business Precinct in proximity to the corner of Furniss Road and Mirrabooka Avenue where the matters outlined in f) and any other development requirements can be satisfactorily addressed to the City’s satisfaction.”

Each of the proposed modifications above are detailed in the report. However, for clarification provision 4.3 e) which is proposed to be deleted currently reads as follows:

- “e) the rear of each lot must be provided with a ten metre wide landscape area (minimum) which extends the full width of the lot. This area must be established prior to the occupancy of any premises and thereafter maintained to the satisfaction of the City of Wanneroo;”*

The Landfill Precinct if rezoned to Residential will automatically have a Residential R20 density under the provisions of the Structure Plan, unless another density is specified in the amendment.

Attachment 3 contains the proposed structure plan amendment Part 1 comprising the existing and proposed Zoning Map and Structure Plan respectively relevant to the site. On the proposed Structure Plan map the road network is modified which has slightly altered the shape of the POS site, however the total area of POS as per ASP 8 remains the same.

Consultation

The Amendment was advertised for public comment for a period of 28 days by means of on-site signs, an advertisement in the Wanneroo Times newspaper, the City's website and letters to 445 owners and occupiers including those in the nearby General Industrial zone. The submission period closed on 20 February 2020. The City received 14 submissions. Eight submissions were received from the government agencies, namely the Department of Transport, Water Corporation of WA, ATCO Gas, Department of Planning, Lands and Heritage (**DPLH**), DWER, Department of Education, Public Transport Authority and Main Roads WA. Of the remaining six submissions from the public, one submitter fully supported the proposal, four objected and the sixth submitter provided comments. A summary of submissions received and Administration's responses to each issue is included as **Attachment 4**.

The main issues raised in the submissions are:

1. Extension of Westport Parade to connect to Mirrabooka Avenue;
2. Increase in traffic on Driver Road and Westport Parade;
3. Increase in residential densities for parts of the site;
4. Removal of the required 10m rear setback to the Business Precinct; and
5. Allowing a Service Station at the south-western corner of Mirrabooka Avenue and Furniss Road.

Comment

The issues raised in the public submissions as well as matters raised by Administration in its assessment of the proposal are discussed below:

1. Extension of Westport Parade to Connect to Mirrabooka Avenue

The amendment accords with the existing approved ASP 8, which proposes an extension of Westport Parade to Mirrabooka Avenue and the connection is required for an effective road network.

2. Traffic matters including Increase in Traffic on Driver Road and Westport Parade

Westport Parade is a Neighbourhood Connector with an indicative traffic volume of 3,000 vehicles per day (**vpd**) as per the provisions of the Western Australian Planning Commission's (**WAPC**) Liveable Neighbourhoods (**LN**) policy. When developed, Westport Parade is estimated to carry less than 600 vpd, which is well below the carrying capacity of this road.

Under the provisions of ASP 8 the intersection of Westport Parade and Mirrabooka Avenue is proposed as a full 'T' intersection to also allow right-in and right-out traffic movements.

Regarding Driver Road it is noted that volume of traffic in 2016 was 1,373vpd. The applicant estimates 580vpd to exit onto Driver Road from the site. Driver Road is classified as a Neighbourhood Connector with an indicative traffic volume of 3,000 vpd as per the provisions the LN policy. The increase in traffic on Driver Road due to the proposal will not impact on the normal flow of traffic.

In relation to traffic generally **Attachment 5** indicates the estimated volume of traffic at all the five entry points to the site. Westport Parade has the capacity to carry an indicative traffic volume of 3,000 vpd and the other roads up to 1,000 vpd. The projected volume of traffic on these roads is well within the carrying capacity of these roads and therefore the proposed amendment from a traffic management point of view is acceptable.

Contrary to the current provisions of ASP 8, the applicant has proposed to delete a northern road connection to Furniss Road, for the following reasons:

- *“The additional link to Furniss Road opens the residential development to the impact of through-traffic travelling south from Furniss Road and the adjoining industrial area rather than vehicles directed to the already available district distributor road network; and*
- *Internal travel demand from Lot 2 does not warrant the road link be retained.”*

In order to distribute the traffic evenly in all directions, Administration considers it appropriate to maintain a road connection north to Furniss Road. The issue of through traffic can be resolved at the subdivision stage by not establishing a direct connection between Westport Parade Extension and Furniss Road. This will discourage possible rat-running through the site. As a result of discussions with Administration, the proponent agreed to retain a northern road connection to Furniss Road. The final location of the connection can be addressed at subdivision stage.

3. Increase in Residential Densities for Parts of the Site

Local Planning Policy 3.1 (**LPP 3.1**) provides the framework to guide the planning and development of increased housing density in the housing precincts that are identified in the LPP 3.1. LPP 3.1 also guides other infill development areas located outside those housing precincts. The site is not within a housing precinct. Therefore, Section 9 in Part 2 of LPP 3.1 relevant to Other Infill Development will apply in the assessment of the amendment.

Subsection 9.1 (b) of LPP3.1 states that:

“Where the land concerned is the subject of an approved structure plan under DPS 2, the application for amendment of that Structure Plan must include an assessment of how the proposal:

- Is appropriate within the broader planning framework provided by the Structure Plan;*
- Satisfies the criteria in Table 3 of this Policy relating to infill development and increased density; and*
- Supports the objectives and recommendations of the Local Housing Strategy.”*

The proposed amendment satisfies these criteria as discussed below:

- East Wanneroo Cell 6 is well established predominantly at R20 density with pockets of R30 and R40 development. In order to provide housing affordability, the applicant has proposed pockets of R60 and R30 coded areas. The appropriateness of these densities is discussed below; and
- The proposal satisfies Table 3 of LPP 3.1 as demonstrated below:

LPP 3.1 Table 3 Criteria for other Infill Development and Increased Density

No.	Criterion	Policy Application	Comment
1.	Easy access/close proximity to Activity Centres	R60 within 400 metres from an edge of an Activity Centre excluding Local Centres.	There are three pockets of R60 coded sites approximately 600 to 700 metres from the edge of the Landsdale Gardens Neighbourhood Centre located on The Broadview, as shown on Attachment 6 . Therefore, all the three R60 coded sites do not satisfy this criterion.
2.	Easy access/close proximity to public transport with priority towards rail nodes and bus interchanges.	R60 within 250 metres of a high frequency bus route designated stops. High frequency bus route is defined as having a minimum of four services per hour during peak periods.	<p>There are two small pockets of R60 coded sites to the north and one large R60 coded site to the south of the POS site.</p> <p>The southern R60 coded site is proposed for a grouped dwelling development. This site is located about 250 metres walking distance from the high frequency bus route (No. 450) designated stop on Kingsway at its intersection with Anise Way 450 as shown in Attachment 6 thus satisfying this criterion.</p> <p>The northern R60 coded areas are located more than 600 metres of the walking distance from the above mentioned designated bus stop and therefore do not satisfy this criterion.</p>

From the above analysis it is noted that all the proposed R60 coded sites do not satisfy both criteria.

The objectives of LPP 3.1 are as follows:

- *“To address State government policy to increase housing density within the existing urban footprint of the metropolitan region and meet State Government infill housing targets;*
- *To address housing affordability within the City by providing a variety of housing stock;*
- *To better utilise existing infrastructure and amenities in existing suburbs by providing additional dwellings in close proximity; and*
- *To promote higher density development in appropriate locations.”*

The proposed R60 coded site to the south of the POS site satisfies these objectives as noted below:

- It addresses the WAPC's State Planning Policy 3 – Urban Growth and Settlement by proposing higher density development in areas accessible to transport and services
- It addresses housing affordability by providing a variety of housing stock;
- It would better utilise the existing infrastructure and amenities available in this locality; and
- As demonstrated in LPP 3.1 Table 3 above, the amendment promotes R60 density in an appropriate location close to a high frequency bus route designated stop.

In summary, as per the provisions of LPP 3.1, the subject amendment proposal is required to satisfy only one of the two criteria. Set out in LPP 3.1 Table 3, only the proposed R60 coded area in the south east corner of the site satisfies one of the criteria and it is supported. The two R60 coded sites on the northern side of the POS site do not satisfy either criteria under LPP 3.1 and are not supported at the R-60 density. It is therefore recommended that the two proposed R60 sites on the northern side of the POS site be coded no higher than R30.

4. Removal of the Required 10m Rear Setback to the Business Precinct

A 50-metre wide strip of the site abutting Furniss Road is zoned Business Precinct in the ASP as a buffer between the General Industrial Zone situated to the north of Furniss Road and the future Residential Precinct (currently zoned as Landfill Precinct) to the south. It is intended that development compatible with the Residential Precinct will be encouraged within the Business Precinct and that a high level of amenity will be maintained. In order to achieve this, development of the Business Precinct is required to satisfy seven criteria (a) to (g) listed in Clause 4.3 of Part 1 ASP 8 (**Attachment 7**). Criteria b) and e) state as follows:

- "b) the rear setback shall be a minimum of 10 metres; and*
- e) the rear of each lot must be provided with a ten metre wide landscape area (minimum) which extends the full width of the lot. This area must be established prior to the occupancy of any premises and thereafter maintained to the satisfaction of the City of Wanneroo;"*

The applicant proposes the following modifications to these two criteria:

1. *"Modifying Clause 4.3 Business Precinct 'Criteria' criteria b):*
 - b) all Business Precinct development shall provide a nil rear setback; and*
2. *Modify Clause 4.3 Business Precinct to:*
 - a) Deleting existing criterion e)*
 - b) Renumbering existing criteria f) and g) as e) and f)"*

Because of the proposed nil rear setback to all development in the Business Precinct, the applicant has proposed the following new subclause in regard to the residential lots backing on to the Business Precinct.

3. *"Inserting a new Clause 4.1.2 Setback to Business Precinct:*
 - 4.1.2 The rear setback for all residential lots abutting the Business Precinct shall be 10m;"*

The applicant has provided the following justification:

- *"The historic application of an arbitrary 10m rear setback within the 'Business Precinct' lots has not been a success as in many cases, not landscaped as required or the landscaping is not maintained. The rear setback area is instead used for general storage or left as unused, unmaintained vacant land.*
- *A reduction in the 10m setback would allow greater use of the Business Precinct lots and minimise the likelihood of casual storage and use of rear setback areas.*
- *A rear setback of 10 metres be incorporated into residential lots where the land can be used."*

While points 2 and 3 above are acknowledged and that there may be some underutilisation of the 10m rear setback of some existing sites, allowing a nil rear setback for all Business Precinct development to single residential lots (on their northern boundary) is not supported for the following reasons:

- a) A non-residential structure built with a nil setback on the rear boundary will be incompatible with the adjoining residential development due to the height, bulk, scale and visual dominance of the commercial structures on the boundary;
- b) The impact of the visual bulk and scale is contrary to the principles of ASP 8, which seeks to establish a high level of amenity; and
- c) The rear yards of the residential lots to the south where outdoor living areas are likely to be located could be significantly affected by overshadowing due to the combination of the ground level difference and nil setback parapet walls to commercial units.

The typical existing commercial development in the Business Zone along Furniss Road has wall heights of around 6m. The rear walls are also likely to be built of concrete panelling across the full width of rear boundary. Such structures are also likely to be located above retaining walls further emphasising their bulk and scale. Consequently, Administration does not support the above mentioned modifications to allow a nil rear setback for the Business Zoned land as proposed by the applicant and the 10m setback should be retained.

The rear setback of the residential dwellings should be determined under the provisions of Residential Design Codes rather than be having a 10m setback being imposed. The rear yards of the dwellings could be significantly impacted by overshadowing from the commercial development to the northern side.

In this regard the application seeks to transpose the impact of overshadowing from the Business Zoned land which is creating the issue, onto the residential lots. This is not considered to be an acceptable outcome in terms of amenity for the future residential lots.

5. Allowing a Service Station at the South-Western Corner of Mirrabooka Avenue and Furniss Road

The applicant has proposed to re-classify only the Service Station land use as a Discretionary Use in the Business Precinct, and locate it at the south-western corner of Mirrabooka Avenue and Furniss Road.

The current criterion g) in subclause 4.3 of ASP 8 states as follows:

- "g) The scheme includes a number of "P" and "D" uses for the Business Zone that are considered to be in conflict with the objectives of this precinct, and therefore, are not considered to provide an acceptable interface with the residential area. Such uses shall not be permitted unless it can be demonstrated that the likelihood of any conflicts or concerns can be ameliorated to the satisfaction of Council."*

Attachment 7 is an extract of Part 1 of ASP 8 listing all the land uses not permitted in the Business Precinct.

The applicant had proposed to renumber criterion g) as f) and introduce the following new criterion g):

"The use 'Service Station', may be approved by the City in accordance with the 'D' use requirements of District Planning Scheme No.2 at the easternmost end of the Business Precinct in proximity to the corner of Furniss Road and Mirrabooka Avenue where the matters outlined in f) and any other development requirements can be satisfactorily addressed to the City's satisfaction."

The applicant's justification is as follows:

- *"The Business Zone is not incompatible with the Residential Zone and is often used within DPS 2 as a transition zone on the fringe of industrial zoned land, such as the Wangara Industrial Area, or as part of a Neighbourhood Centre or Local Centre;*
- *Service Station is a 'D' use in the Business Zone as, given the nature of the use, it requires detailed review of each proposal relative to site, surrounds, management measures and the like to determine (with consultation) if the use can be approved. This is the appropriate orderly and proper planning approach;*
- *The Business Zone is commonly located adjoining the Residential Zone and has been developed with Service Station uses in many locations;*
- *accordance with DPS2 and subject to normal land use interface and separation guidance requirements; and*
- *There are other locations within DPS2 where a service station use has been capable of approval adjoining residential land via alternate zoning. This approach has been considered within the East Wanneroo Cell 4. Wanneroo area, for example Amendment 35 to the Cell 4 (ASP6) Structure Plan amended ASP6 to accommodate a combined Service Station, Convenience Store, Car Wash and Drive-Through Food Outlet mix of uses."*

The applicant has not substantiated why it is appropriate for only the Service Station land use to be modified and only in a specific location. The suitability of the use is a matter that can already be addressed through a development application.

As per the above-mentioned criterion g), Service Station and a suite of other land uses, are not permitted uses in the Business Precinct:

"...unless it can be demonstrated that the likelihood of any conflicts or concerns can be ameliorated to the satisfaction of Council."

Therefore there is already the ability to propose (and approve) any of these uses including a Service Station anywhere in the Business Precinct provided that it is demonstrated that any conflicts or concerns can be ameliorated to the City's satisfaction. Administration is of the view that the proposed new subclause g) should not be supported as the current provisions clearly establish that such uses, while not preferred, are still able to be proposed and approved in the Business zone without further modification of the structure plan.

Considering the above matters, it is recommended to not support the applicant's proposal to renumber criterion g) as criterion f) and to introduce a new criterion g).

Administration's Comments

Site Contamination

a) Site History

The site has been filled with waste building material since 1997 under a licence issued by the former Department of Environmental Protection. The licences were limited to Categories 62 – Solid Waste Depot and 63 – Class 1 Inert Landfill. A Solid Waste Depot is described as premises on which waste is stored, or sorted, pending final disposal or re-use. Class 1 Inert Landfill refers to clean fill and Type 1 inert wastes. These licences specifically stated that asbestos wastes must be transported to landfills licenced to accept asbestos wastes.

The planning of East Wanneroo Cells 1 to 8 commenced during the mid-1990's. This site is located in East Wanneroo Cell 6. ASP 8 covers the East Wanneroo Cell 6 area.

ASP 8 was adopted by Council on 28 September 1999 subject to modifications. The WAPC adopted and certified it in October 2004.

Clause 4.2 of Part 1 of ASP 8 states that:

"Whilst it is generally intended that land uses within the Landfill Precinct will be guided by ASP8, prior to the Council issuing a use or development approval, or subdivision support to an application within the Landfill Precinct, the Agreed Structure Plan will need to be modified to remove the Landfill Precinct zoning and replace it with an appropriate zoning eg, Residential Precinct. Such a modification will only be supported by Council if it can be clearly demonstrated that any geotechnical or other environmental clearances have been obtained to the satisfaction of Council, the Western Australian Planning Commission or the Department of Environmental Protection as the case requires."

The applicant contends that the above provision was written prior to the introduction of the Contaminated Sites Regulations 2006 and particularly Part 6 of the Regulations dealing with Certificates of contamination audit.

DWER advised that the assessment of the contaminated site can only be undertaken at the subdivision stage and will not be undertaken at the structure plan amendment stage. DPLH has concurred with DWER that this is the correct process.

In 2006, environmental investigations of the site were undertaken by the Department of Environment and Conservation (**DEC**), which identified significant quantities of metal, wood, plaster board and plastic. Further, asbestos containing materials, hydrocarbon residues and motor vehicle wastes have also been identified in the landfill mass. The inclusion of such materials has resulted in the generation of landfill gas and presence of several potential contaminants of concern in underlying soil and groundwater.

DEC in its correspondence of 24 November 2009 advised the City that the site along with Lot 1 Furniss Road (formerly both lots were described as Lot 8000 (51) Driver Road, Darch) has been classified as 'Contaminated – Restricted Use'. **Attachment 8** is a copy of the DEC's letter providing this advice. The DEC investigation showed the presence of methane suggesting the production of landfill gas from within the waste body; lead exceeding health investigation levels; fragments of asbestos containing materials; and Arsenic, chromium and manganese at concentrations exceeding Australian Drinking Water Guidelines but below Department of Health levels of Non-potable Residential Uses.

The DEC further advised that *based on current gas flow and concentration data, the site is unsuitable for any development or use other than as a managed landfill site.*

The DWER contaminated sites database classifies the site as 'Contaminated – Restricted Use' and listing the range of identified contaminants.

Since that time, the proponent has been investigating the possibility of remediating the site and developing it for residential housing and POS as anticipated by ASP 8. The proponent is of the view that its analysis of the site shows that the levels of contaminants within the landfill are lower than the thresholds set by DWER for residential use and that landfill gasses are similarly very low. In combination with the site contamination remediation works (which involves physically capping the site), the proponent believes this information will enable the site to be reclassified by DWER to allow residential use.

Investigation of the remediation process with DWER and DPLH and the analysis of the site have led to the proponent preparing Amendment 43 to rezone the land to Residential Precinct under ASP8 and initiate subdivision applications to create the residential and POS lots as these are both required to initiate the remediation assessment process with DWER.

Structure Plan

The current Structure Plan requires contamination investigations as part of a structure plan amendment. This requirement has now changed and is dealt with as part of the land subdivision process.

When ASP8 was developed and approved the process for amending the structure plan to allow for residential development on the subject site was significantly different. At the time, remediation was required to be undertaken prior to rezoning the land for residential use and this was specified in ASP8, consistent with the requirements of the time. This process has since been modified by the WAPC and DWER and now allows for remediation requirements and processes to be undertaken through the subdivision process after the land is rezoned to allow for residential development. The City has worked to ensure with the applicant, WAPC and DWER that should the classification be changed to allow for residential development any risks that arise from contamination and subsidence will be able to be appropriately treated such that any residual risks will be as low as reasonably practicable.

The process to initiate remediation of the site to allow for alternative use of the land has been confirmed by both the WAPC and DWER. It should be noted that rezoning the land to Residential Zone does not mean that the land can be developed as the site will still be listed as a Contaminated – Restricted Use site by DWER. It will not be until this classification is changed by DWER that the land will be able to be developed. It is notable that DWER has advised that it's possible that a revised classification following remediation may still not allow for residential development. This is a commercial risk being borne by the developer.

The remediation of the site to address the identified contamination is a separate matter to addressing concerns around the structural stability of the site and the risk of subsidence due to the underlying landfill material. This is not a matter that DWER deals with through the remediation process and is a subdivisional engineering matter. Geotechnical stabilisation work needs to be completed for the site to ensure that structures and infrastructure built over the landfilled areas will not be affected by subsidence. The geotechnical stabilisation matter is addressed later in the report.

b) Process for Remediation

The *Contaminated Sites Regulations 2006* provide the legal basis for the reporting, auditing and remediation of contaminated sites. The Regulations are directly relevant as they provide the legislative framework for the appointment of an Auditor and conduct of a Mandatory Audit Report (**MAR**) and site remediation. This process exists entirely independent of the planning framework and no subdivision or development of land can occur without completion of an audit under the Regulations. The outcome of this audit determines the suitability of the site for a specific or range of uses. The completion of the audit occurs on completion of site remediation works and the 'audit' of these works.

DWER is the responsible authority for dealing with remediation of contaminated sites, not the City. Through the remediation process, DWER will ensure that the site is safe and capable of development. The *Contaminated Site Regulations 2006* provide the legal basis for the reporting, auditing and remediation of contaminated sites. The framework for remediating a site has the following stages:

1. Preliminary site investigation;
2. Detailed site investigation;
3. Remedial Action Plan;
4. Site remediation and validation; and
5. Site Management Plan.

At the time of undertaking the site investigations, the landowner had appointed an environmental consultant (GALT) to undertake site assessment and determine a proposed approach to remediation. In parallel, the landowner is required to appoint a *Contaminated Sites Act 2003* Accredited Independent Auditor to review the site testing and methodology for remediation. This is the stage that the landowner/ proponent is at with regard to Lot 2 and reflects Stages 1 and 2 above.

The proponent has undertaken groundwater monitoring and assessment across the site. Landfill gas investigations have commenced and additional monitoring is currently underway as per the recommendation of the Contaminated Sites Independent Auditor. The proponent has been undertaking extensive ground water monitoring to detect the levels of contaminants in the landfill material and has provided detailed groundwater analysis information to the City through the Local Water Management Strategy (**LWMS**) document. The proponent has also extracted a grid of holes across the site to examine the content of the landfill directly and verify the depth of fill material.

Following Stage 2, a MAR will be undertaken by the Auditor in consultation with DWER.

DWER will then assess the MAR and determine conditions under the *Contaminated Sites Act 2003* relating to required site remediation works and management plans necessary for safe and acceptable site improvement. This is Stage 3, 4 and 5 above. Currently, Administration does not know the outcome of the remedial action plan and site management plan. The remedial actions and ongoing site management requirements will be determined in parallel with the land subdivision process. Site management plans and remediation works undertaken in accordance with *Contaminated Sites Act 2003* condition setting and in consultation with the independent Accredited Auditor. The site can be re-classified following Independent Accredited Auditor and DWER endorsement of remediation works completion and final site testing.

The City is proposing to engage its own contaminated sites consultant to ensure the City's future interests as the local planning authority and manager of future roads and public open space are protected as part of this process.

The proponent's preliminary site investigation works indicate they are likely to remediate by capping the landfill.

Once the site remediation works are completed, DWER will confirm the site as 'remediated' or 'remediated with restrictions' if the site has not been fully restored to what it was before contamination occurred.

A workflow diagram of this process has been provided by the applicant and is at **Attachment 9**. It is noted that the applicant's advice above will be verified by DWER and the City, which will be done at the subdivision stage.

Administration has discussed the subdivision process with the DPLH and DWER. DWER has advised Administration that at the subdivision stage, the following condition requiring assessment of the site contamination should be recommended to be imposed by the WAPC:

"Prior to commencement of subdivision works, investigation for soil and groundwater contamination is to be carried out to determine if remediation is required. If required, remediation, including validation of remediation, of any contamination identified shall be completed prior to the issuing of titles to the satisfaction of the Western Australian Planning Commission on advice from the Department of Water and Environmental Regulation, to ensure that the lots created are suitable for the proposed use. Investigations and remediation are to be carried out in compliance with the Contaminated Sites Act 2003 and current Department of Water and Environmental Regulation Contaminated Site Guidelines."

The above-mentioned subdivision condition will be required to be cleared by DWER at the subdivision clearance stage. Although the City is not the responsible authority for clearing this condition, it is considered appropriate for the City to engage the services of a suitably qualified and experienced geotechnical engineer and/ or environmental consultant to work with DWER to clear the above mentioned subdivision condition to the City's satisfaction. Engaging a specialist consultant would enable the City to be party to the clearance process relating to the remediation works and thus have a clear understanding of any issues that may remain at the end of the process.

On the basis of the above, whilst Clause 4.2 of the ASP 8 requires geotechnical and environmental clearance at the Structure Plan stage to the change the Landfill Precinct to Residential Precinct, Administration supports these matters to be addressed at the subdivision stage.

While this is an ongoing process the proponent is of the view that no ongoing contamination management will be required due to the generally inert nature of the fill and the analysis they have undertaken so far. In the event that a contamination management plan is required following remediation works, the responsibility for its implementation would fall to the City in relation to the road reserves, drainage reserves and POS while that responsibility would rest with the landowners for their individual residential lots.

Civil Construction

The City also has a role in ensuring that the roads, drainage and POS are constructed to the City's satisfaction. At the subdivision stage the WAPC will impose standard conditions, which will need to be cleared by the City before land titles are issued. These conditions will address:

- Provision of a pre-works geotechnical report certifying that the land is physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development; and in the event that remediation works are required, provision of a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report;
- Submission of engineering drawings and specifications to ensure that lots can accommodate their intended use; finished ground levels at the boundaries of the lot/s match or otherwise coordinate with the existing and/or proposed finished ground levels of adjoining land;
- Filling and/ or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system; and
- Provision of an Urban Water Management Plan (**UWMP**).

The Applicant is responsible for delivering residential lots, road reserves, drainage reserves and public open space that meet Australian Standards as well as City standards and specifications in relation to civil engineering design and construction, materials, site compaction and structural/ load bearing capacity.

There is an inherent risk in the City dealing with a contaminated site for development due to matters such as landfill gas, soil and groundwater contamination and subsidence/differential settlement. The matter of subsidence and differential settlement is not unlike the karst geology along the north-west development corridor and can be managed through appropriate investigations and controls.

To minimise the City's risk and assist with the subdivision assessment and auditing process, Administration will engage a suitably qualified environmental / geotechnical consultant to provide a peer review of the pre and post-development geotechnical reports, civil engineering design drawings and other documentation if required (e.g. urban water management plan, quality assurance and quality control documentation, compaction certificates etc.).

Geotechnical Stability and Response

As the site contains a layer of landfill to varying depths which comprises largely waste building materials, the stability of the site can be affected resulting in the possibility of differential settlement occurring. Differential settlement can cause damage to dwellings and infrastructure over time resulting from ground movement causing structural cracks to appear in buildings or infrastructure. In order to establish a suitable building surface that is not subject to differential settlement the applicant has developed a geotechnical (engineering) response.

The geotechnical response is combined with the proposed remedial works which is to cap the site with layers of geo-fabric, sand and limestone rock where landfill is present. The layers of limestone rock are included in the capping layers to provide structural stability and minimise the effect of any differential settlement where it is installed.

The landfill consists of sand, inert building debris and rubbish. Rubbish consists of plastic, organics such as wood fragments, timber, grass, roots and scrap metal. The thickness of the landfill varies between zero and 20 metres as shown on **Attachment 10**. At the POS site, the thickness of the landfill generally varies between 14 and 20 metres. **Attachment 11** is a cross section of the proposed capping system and is described as follows:

- Excavate and stockpile sand fill for potential re-use as structural fill and place layer of geofabric and geogrid or a combined product across the exposed surface of the landfill and overlay with gravel fill approximately 250 mm thick and with an approved fill approximately 250 mm thick over the top of the gravel.
- Repeat placement of subsequent layer of geogrid and gravel. Place approved fill (compacted sand) on top of the layer approximately 1.5 to 2.25 metres in thickness to the required design levels.

The applicant has not proposed to include the limestone gravel layers in the cap over the road reserves in order to allow for installation of services and infiltration of stormwater drainage within the road verges and other basin locations without depth restrictions. However, Administration considers it is likely that the road reserve areas will also be likely to require the gravel layers in the capping to minimise the effect of settlement on infrastructure such as storm water drainage, road and footpath pavements. This matter will be considered in detail at the subdivision stage and the City is responsible for approval of the engineering design of the road reserves. The City will engage the services of a specialist geotechnical engineer with experience in these matter to assist Administration to review and determine the appropriate engineering responses to the site stability requirements for the road reserves and POS site.

The applicant has not proposed to cap the entire POS site except for areas where there will be construction. The deepest area of landfill on the site is where the POS site is proposed. The applicant's geotechnical report has not provided a reason not to cap the entire POS site, noting that the soil classification will be "P" which is defined in the National Construction Code (**NCC**) as:

"Sites which include soft soils, such as soft clay or silt or loose sands; landslip; mine subsidence; collapsing soils; soils subject to erosion; reactive sites subject to abnormal moisture conditions or sites which cannot be classified otherwise."

This issue has been discussed with the applicant who has advised that the extent of capping and geotechnical treatment of the site including the POS will be subject to approval of the City through the subdivision process. In this regard, Administration will engage at the stage of clearance of subdivision conditions, the services of a suitably qualified geotechnical engineer with relevant experience to ensure that the design and implementation of the works meet the City's needs and requirements for delivery of an active POS site.

In order to ensure appropriate engineering of the site to accommodate future development, the following subdivision condition has been discussed with the DPLH and would be recommended to be imposed by the WAPC as part of any subdivision approval for the site:

“Prior to the commencement of subdivisional works, the landowner/applicant is to provide a pre-works geotechnical report certifying that the land is physically capable of development or advising how the land is to be remediated and compacted to ensure it is capable of development. In the event that remediation works are required, the landowner/applicant is to provide a post geotechnical report certifying that all subdivisional works have been carried out in accordance with the pre-works geotechnical report.”

This condition will require input and approval of the City. In summary, while the Structure Plan requires this to be undertaken prior to an amendment, DPLH and DWER have confirmed this process is current.

Development of the POS Site

Attachment 12 is a concept Landscape Master Plan of the POS and the road reserves. The concept plan makes provisions for an active playing field to include a full size football oval with cricket pitch and rugby fields, community facility building (change rooms etc.), carpark and other facilities.

At the subdivision stage, the WAPC is likely to impose the following condition:

“The proposed reserve shown on the approved plan of subdivision being shown on the diagram or plan of survey (deposited plan) as reserve for recreation and vested in Crown under section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without payment of compensation by the Crown.”

Notwithstanding the above condition, the City under the provisions of DPS 2 is required to acquire the POS through the Developer Contribution Plan (**DCP**). This matter is discussed in detail under the section Financial Implications.

Additionally, the WAPC is likely to impose the following condition requiring the developer to develop the POS site.

“Arrangements being made for the proposed public open space to be developed by the landowner/ applicant to a minimum standard and maintained for two summers through the implementation of an approved landscape plan providing for the development and maintenance of the proposed POS in accordance with the requirements of Liveable Neighbourhoods and to the specification of the local government.”

In this regard, it is noted that under the provisions of Schedule 6 of DPS 2 relating to East Wimmeroo Planning and Developer Contribution Arrangements for East Wimmeroo Cells 1 – 9, only acquisition of land for POS in East Wimmeroo Cell 6 is a Cell Work. Development of the POS site in Cell 6 is not listed as a Cell Work. However, the WAPC in the past has required the developers in East Wimmeroo Cells 1 to 6 to develop an area of POS equivalent to 10% of their landholding. In this instance, the total extent of the site and the POS is 24.7106 and 4.8142 hectares respectively. 10% of the site being 2.47 hectares, the developer could be required to develop roughly 50% (2.47) hectares of the POS site (10% of the total subdivision area) to the City's standards. The City would need to fund construction of the remainder of the POS site through use of municipal funds.

The City's standards are contained in the City's Local Planning Policy 4.3: Public Open Space (**LPP 4.3**). Under LPP 4.3, a POS site 4 to 7 hectares in area is classified as Neighbourhood Sports. The basic standards of such a POS include multipurpose senior sports oval, cricket

pitch, change rooms, toilets, kiosks, car park, etc. The concept plan provided by the applicant accords with LPP 4.3.

The POS is identified as an active reserve, which will support demand for active recreation in an area that is currently underserved. This site is anticipated to support or relieve pressure on the facilities at Kingsway. The applicant is proposing to enter into an arrangement to part prefund construction of the POS. Should the amendment progress, Administration will work with the applicant to determine the development and funding arrangements of the reserve.

It is expected that through the subdivision approval process, issues relating to remediation and site stabilisation (compaction etc.) will be addressed in consultation with DWER, DPLH and the City to ensure that the POS site is unconstrained and will be able to meet the City's needs to deliver an active recreation reserve.

It should be noted that, when this POS is ceded to the Crown and handed over to the City for management, as further advised by DWER *"it is likely that the POS will be subject to an ongoing site management plan for contamination that the City will be responsible for implementing."*

This means that the City will hold long-term responsibility should there be any ongoing groundwater monitoring and for any management/remediation issues that may arise from the condition of the site. This is not a cost that the City has accounted for in calculating the ICPL for Cell 6 and therefore any costs in this regard cannot be assigned to the DCP.

The City's planning framework for the site was not developed on the basis that the POS site would be a remediated site or that it may require ongoing monitoring of contamination as the site was only licensed by DWER for import of "clean" fill such as building rubble.

In this regard the Developer Contribution arrangements assume that the site is unconstrained land that has no limitations on its use or development, or any long term monitoring costs which would normally affect land values.

Notwithstanding the above, the applicant has indicated the site should not require a site management plan for contamination and that a POS site free of any contamination will be ceded to the Crown. The will be determined as part of the contaminated site investigations and MAR which has not been completed but will determine whether there is a need for ongoing monitoring and management.

In relation to remediation of the POS site the applicant has provided the following statement:

"Throughout the Mandatory Audit Report Process a Remediation Action Plan will be approved by DWER and implemented. Following this a Site Management Plan will be formulated that defines the management of the site and any risk mitigation measures that may apply."

Considering the current state of Gas and Groundwater determined within the future POS area, it is envisaged that any ongoing requirements will be minimal. These may only include intermittent gas sampling (throughout development and undertaken by the Proponent) and groundwater sampling from POS bore (as per standard management practices).

The Site Investigations have determined that Landfill gasses are at low to very low risk levels (would support residential use) and groundwater levels are well below the trigger levels for safe irrigation of POS areas.

Geotechnically, the oval site does not require remediation. The only exception being geotechnical remediation of building pad areas, which are proposed to be provided by the Proponent."

Currently in the DWER register, this site is classified as a Contaminated – Restricted Use. If DWER is satisfied with the applicant's remediation works, then DWER will re-classify this site for residential development and public use of the POS. The future development of Lot 2 Driver Road, Darch will depend on this re-classification by DWER. In this regard Administration will work with DWER and DPLH with the aim that at the completion of the remediation process the City is not required to have ongoing management and responsibility for monitoring and dealing with landfill gasses or other contamination sources from the site.

Local Water Management Strategy (LWMS)

The LWMS submitted with the application was incomplete as it lacked evidence that a suitable supply of licenced ground water had been sourced for the 4.8ha POS site. Without a suitable allocation the POS would not be able to be developed for active use. This would not be an acceptable outcome for the area which requires the site to serve an active POS purpose. However, the DWER local water catchment area in which the POS site is located is fully allocated and this meant that the applicant was unable to simply secure the necessary groundwater licence from DWER.

In order to address this issue Administration arranged numerous meetings with the applicant and DWER to find a suitable groundwater licence allocation that could be assigned to the site.

Ultimately DWER and the City agreed to reallocate water from an adjoining catchment area which has unused allocation. Administration understands that this will require the installation of a new bore in a portion of Warradale Park which is in an adjoining ground water allocation area. This will be at the applicant's cost. Warradale Park will be irrigated from the new bore and the required ground water allocation will be transferred to the new POS site.

The normal process is that a non-potable water source would be secured as part of the preparation of the LWMS. The above approach has been accepted by Administration as a logical path forward. This has now occurred with the City's support as Administration has been informed that DWER has now formally approved a licencing arrangement although this is not reflected in the LWMS document.

To ensure that a secure water licence is provided and the LWMS is updated, it is recommended that the following provision be included in Part 1 of ASP 8:

"4.2.1 Landfill Site – Lot 2 Driver Road, Darch

Prior to the lodgement of a subdivision or development application, the applicant shall obtain approval of a Local Water Management Strategy (LWMS) by the Department of Water and Environmental Regulation and the City of Wanneroo. The LWMS shall demonstrate a secured water source for the on-going maintenance of the public open space.

An Urban Water Management Plan shall be submitted along with the subdivision or development application consistent with the LWMS."

In this regard it is noted that the applicant prematurely submitted two subdivision applications to the WAPC to create the POS site (WAPC Ref No. 159221) and the residential lots (WAPC Ref No. 159333). Citing the subject amendment proposals, WAPC has deferred consideration of these subdivision applications until such time as this structure plan amendment proposal is determined.

Impact of DWER Licenced Activities on Lot 1 Furniss Road on the Subject Site

Lot 1 Furniss Road was originally part of Lot 1441 (No. 50) Driver Road which comprised Lot 1 Furniss Road and Lot 2 Driver Road (subject site). Old Lot 1441 Driver Road was subject of a series of development approvals for inert landfill operations. The latter development approval was issued on 30 December 2006 (Reference DA06/611) for Inert non organic landfill. The development approval incorporated final contour levels across the subject site. As approvals run with the land the operations on Lot 1 Furniss Road are still subject of that development approval despite the land being subdivided after that time. Lot 1 will need to accord with the approved final contour levels across the site.

Lot 1 Furniss Road, Darch is also a DWER licenced site. The premises currently benefits from being licenced for two categories of operation:

- a) Category 13 - Crushing building material; and
- b) Category 62 - Solid waste depot.

The EPA's Guidance Statement No. 3 Separation Distances between Industrial and Sensitive Land Uses provides detailed advice in relation to determining buffer requirements between industrial activities and sensitive land uses.

Under Part 3 Scope of the Guidance – the following is stated:

"This Guidance Statement is intended to provide advice on generic separation distances between specific industry and sensitive land uses to avoid or minimise the potential for land use conflict. The distances outlined in Appendix 1 are not intended to be absolute separation distances, rather they are a default distance for the purposes of:

- *identifying the need for specific separation distance or buffer definition studies; and*
- *providing general guidance on separation distances in the absence of site specific technical studies."*

The Guidance statement goes on to list buffers for each of the categories of industrial activity. The buffer for Category 13 Crushing Building Material is 1000 metres, while the buffer for Category 62 Solid Waste Depot is 200m from sensitive land uses such as residential estates. These buffers can be modified (reduced) by treatments which DWER determines as being suitable for the particular activity through the licencing process.

The application has not addressed the potential impact of the licensed activities on Lot 1 on the proposed residential land use and development on the subject site (Lot 2). The DWER licence for Lot 1 will expire on 20 June 2021. The Licence ought to have expired on 20 June 2020; however, this was automatically extended for 12 months in response to the impact of COVID-19. **Attachment 2** is a copy of DWER licence.

In relation to the operations on site Administration can advise that:

"The licence is subject to:

- *Being only for the crushing of building material and an associated depot. It does not retain any broader landfill operation licence;*
- *emission conditions specifically in relation to dust management and noise in addition to general emission obligations that automatically apply;*
- *receival of only inert waste (type 1) or clean fill;*
- *stock pile management, water reticulation for dust suppression as well as groundwater, dust and other monitoring obligations;"*

The City has been receiving periodic complaints from nearby residents about dust and odour emanating from the site for a significant period of time. If the subject site were to be developed for residential housing up to the boundary with Lot 1 before Lot 1 ceases its licensed operations, the operations on Lot 1 are likely to affect the amenity of the future residents of Lot 2 Furniss Road.

In response to this issue the Administration has written to DWER formally requesting the opportunity to comment on any proposal to extend the term of the licences should an application be made to do so.

Administration has discussed this matter with DPLH and sought advice from DWER whose original response to the proposal did not address this issue. Residential development in proximity to the operations on Lot 1 Furniss Road may be incompatible with the licence issued by DWER. The DPLH has advised that the structure plan amendment can progress subject to no subdivision being permitted until such time as the operations on Lot 1 Furniss Road have ceased. This approach has been implemented previously by DPLH in relation to similar matters in other Local Government areas.

In consultation with DPLH officers, Administration recommends the following provision to be included in Part 1 of APS 8:

“4.2.2 At the subdivision stage prior to the endorsement of a diagram or plan of survey (deposited plan) for the creation of residential lots, the applicant is to demonstrate to the satisfaction of the Department of Water and Environmental Regulations that the licensed activities on Lot 1 Furniss Road, Darch have ceased.”

Amendment 43 to APS 8 if approved will add further impetus for the cessation of these operations. Subject to the above modification, the proposed amendment can be supported as it will not result in new residential development being impacted by the DWER licenced operations on Lot 1 Furniss Road.

Conclusion

The applicant has requested the City consider Amendment No. 43 to ASP 8 to rezone Lot 2 Driver Road, Darch from Landfill Precinct to Residential Precinct and to include various modifications to the development control provisions.

The proposed amendment contains a number significant issues that will require detailed investigation and engineering responses to ensure that the site is able to be remediated to allow for residential development and POS. This process is not within the scope of the structure plan amendment as advised by DPLH and DWER and will be addressed at subdivision stage should the structure plan amendment be approved.

Administration has considered these issues carefully and has identified some risks relating to the development of the site that will need to be removed or mitigated through the remediation process that will be initiated via a subsequent subdivision approval. Remediation of a former landfill site to allow for residential development is a complex task that will be monitored and administered by DWER.

Considering the above comments, it is recommended that the proposed amendment be supported subject to modifications as detailed in the report.

Statutory Compliance

This Structure Plan Amendment has been processed in accordance with the requirements of DPS 2. Following advertisement of a Structure Plan amendment, Clause 20(2)(e) of the deemed provisions of DPS 2 requires Council to recommend to the WAPC whether the proposed amendment to the structure plan should be approved by the WAPC including a recommendation on any proposed modifications. It is recommended that Amendment No. 43 to ASP 8 be approved with modifications.

Strategic Implications

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

“1 Society

1.2 Safe Communities

1.2.1 Enable community to be prepared and to recover from emergency situations”

Risk Management Considerations

Risk Title	Risk Rating
CO-O01 Relationship Management	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance and Director Community & Place	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO-O22 Environmental Management	Moderate
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

Risk Title	Risk Rating
CO-O23 Safety of Community	Low
Accountability	Action Planning Option
Director Community and Place	Manage

The above risks relating to the issue contained within this report have been identified and considered within the City's Corporate risk register. Action plans have been developed to accept this risk to support existing management systems. This proposal aligns with the Society objective of the existing Strategic Community Plan, Council should therefore consider the following risk appetite statement: **1.2 Safe Communities**

The City's defined risk appetite for **1.2 Safe Communities** is articulated through the risk appetite statement as - The City places a high priority on the safety of its community particularly in the public realm and the importance of hazard and risk identification, management and reduction. Primarily, the City seeks to protect life over property and will not tolerate any deliberate act or omission by any party that jeopardises that objective. Subject to a rigorous cost/benefit analysis, the City's property will also be protected and assets insured. Legislation governs the City's activities including the Local Emergency Preparedness Plan to ensure the safety of the Community. The City places a high priority on the safety of its Volunteers and

staff and will support operating models that achieve and represent the most effective model to ensure the safety of its volunteers. Therefore the City will accept a moderate risk to reputation, low risk to financial and safety.

With respect to this application, and as outlined in the context of this report DWER has advised that the POS may be subject to an ongoing site management plan for contamination. The extent of the ongoing site management and its cost cannot be known at this time and will be determined through the subdivision process.

Council is to note that the site is classified by DWER as 'Contaminated – Restricted Use'. The amendment to the Approved Structure Plan does not in any way affect the effect of this classification as the landowner will be required to remediate the site in accordance with any conditions imposed by DWER as part of the subdivision process. To mitigate the risk that DWER may not impose the required conditions, the City will engage with DWER (and/or the appointed independent environmental consultant) to ensure that DWER is fully cognisant of the following issues:

- The site contains up to 25 metres thickness of construction and demolition waste including metal, plastic, plaster board and wood fragments, asbestos containing materials and hydrocarbon residues;
- Soils within the waste body contain lead, copper and zinc contamination and fragments of asbestos containing materials;
- Groundwater underlying the site is impacted by arsenic, manganese and total chromium contamination; and
- Landfill gas is present within the site that contains methane and carbon dioxide.

It is the City's position that the above issues need to be fully remediated to ensure the suitability of the site for residential development.

Policy Implications

This proposal has been assessed under the provisions of the City's Local Planning Policy 3.1: Local Housing Strategy Implementation, the WAPC's State Planning Policy 3 – Urban Growth and Settlement, Liveable Neighbourhoods policy and State Planning Policy 7.3 – Residential Design Codes.

Financial Implications

Under the provisions of DPS 2, at the time of either subdivision or development the applicant will be required make a developer contribution.

The site is located within the Cell 6 Developer Contribution Plan area. The explanatory report for Cell 6 acknowledged that extensive quarrying had occurred in the north-eastern portion of the Cell, which is the subject site. The report indicated that:

"Presently, and historically, significant portions of the cell have been subject to sand extraction and land fill. Prior to future subdivision and development of these areas, geotechnical, and in case of any possible soil pollutants, any other environmental clearances will be required."

Cell 6 contributions were prepared on the basis that the subject land would be developed for residential purposes at the R20 density and that the POS site is a DCP item and would be acquired from collected DCP funds.

As per the provisions of DPS 2, the Infrastructure Cost per Lot (**ICPL**) calculated for Cell 6 does not include development of the POS to a basic standard. However, the developer has, in principle, agreed to partially prefund approximately 50% of the development of the POS. The

applicant has advised that the details of the prefunding arrangements would be provided at the subdivision stage.

Schedule 6 of DPS 2 relates to East Wanneroo Planning and Developer Contribution Arrangements for Cells 1 to 9 Cell Works and Contribution Provisions and lists the General Cell Works applicable to all cells. One of the General Cell Works is:

“Any environmental remediation or improvement including the removal of any contaminant and peat associated with Cell Works referred in this schedule.”

In calculating ICPL, the above mentioned general cell work was not accounted for because at the time of the WAPC adopting ASP 8 in 2004, the site was not classified by DEC as 'Contaminated – Restricted Use'.

As noted in the Comment section above, DWER has advised that the POS may be subject to an ongoing site management plan for contamination. The extent of the ongoing site management and its cost cannot be known at this time and will be determined through the subdivision process.

The applicant has submitted to the WAPC a subdivision application (WAPC Ref. No.159221) for approval to create the POS site. This application has been deferred by the WAPC until such time the subject amendment to ASP 6 is approved by the WAPC.

The acquisition of land by Council for Cell Works will require payment for the land from the Cell 6 account. In accordance with the relevant provisions of DPS 2, the acquisition of POS is calculated using the Assessed Value for Cell 6, which is currently \$2,337,500 per hectare (including 10% solatium as per cl 9.14.5 of DPS2). The cell valuation was established by the City's Valuation Panel and approved by Council as part of the last Annual Review in December 2019. The Assessed Value is reviewed as part of the Annual Review process and is subject to change. The POS area is approximately 4.8 hectares and is subject to any deductions associated with drainage (pending detailed design), final survey and the vesting of the POS in the crown as a Reserve for Recreation.

The acquisition cost to the Cell is estimated to be approximately \$11.2 million and the Cell account has adequate funds to acquire the land. This area of POS represents the highest remaining Cell Cost for this cell, however, it is noted that there are several other small POS acquisitions, Regional Road acquisition and construction costs outstanding.

The Cell is approximately 88% developed and the landfill precinct land (Lots 1 and 2) represents approximately half of all the estimated remaining lot yield for this Cell, subject to resolution of any environmental and geotechnical issues, as raised in this report. Subject to resolution of these matters, a further report will be presented to Council to consider the prioritisation of acquisition in accordance with Clause 9.8.3 of DPS 2 and the payment of compensation to the landowner should the matter progress to subdivision and development of the land.

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. Pursuant to subclause 20(2)(e) of the deemed provisions of the City of Wanneroo District Planning Scheme No. 2 RECOMMENDS to the Western Australian Planning Commission that the proposed Amendment No. 43 to the East Wanneroo Cell 6**

Approved Structure Plan No. 8 as contained in Attachment 3 to the report be approved WITH MODIFICATIONS as detailed below:

a) **Structure Plan**

- i. Deletion of the R60 coded sites proposed to the immediate north of the Public Open Space site and coding those sites as R30; and
- ii. Provision of a road connection to Furniss Road ensuring no direct connection with Westport Parade to minimise potential through traffic;

b) **Part 1 – Implementation**

- i. Deletion of all proposed modifications to Clause 4.3; and
- ii. Inserting the following new subclauses:

“4.2.1 Landfill Site – Lot 2 Driver Road, Darch













1. *Prior to the lodgement of a subdivision or development application, the applicant shall obtain approval for a Local Water Management Strategy, successfully demonstrating availability of water source for the on-going maintenance of the public open space, from the Department of Water and Environmental Regulation and the City of Wanneroo.*
2. *An Urban Water Management Plan shall be submitted along with the subdivision or development application to the satisfaction of the City of Wanneroo; and*

4.2.2 Lot 1 Furniss Road

At the subdivision stage prior to the endorsement of a diagram or plan of survey (deposited plan) for the creation of residential lots, the applicant is to demonstrate to the satisfaction of the Department of Water and Environmental Regulations that the licensed activities on Lot 1 Furniss Road, Darch have ceased.”

2. Pursuant to subclause 20(2) of the deemed provisions of the City of Wanneroo District Planning Scheme No. 2, PROVIDES a copy of the report on the proposed amendment to the Western Australian Planning Commission, including the schedule of submissions and the City's response and recommendations; and
3. ADVISES the submitters of its decision.

Attachments:

1 	Attachment 1 to ASP8 - Location Plan	20/11248	
2 	Attachment 2 - DWER Lot 1 Furniss Road Licence	20/335682	
3 	Attachment 3 - Part 1 of the amendment	20/149363	Minuted
4 	Attachment 4 - Schedule of submissions	20/322279	
5 	Attachment 5 - Traffic volumes	20/285261	
6 	Attachment 6 - Location of R60 coded areas with reference to the Neighbourhood Centre	20/220362	
7 	Attachment 7 - Buffer Precinct land uses	20/320510	
8 	Attachment 8 - Dept of Environment and Conservation letter of 26 November 2009	20/219684	
9 	Attachment 9 - Flow chart of the subdivision process	20/332602	
10 	Attachment 10 - Uncontrolled fill	20/360468	
11 	Attachment 11 - Cap cross section	20/345156	
12 	Attachment 12 - Landscape concept plan	20/316675	



**AMENDMENT NO.43 TO EAST WANNEROO CELL 6
APPROVED STRUCTURE PLAN NO. 8
LOT 2 (26) DRIVER ROAD, DARCH**

LOCATION PLAN





Government of Western Australia
Department of Environment Regulation

Licence FINAL

Licence Number	L6832/1997/13
Licence Holder	Cell 6 Pty Limited
ACN	130 417 542
Registered business address	Suite 1, 42 Dellamarta Road WANGARA WA 6065
File Number	2011/000651
Duration	21/06/2017 to 20/06/2021
Date of issue	17 June 2020
Prescribed Premises	Category 13: Crushing of building material Category 62: Solid waste depot
Premises	Non Organic Disposals 115 Furniss Road DARCH WA 6065 Lot 1 on Deposited Plan 69382 Certificate of Title Volume 2807 Folio 995

This Licence is granted to the Licence Holder, subject to the following conditions, on 17 June 2020 by:

Tracey Hassell
Digitally signed
by Tracey
Hassell
Date:
2020.06.17
15:58:30 +08'00'

Tracey Hassell

A/MANAGER, WASTE INDUSTRIES

Officer delegated under section 20 of the Environmental Protection Act 1986

L6832/1997/13

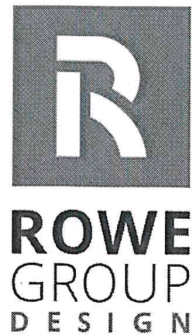
Document Version: IR-T06 Licence Template



PART ONE

IMPLEMENTATION

Amendment No. 43 to the East Wanneroo Cell 6 Agreed Structure Plan (ASP8)



STRUCTURE PLAN AMENDMENT

Amendment No. 43 to the East Wanneroo Cell 6 Agreed Structure Plan (ASP8)

The City of Wanneroo, pursuant to its District Planning Scheme No.2, hereby amends the Agreed Structure Plan by:

1. Amending the zoning of Lot 2 Driver Road, Darch as shown on the Zoning Plan from Landfill Precinct to Residential Precinct;
2. Amending the residential density coding of Lot 2 Driver Road as shown on the Structure Plan from Residential R20 to Residential R20, R30 and R60;
3. Inserting a new Clause 4.1.2 Setback to Business Precinct:

4.1.2 The rear setback for all residential lots abutting the Business Precinct shall be 10m;
4. Modifying Clause 4.3 Business Precinct 'Criteria' criteria b):

b) all Business Precinct development shall provide a nil rear setback;
5. Modifying Clause 4.3 Business Precinct 'Criteria' to:
 - a. delete existing criteria e);
 - b. renumber existing criteria f) and g) as e) and f);
 - c. insert a new criteria g):

g) notwithstanding criteria f) and Table 1, the use 'Service Station', may be approved by the City in accordance with the 'D' use requirements of District Planning Scheme No.2 at the easternmost end of the Business Precinct in proximity to the corner of Furniss Road and Mirrabooka Avenue where the matters outlined in f) and any other development requirements can be satisfactorily addressed to the City's satisfaction.
6. Revising the indicative road layout.



TABLE OF AMENDMENTS

Record of Amendments made to the East Wanneroo Cell 6 Structure Plan (ASP8)

AMENDMENT NUMBER	SUMMARY OF AMENDMENT	FINAL ENDORSEMENT DATE BY CITY OF WANNEROO	FINAL ENDORSEMENT DATE BY WAPC
43	Rezones Lot 2 Driver Road, Darch to Residential; recodes portions of Lot 2 Driver Road, Darch; amends the criteria relating to setbacks and landscaping and the non-permitted uses table for the easternmost portion of the 'Business Precinct' corner of Furniss Road and Mirrabooka Avenue in relation to Service Station and revises the indicative road layout.		



RECORD OF ENDORSEMENT

This structure plan amendment is prepared under the provisions of the City of Wanneroo District Planning Scheme No.2.

IT IS CERTIFIED THAT THIS STRUCTURE PLAN AMENDMENT No. 43 TO THE EAST WANNEROO CELL 6 AGREED STRUCTURE PLAN (AGREED STRUCTURE PLAN NO.8) WAS APPROVED BY RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION ON:

..... Date

Signed for and on behalf of the Western Australian Planning Commission:

.....
an officer of the Commission duly authorised by the Commission pursuant to section 16 of the Planning and Development Act 2005 for that purpose, in the presence of:

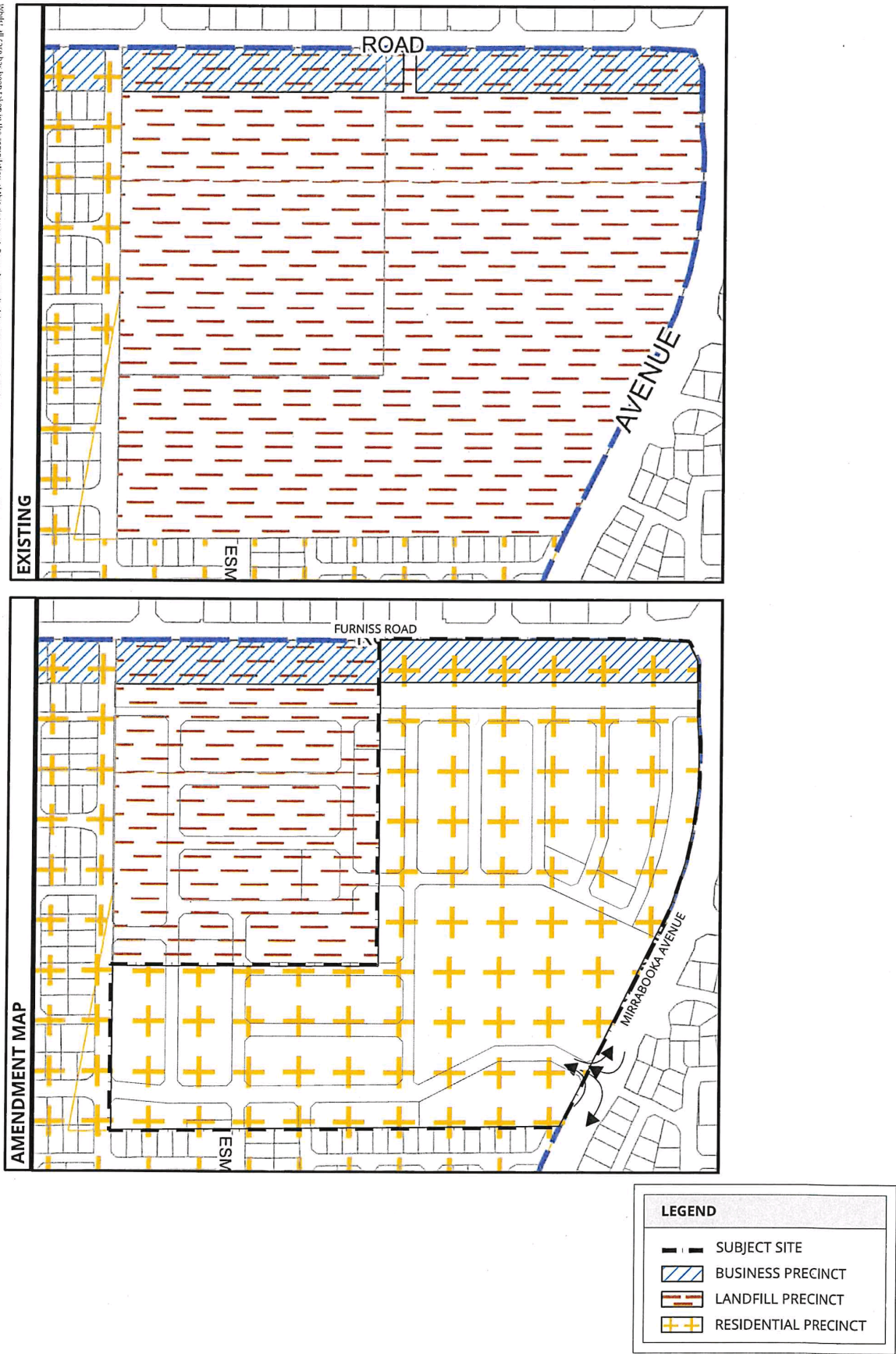
..... Witness

..... Date

..... Date of Expiry



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8997_FIG10C_20200117 Darch (Zoning Amendment A4) - DRAWN: W.CLEMENTS - DATE CREATED: 2020.01.17

8997_FIG10C_20200117 Darch (Zoning Amendment A4) - DRAWN: W.CLEMENTS - DATE CREATED: 2020.01.17

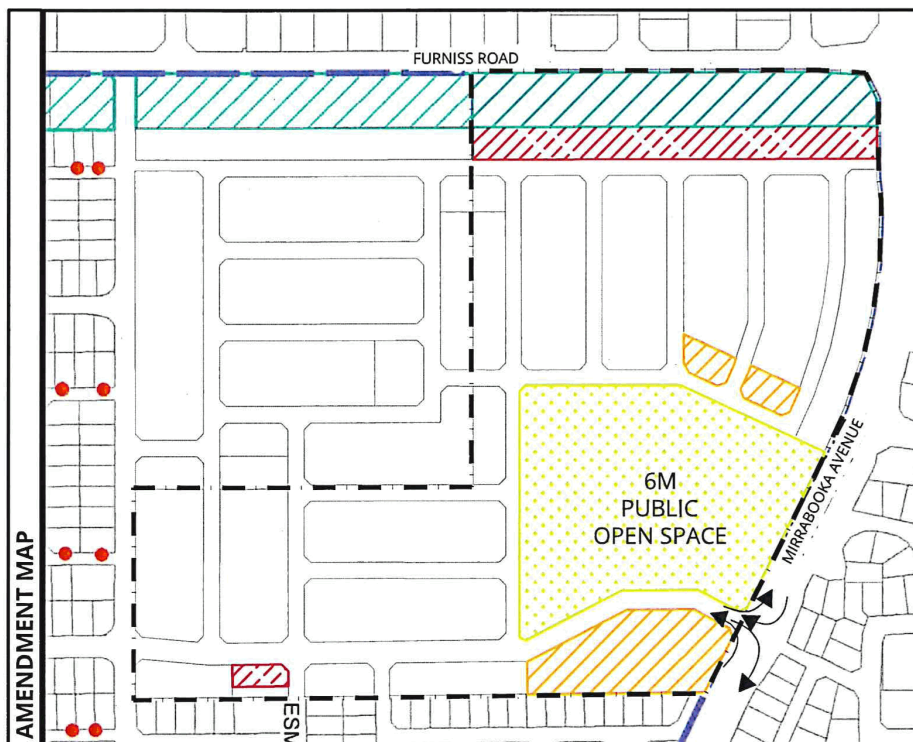
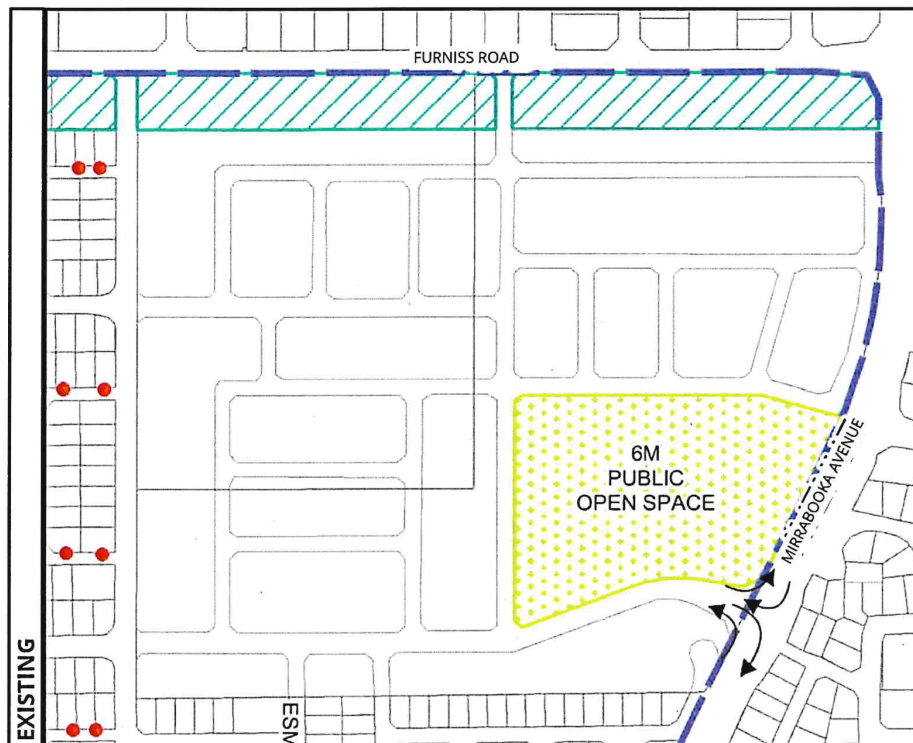


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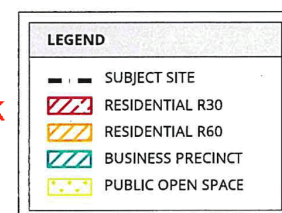


AGREED ZONING PLAN No.8 EAST WANNEROO CELL 6
AMENDMENT No. 43

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• • PEDESTRIAN LINK



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AGREED STRUCTURE PLAN No. 8 EAST WANNEROO CELL 6
AMENDMENT No. 43

8997_FIG08C_20200117 Darch (SP Amendment A4) - DRAWN: W. CLEMENTS - DATE CREATED: 2020.01.17

N:\TOWN PLANNING\86000-8999\8997\DRAWINGS\A4 - WILLIAM CLEMENTS - 2020.01.17

Schedule of submissionsAmendment No. 43 to East Wanneroo Cell 6 Approved Structure Plan No. 8 – Lot 2 Driver Road, Darch

No.	Submitter's number in the list of submitters	Submitter's issue	Administration's Comment	Recommendation
1	1	Support for the proposed development but object to Westport Parade connecting to Mirrabooka Avenue.	<p>The amendment accords with the existing approved ASP 8 which proposes an extension of Westport Parade to Mirrabooka Avenue.</p> <p>Westport Parade is a Neighbourhood Connector with an indicative traffic volume of 3,000 vpd. As shown in Attachment 11, the estimated traffic volumes on this road are well below the indicative traffic volume.</p>	No modification required.
2	Department of Transport	No comment	Noted	No modification required.
3	Water Corporation of WA	The proposed changes are relatively minor in nature and should not impact on the Corporation's ability to service the area.	Noted.	No modification required.
4	4	Lot 2 should not be developed while Lot 1 is still a functioning disposal site.	<p>Considering that Lot 1 is still a DWER licensed landfill site, it is recommended that a provision be included in Part 1 of ASP 8 requiring the developer to demonstrate to the satisfaction of DWER that the licensed activities on Lot 1 have ceased prior to the endorsement of a deposited plan.</p>	<p>It is recommended that the following clause be included in Part 1 of ASP 8:</p> <p><i>At the subdivision stage prior to the endorsement of a diagram or plan of survey (deposited plan) for the creation of residential lots, the applicant is to demonstrate to the satisfaction of the Department of Water and Environmental</i></p>

				<i>Regulations that the licensed activities on Lot 1 Furniss Road, Darch have ceased.</i>
5	4	Block size should mimic the surrounding area.	While the site is predominantly proposed to be developed at R20, some areas have been proposed to be recoded to R60 and R30 to accord with LPP 3.1	No modification required.
6	ATCO Gas	No objection	Noted	No medication required.
7	6	Fully support the amendment.	Noted	No modification required.
8	DWER	Does not object to the proposal, however, a non-potable water source for Public and District Open Space has yet to be secured for the proposed development. Once a water source has been secured, the Department will be able to provide support for both the LWMS and Structure Plan	It is noted that DWER has approved the City's application to draw water out of the Landsdale sub-area within Warradale Park located to the east of Lot 2 Driver Road in Landsdale so that the City can transfer this amount of allocation from the City's Whitford's allocation to Lot 2 Driver Road once the POS site is established. However, DWER is yet to provide its support for the LWMS and the structure plan amendment. Therefore it is recommended that the applicant be required to submit a LWMS prior to lodging an application for the subdivision or development. In this regard it is noted that the applicant prematurely submitted to the WAPC subdivision applications to create the POS site and residential lots. These applications have been deferred by WAPC until such time the structure plan amendment is approved by the WAPC.	It is recommended that the applicant be required to obtain approval of the LWMS prior to lodging an application for subdivision or development.
9	8	Concerned about impact on the property due to vibrations from the constructions, from Use of	The issues raised by the submitter can be considered at the development stage.	No modification is required.

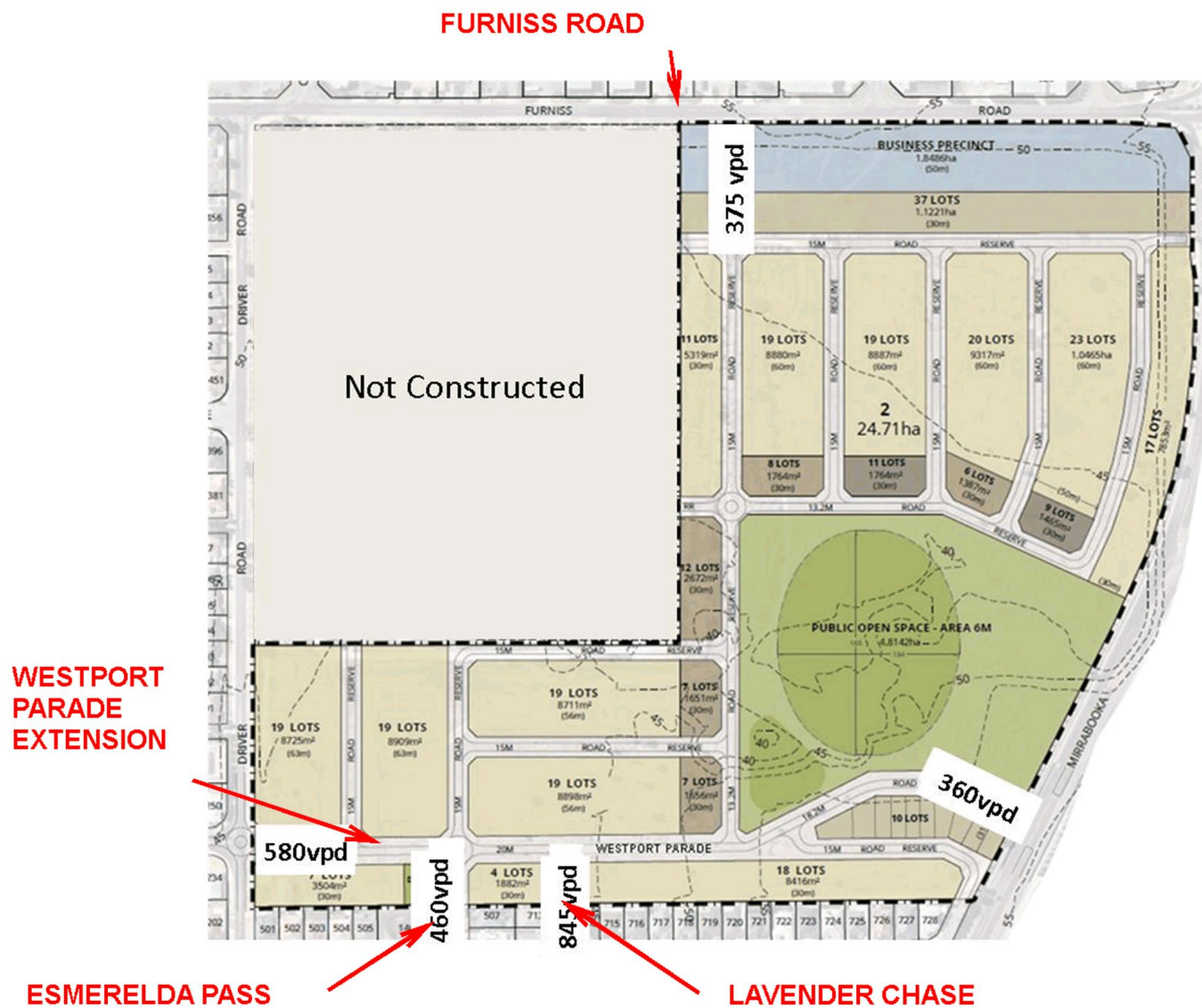
		compressors and drilling and movement of large trucks with heavy loads		
10	8	Increase in traffic on Driver Road and Westport Parade.	See response to Item 1 above. Regarding Driver Road it is noted that volume of traffic in 2016 was 1,373vpd. The applicant estimates 580vpd to exit onto Driver Road from the site. Driver Road is classified as a Neighbourhood Connector with an indicative traffic volume of 3,000 vpd. The increase in traffic on Driver Road due to the proposal will not impact on the normal flow of traffic.	No modification is required.
11	8	Dust entering homes	At the subdivision stage the developer will be required to contain and manage dust under the provisions of the City's Local Planning Policy 4.18 – Earthworks and Sand Drift.	No modification is required.
12	9, 11	Whilst I agree with the proposed amendment as per above, I object to the change of zoning in relation to the service station. This location is unsuitable due to the close proximity of residential houses, in addition, there is an existing service station at the other end of Furniss Road, Landsdale.	The current ASP 8 classifies Service Station and a suite of other land uses, as not permitted uses in the Business Precinct <i>unless it can be demonstrated that the likelihood of any conflicts or concerns can be ameliorated to the satisfaction of Council.</i> Therefore there is an opportunity for a developer to propose a Service Station anywhere in the Business Precinct provided the developer can demonstrate that any conflicts or concerns can be ameliorated to the City's satisfaction.	No modification is required.
13	10	The objection to the density from R20 Residential to R30, and a large portion to	The proposed R60 density coded areas were assessed under the provisions of the Local Planning Policy 3.1 – Local Housing	It is recommended to recode the R60 coded areas to the north of the POS site as R30.

		R60. This high density housing is not in keeping with the existing suburb of Darch.	Strategy Implementation. This policy provides guidance to determine the location of R40 and R60 coded areas. The policy does not apply to R30 coded areas. The objective of the policy is to address housing affordability by providing a variety of housing stock. As discussed in the body of the report, the R60 coded area to the south of the POS site is supported as it satisfies the policy. The R60 coded areas to the north of the POS site have been recommended to be recoded as R30.	
14	11	No justification has been provided to support the removal of the required ten metre rear setback and landscape area criteria for development within the Business Precinct and why alternative measures to preserve amenity of the abutting Residential Precinct are not required.	As discussed in the report Administration does not support the proposal to reduce the rear setback of the Business Precinct Lots from 10 metres to Nil.	It is recommended that the proposed changes not be supported and the existing setback provision in ASP 8 should apply.
15	11	No justification has been provided for the introduction of a higher density above the R50 density currently allowed throughout the structure plan nor any consideration given to the impact on amenity and orderly and proper planning in the context of a fully developed area. Rear loaded access for the high	See response to Item 13 above.	See recommendation to Item 13 above.

		density lots opposite the public open space may improve the built form outcome and result in a frontage not dominated by garages and vehicle crossovers.		
16	DoE	No objection on the basis that the future primary school in East Wanneroo Cell 5 will provide limited student accommodation.	Noted.	No modification required.
17	PTA	No comment	Noted	No modification required.
18	MRWA	No comment	Noted	No modification required.

List of Submitters

No.	Details of Submitter	Nature of submission
1	Eddie and Natashs McAteer 3 Westport Parade, Darch	Object
2	Department of Transport	No comment
3	WCWA	No objection
4	Clay Adams 8 Carlow Way, Darch	Object
5	ATCO Gas	No objection
6	Gordon & Pamela & Martin Dyer 1, Cristata Terrace, Darch	Fully support the amendment
7	Department of Water and Environmental Regulation	Conditional support.
8	Anonymous	Object
9	Allan Toomath 116 Furniss Road, Darch	Agree but object to Service Station
10	June & Kevin Watkins 16 Rosemary Avenue, Darch	Object.
11	Department of Planning, Heritage and Lands	Comment
12	Department of Education	No objection.
13	Public Transport Authority	No comment.
14	Main Roads WA	No comment.



Assumes Furniss Road connection in place.



**AMENDMENT NO. 43 TO EAST WANNEROO CELL 6 APPROVED
STRUCTURE PLAN NO.8 – LOT 2 DRIVER ROAD, DARCH**

OVERALL AERIAL MAP



any geotechnical or other environmental clearances have been obtained to the satisfaction of Council, the WAPC or DEP as the case requires.

4.3 BUSINESS PRECINCT

The permissibility of land uses and general provisions for this zone are the same as those that apply to the Business Zone in the scheme except where indicated to the contrary by the following special provisions.

Objective

The Business Precinct is a transitional land use precinct providing a buffer between the largely incompatible land uses of the General Industrial Zone situated north of Furniss Road and the Residential Precinct to the south of the Business Precinct. It is intended that development compatible with the Residential Precinct will be encouraged within the Business Precinct and that a high level of amenity will be maintained.

Criteria:

- a) the minimum lot size shall be 1500 m² with a minimum lot depth of 50 metres;
- b) the rear setback shall be a minimum of 10 metres;
- c) vehicular access will be permitted from Furniss Road only;
- d) all lighting shall be positioned to face away from the proposed residential areas (at the rear) so that no direct light is visible from those properties;
- e) the rear of each lot must be provided with a ten metre wide landscape area (minimum) which extends the full width of the lot. This area must be established prior to the occupancy of any premises and thereafter maintained to the satisfaction of the City of Wanneroo;
- f) unless otherwise determined by Council, hours of operation will be between 7am to 7pm.
- g) the scheme includes a number of "P" and "D" uses for the Business Zone that are considered to be in conflict with the objectives of this precinct, and therefore, are not considered to provide an acceptable interface with the residential area. Such uses shall not be permitted unless it can be demonstrated that the likelihood of any conflicts or concerns can be ameliorated to the satisfaction of Council.

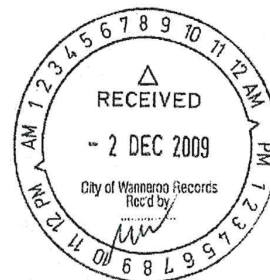
The following Table 1 identifies land uses that are not considered appropriate and should be excluded from this Business Precinct:

Table 1 - Non Permitted Uses within the Business Precinct	
Amusement Facility/Parlour	Laundry
Auction Room;	Night Club
Bakery;	Place of Assembly
Car Wash	Place of Worship
Cinema	Private Recreation
Club Non-Residential	Reception Centre
Drive-Through Food Outlet	Restaurant
Dry Cleaning Premises	Road House
Hall, Church	Service Station
Hall, Public Dance, Concert	Take away Fast Food
Hospital Private Inc. "C" Class	Tavern
Hospital Public	Theatre
Laundrette	Veterinary Hospital



Government of Western Australia
Department of Environment and Conservation

Your ref:
Our ref: DEC7844
Enquiries: Registrar
Phone: 1300 782982
Fax:
Email:



Chief Executive Officer
City of Wanneroo
Locked Bag 1
Wanneroo WA 6946

Dear Sir/Madam

NOTICE OF A CLASSIFICATION OF A KNOWN OR SUSPECTED CONTAMINATED SITE GIVEN UNDER SECTION 15 OF THE CONTAMINATED SITES ACT 2003

The site detailed below, consisting of 1 parcel(s) of land, was classified under the *Contaminated Sites Act 2003* (the Act) on 6 October 2008 as 'Possibly contaminated - investigation required' and re-classified on 3 July 2009 and 7 September 2009, as 'Possibly contaminated - investigation required':

- LOT 8005 ON PLAN 36178 as shown on certificate of title 2544/70 known as 50 Driver Rd, Darch WA 6065 (the Site)

This notification is being sent to you in accordance with section 15(1) of the Act on the grounds that you, as the recipient, are one or more of the following:

- owner of the site;
- occupier of the site;
- relevant public authority;
- person in the CEO's opinion there is particular reason to notify;
- person who made the report under section 11 or 12; and
- person in the CEO's opinion who may be responsible for remediation of the site classified as *contaminated – remediation required*.

Re-classification of the Site

Former Site Classification

Former Site Classification: Possibly contaminated - investigation required

Date of Former Site Classification: 7/09/2009

New Site Classification

Category of New Site classification: Contaminated - restricted use

Date of New Site classification: 24/11/2009

DIRECTOR GENERAL AND ENVIRONMENTAL SERVICES DIVISIONS: The Atrium, 168 St Georges Terrace, Perth, Western Australia 6000

Phone: (08) 6467 5000 Fax: (08) 6467 5562 TTY: 1880 555 630

PARKS AND CONSERVATION SERVICES DIVISIONS: Executive: Corner of Australia II Drive and Hackett Drive, Crawley, Western Australia 6009

Phone: (08) 9442 0300 Fax: (08) 9386 1578 Operations: 17 Dick Perry Avenue, Technology Park, Kensington, Western Australia 6151

Phone: (08) 9219 8000 Fax: (08) 9334 0498 TTY: 9334 0546

POSTAL ADDRESS FOR ALL DIVISIONS: Locked Bag 104, Bentley Delivery Centre, Western Australia 6983

www.dec.wa.gov.au

wa.gov.au

XDDECL001

Reasons for classification: This Site was reported to the Department of Environment and Conservation (DEC) under section 11 of the 'Contaminated Sites Act 2003', which commenced on 1 December 2006. This Site classification is based on information submitted to DEC by 14 September 2009.

The Site comprises approximately 36 hectares of land bounded by Furniss Road in the north and Mirrabooka Road on the east. The Site lies within an area currently used for the disposal of Class 1 (Inert) construction and demolition waste in accordance with the requirements of a Waste Disposal License (Ref 6832/11). Filling operations on approximately 25 hectares of land to the east and southeast of the operational landfill have been completed.

The Site is currently used for the disposal of waste, a land uses that has the potential to cause contamination as per the guideline "Potentially Contaminating Activities, Industries and Land Uses" (Department of Environment, October 2004). In addition, the southwest corner of the Site is used for the preparation and sale of stone, mechanical workshops and for the storage and distribution of fuel oils such as diesel.

The east and south eastern part of the Site (the filled portion of the Site) has been the subject of soil, groundwater and landfill gas investigations conducted between 2005 and 2009. Investigations were initially conducted with a view to the sale and redevelopment of the Site for residential purposes.

The 2005 investigation identified the presence of up to 24m thickness of demolition and construction waste, including significant quantities of metal, wood, plaster board, and plastic fragments. In addition, bore records note the presence of asbestos containing materials (ACM), hydrocarbon residues and motor vehicle waste. Soil sampling from the waste body identified fragments of asbestos containing materials (ACM). Landfill gas samples taken from monitoring bores within the waste body showed the presence of methane in soils exceeding the upper explosive limit of methane in air (i.e. 15%v/v methane in air), carbon dioxide and a corresponding depletion in oxygen concentration, suggesting the production of landfill gas from within the waste body.

A soil, groundwater and landfill gas investigation was carried out in June 2008. The limited soil investigations identified the presence of lead within the waste body, at concentrations exceeding health investigation levels for residential land uses with access to soils (HIL-A) and copper and zinc at concentrations exceeding Ecological Investigation Levels (EIL) as set out in the guideline "Assessment Levels for Soil, Sediment and Groundwater" (Department of Environment, November 2003). A surface inspection and laboratory analysis of soil samples identified the presence of fragments of asbestos containing materials (ACM) within the waste body and exposed at the surface in the eastern and south-eastern areas of the Site.

A limited groundwater investigation characterised the groundwater beneath the waste body as slightly acidic, saline and with high levels of organic components. Analysis identified the presence of arsenic, chromium and manganese at concentrations exceeding Australian Drinking Water Guidelines as set out in "Assessment Levels for Soil, Sediment and Groundwater" (DoE, November 2003), but below Department of Health levels for Non-Potable Residential Uses as set out in 'Contaminated Sites Reporting Guideline for Chemicals in Groundwater' (Department of Health, 2006).

The 2008 investigation detected the presence of up to 55%v/v methane in soil, exceeding the upper explosive limit of methane in air (i.e. 15% methane) and 15.3%v/v carbon dioxide from within gas monitoring wells predominantly in the southeast corner of the Site. Hydrogen sulphide concentrations in soil were recorded at up to 196ppm exceeding the published occupational health and safety exposure limit in air (OSHA 10ppm).

The 2008 investigation provided photographs of a quarry stone processing and sales business located in the southwest portion of the Site. The photographs show the presence of hydrocarbon staining in soils around the underground fuel storage tank and bowser, mechanical workshops, waste fuel sumps and around unbanded drum storage areas.

The Site was the subject of additional landfill gas monitoring from existing and new perimeter monitoring well locations around the Site in September 2008, and in February, May, June and August 2009. The most recent monitoring data shows that methane gas is being generated within the southeast and northwest of the waste body at concentrations up to 46.6%v/v methane, and is present in soils at up to 0.2%v/v on the western perimeter of the Site. In addition, carbon dioxide generation is occurring within the eastern half of the landfill site up to 16.9%v/v and is present in soils along the northern and south-eastern perimeters of the landfill up to 4.6%v/v. Gas flow rates are greatest within the southeast of the landfill site, but perimeter monitoring indicates that currently no landfill gas is migrating through soils beyond the site boundary.

A preliminary risk assessment suggests that, based on current gas flow and concentration data, the site is unsuitable for any development or use other than as a managed "landfill site".

As the Site is known to be contaminated but has been subject to risk assessment that has shown that the site is suitable for certain restricted land uses, the Site is classified as 'Contaminated - Restricted Use' restricting the landuse of the Site to a managed "Landfill Site" only and be subject to an on-going program of landfill gas and groundwater monitoring.

The on-going landfill gas and groundwater investigations and assessments should include detailed characterisation and delineation of the landfill gas and groundwater contamination. DEC notes that landfill gas monitoring to date has not been carried out over a representative range of atmospheric conditions including the "worst-case conditions". Further landfill gas monitoring is required to provide sufficient information to predict current and future trends in landfill gas generation and movement from the Site.

The results of on-going monitoring should be used to further assess human health and environmental risks, including risks to future and adjacent land users. All investigations and assessments should be carried out by a suitably qualified environmental consultant in accordance with Contaminated Sites Management Series guidelines or where necessary other relevant national or international technical guidance.

DEC, in consultation with Department of Health, has classified this Site based on the information available at the time of classification. It is acknowledged that the contamination status may have changed since this time, and as such the usefulness of this information may be limited.

In accordance with Department of Health advice if groundwater is being, or is proposed to be, abstracted DEC recommends that analytical testing should be carried out to determine whether the groundwater is suitable for its intended use.

The nature and extent of contamination and any restrictions on the use of the land, if applicable, are listed in Attachment A.

Information in relation to the classification of the Site will be available to the public through a request for a summary of records on the Contaminated Sites Database.

In some instances DEC has had to classify sites based on historical information. It should be noted that a site may be re-classified at any stage to better reflect the current status when additional information becomes available, for example where a new investigation or remediation report completed in accordance with DEC's *Contaminated Sites Management Series* of guidelines,

is submitted to DEC. The current site classification is the classification most recently conferred on the Site.

Memorials

In accordance with sections 58 (1) and (3) of the Act, DEC will give notice to Landgate to withdraw the current memorial(s) lodged against Certificate(s) of Title 2544/70 relating to Site and subsequently lodge a new memorial against the Certificate(s) of Title, which will record the new site classification.

Disclosure upon sale / lease / mortgage of the Site


Please note that where the land is part of a transaction (such as a sale, mortgage or lease agreement), and comprises all or part of a site classified as *contaminated – remediation required*, *contaminated – restricted use* or *remediated for restricted use*, or is land in respect of which a notice under Part 4 of the Act has been given and a memorial registered against the title, each owner of the land must provide a written disclosure (on the prescribed form) of the Site's status to any potential owner, mortgagee (e.g. financial institutions) or lessee at least 14 days before the completion of the transaction. A copy of the written disclosure must also be forwarded to DEC. **Important note:** failure to provide written notice is an offence and carries a penalty of up to \$125,000 and a daily penalty of \$25,000.

Appealing the Site classification

All site classifications given by DEC are appealable. However, only certain people can lodge a valid appeal depending on the classification category as detailed in the attached Fact Sheet. Appeals need to be lodged in writing with the Contaminated Sites Committee at Level 22, The Forrest Centre, 221 St Georges Terrace, Perth WA 6000, within 45 days of being given this notification. The appeal should set out the appellant's relationship to the Site, and must include the grounds and facts upon which it is based.

For further information on all aspects of site classification, please refer to the *Site Classifications – What do they Mean?* Fact Sheet and *Site Classification Scheme 2006* (guideline) which are available from DEC's website www.dec.wa.gov.au/contaminatedsites or by contacting the Registrar on 1300 762 982.

Yours sincerely



Andrew Miller
SECTION MANAGER
CONTAMINATED SITES BRANCH
Delegated Officer under section 91
of the *Contaminated Sites Act 2003*

26/11/2009

Enc. Attachment A – Nature and Extent and Restrictions on Use.

ATTACHMENT A – Nature and Extent and Restrictions on Use

- LOT 8005 ON PLAN 36178

Nature and Extent: The Site contains up to 25m thickness of construction and demolition waste including metal, plastic, plaster board and wood fragments, asbestos containing materials and hydrocarbon residues.

Soils within the waste body contain lead, copper and zinc contamination and fragments of asbestos containing materials.

Groundwater underlying the Site is impacted by arsenic, manganese and total chromium contamination.

Landfill gas is present within the Site that contains methane and carbon dioxide.

Restriction on Use: The landuse of the Site is restricted to a managed "Landfill Site" only.

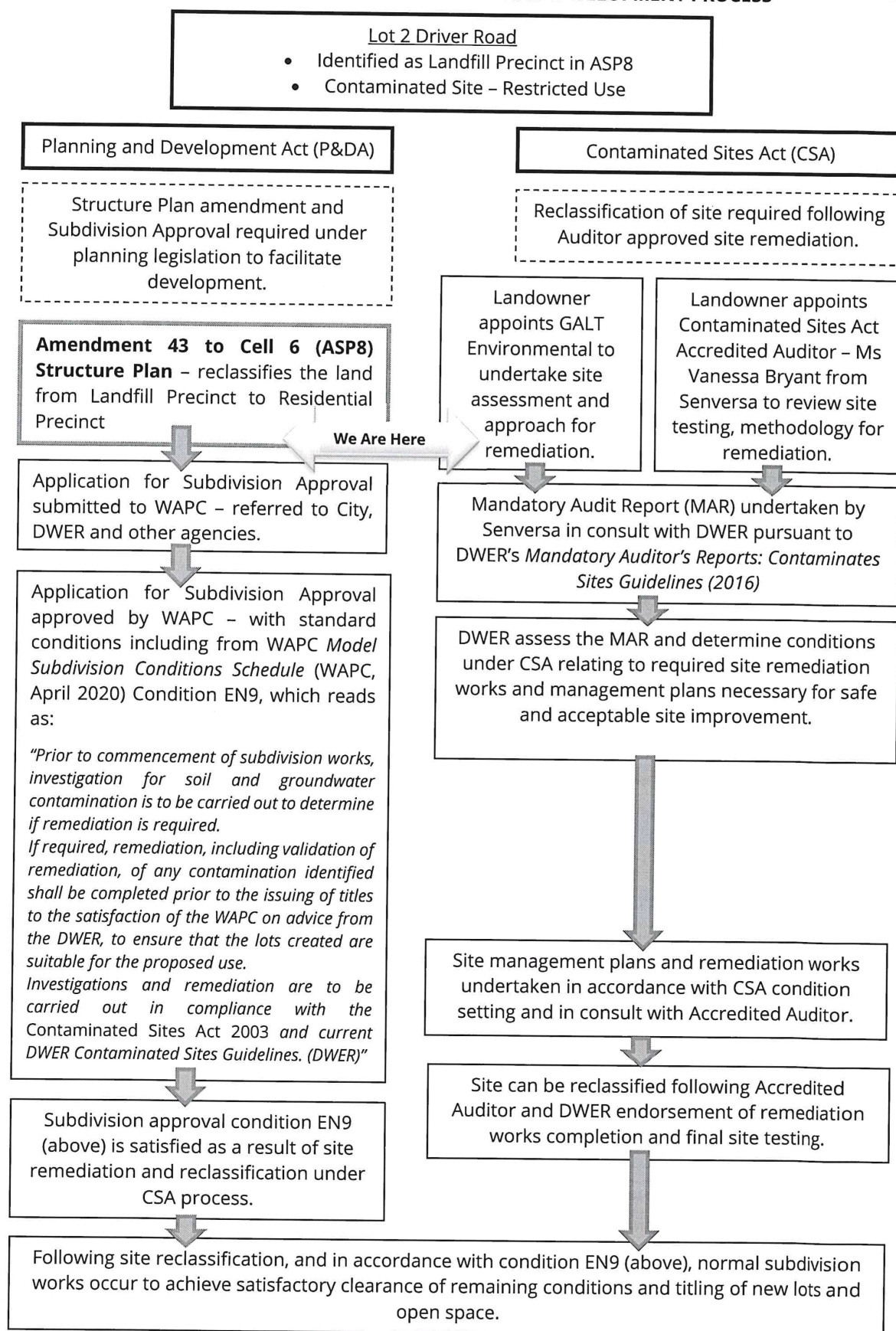
All public access to the site should be prohibited.

No soils or groundwater should be disturbed, excavated or abstracted without the implementation of a Health, Safety and Environmental Management Plan.

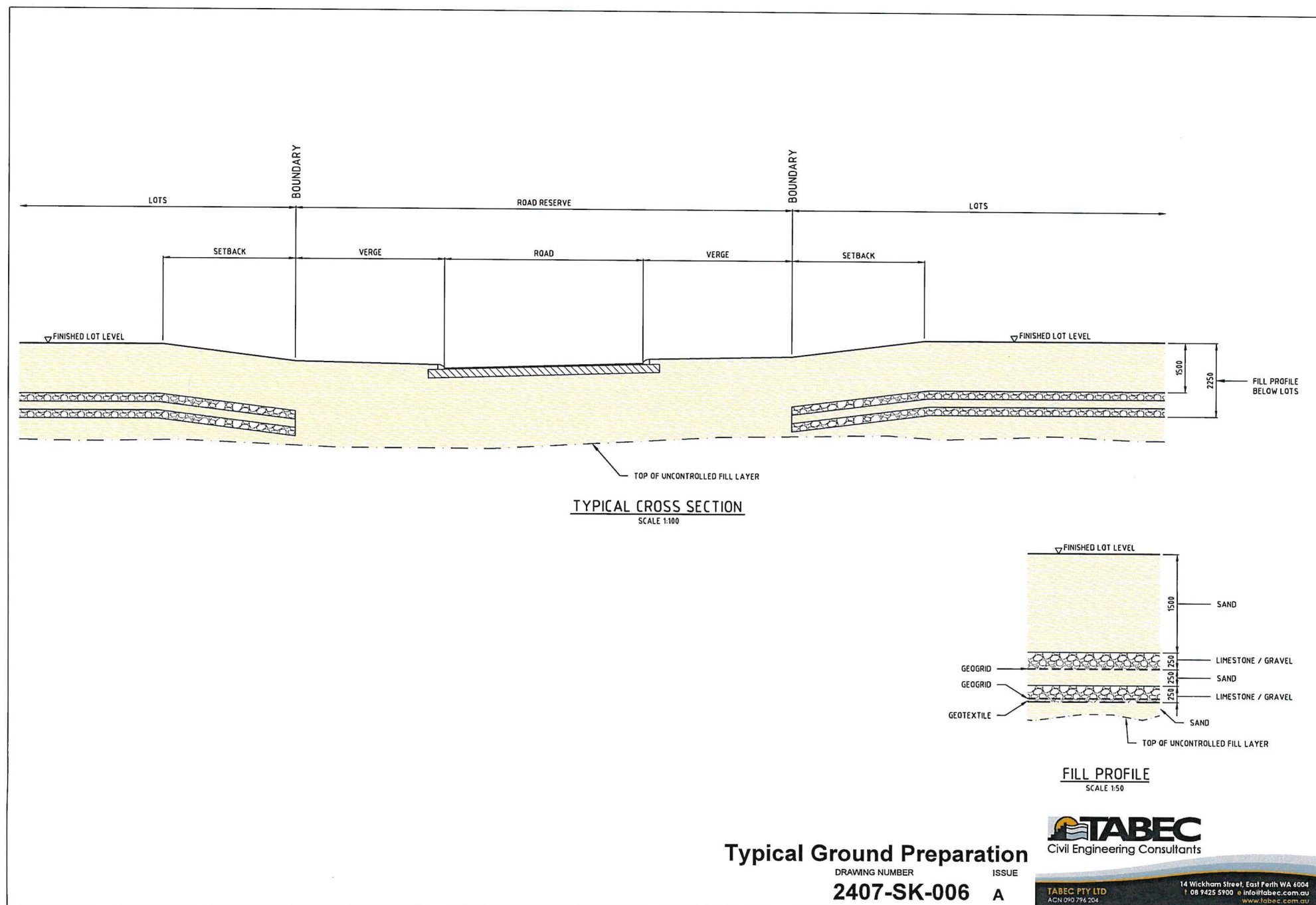
The Site should be subject to an on-going program of on-site and perimeter landfill gas and groundwater monitoring.



SUMMARY FLOW CHART OF REMEDIATION AND DEVELOPMENT PROCESS







Landscape Master Plan

Lot 2 (No. 26) Driver Road
Darch



Assets

Asset Operations & Services

3.5 Review of Terms of Reference: RoadWise Working Group

File Ref: 1446V04 – 20/111878
 Responsible Officer: Director Assets
 Disclosure of Interest: Nil
 Attachments: 3

Issue

To consider the revised *Terms of Reference* for the RoadWise Working Group (the **Group**).

Background

Following the local government Elections held in October 2019, the Group was reconstituted and new representatives were appointed. This report considers a scheduled review of the *Terms of Reference* for the Group (**Attachments 1, 2 and 3**).

Detail

Administration has undertaken a review and prepared the revised *Terms of Reference*, as shown in **Attachment 2**. The current *Terms of Reference* for the Group is shown in **Attachment 3**.

The proposed changes to the *Terms of Reference* were discussed at the Group's meeting held on 19 August 2020 and the following suggestions were made:

- *Aims and Functions 1.7 Safe Road Use* – add “to align with Austroads Safe System framework with Towards Zero focus on influencing and improving road user behaviour”.; and
- *Membership* - Retain Main Roads Western Australia (**MRWA**) Traffic Section membership and invite them to attend (if staff are available) to discuss matters under their responsibility; and the maximum of five community representatives be retained.

All amendments, including those above, have been reflected in the marked-up version shown in **Attachment 1** and detailed below:

Clause	Amendment	Reason
N/A	Template amended	Following a review from Council Support to standardise the Advisory/ Working Group templates.
Title	Change from 'Working Group' to 'Advisory Group'.	To reflect that the Group is an Advisory Group rather than a Working Group, as per the definition.
Role/Purpose	Amending the Role/ Purpose to reflect the change of the Advisory Group.	
1.8	Change name of Department of Transport	To reflect the correct departmental name.

Clause	Amendment	Reason
Membership: 2.1	Change from Elected Members to Council Members.	To reflect proper wording.
2.3	Change of membership period for members to be reviewed by Director Assets.	
2.7	Added that City representatives will attend at each meeting for administrative support, and are not voting members of the group.	
Operating Procedures 3.1	Removed section detailing City Officers are unable to be appointed to the position of Chairperson and Deputy Chairperson.	City Officers will no longer be voting members of the Group.

Consultation

The Group has discussed the revised *Terms of Reference* and feedback incorporated in the proposed *Terms of Reference*. Feedback listed below:

Clause	Amendment	Reason
Aims and Functions	<p>1.7 Safe Road Use through education, and promotion of the Austroads Safe System framework with Toward Zero focus on influencing and improving road user behaviour:</p> <ul style="list-style-type: none"> • Safe Roads and Roadsides; • Safe Speeds; • Safe Vehicles; • Increasing the awareness of factors affecting drive ability, for example driving tired or under the influence of alcohol and drugs; and • Liaising with WA Police for effectiveness in enforcement. 	To align with Austroads Safe System framework with Towards Zero focus on influencing and improving road user behaviour.
Membership: 2.1	Retaining MRWA representative.	Membership retained to reflect the Group's feedback.
	Consider reduction of Community representatives from five to three.	<p>To match the recommended number of Council Members.</p> <p>Retained as five to reflect the working group's feedback.</p>

Comment

The current *Terms of Reference* has been in use for approximately five years and the review has considered the changes in the composition of the Group, its status as an Advisory Group to Council and updated the reference organisation names as required.

It is noted that Administration has reviewed the feedback received from the Group and the revised *Terms of Reference* are presented to Council for consideration and approval.

Statutory Compliance

Nil

Strategic Implications

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

“3 *Environment (Built)*

3.5 *Connected and Accessible City*

3.5.1 *Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility”*

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City’s existing risk registers, which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil




Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the proposed amendments to the RoadWise Working Group Terms of Reference, as per Attachment 2.

Attachments:

1 	Attachment 1 - Draft (Amended copy) Terms of Reference RoadWise Working Group	20/307595	
2 	Attachment 2 - (Final Draft) Terms of Reference RoadWise Advisory Group (new Template Version	20/304047	Minuted
3 	Attachment 3 - Revised Terms of Reference (RoadWise Working Group) Word Document 2015	15/533933	



TERMS OF REFERENCE

~~RoadWise Working Group~~ RoadWise Advisory Group

October 2006, August 2009, October 2009, May 2011, November 2015 (IN01-12/15)

Name:	RoadWise Working Group RoadWise Advisory Group
Role/Purpose:	<p>To provide a forum for community liaison, implement community road safety projects and to provide advice to the City of Wanneroo on strategic traffic and road safety issues aligned with the City of Wanneroo Road Safety Strategic Action Plan 2015-2018 that affects the residents and transport users within the City.</p> <p>To provide a forum for community liaison, implement community road safety projects and to provide advice to the City of Wanneroo on strategic traffic and road safety issues aligned with the City of Wanneroo Road Safety Strategic Action Plan 2019-2021 that affects the residents and transport users within the City.</p>
Definition:	<p>Advisory Group: The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
Aims & Functions:	<p>1.1 To encourage safe use of the City's road network by motorists, pedestrians and cyclists;</p> <p>1.2 To contribute to the development of the City's Cycle Plan;</p> <p>1.3 Become aware of existing and potential road safety problems, and recommend strategies to solve them;</p> <p>1.4 Lead and encourage interested community members to implement strategies to address road safety issues;</p> <p>1.5 Provide a means of two way communication and participation between the community and the City of Wanneroo on matters pertaining to road safety;</p> <p>1.6 Improve inter-agency collaboration and co-ordination;</p> <p>1.7 Safe Road Use through education and promotion of the Austroads Safe System framework with Toward Zero focus on influencing and improving road user behaviour.</p> <p>Enhance public education and increase promotion and advocacy on the issues of:</p> <ul style="list-style-type: none"> • Reducing speeding; • Improving the safety of roads; • Countering drink driving; • Increasing the awareness of factors affecting driver ability, for example driving tired or under the influence of alcohol and drugs • Improving the WA Police Service effectiveness in enforcement; • Proper use of restraints for the safety of vehicle occupants;

	<ul style="list-style-type: none"> • Planning a safer local travel network; • Safer modes of transport. • Safe Roads and Roadsides; • Safe Speeds; • Safe Vehicles; • Increasing the awareness of factors affecting driver ability for example driving tired or under the influence of alcohol and drugs; • Liaising with WA Police for effectiveness in enforcement. <p>1.8 Provide feedback to the Office of Road Safety Department of Transport on planned legislation and new changes to road rules.</p> <p>1.9 Identify and recommend funding sources to Council to implement road safety projects.</p>
Membership:	<p>2.1 The Working Group The <i>Advisory Group</i> shall consist of the following representation:</p> <ul style="list-style-type: none"> • Three Elected Members A Minimum of three Council representatives appointed by Council; • Director, Assets or nominee (Traffic Engineer) Director Assets or nominees (Traffic Services); • Main Roads Western Australia (MRWA) Traffic Section Representative (1); • Western Australian Local Government Association Roadwise/WALGA Representative; • A maximum of five community representatives from the community. <p>2.2 The community representative shall;</p> <ul style="list-style-type: none"> • Reside or have a business within the City of Wanneroo that has a strong road safety involvement; • Represent a specific road user group, such as cyclists, emergency services, walking clubs or vehicle clubs; • Represent a specific section of the community such as seniors, disabled, schools, community service organisation; • Have a demonstrated interest/experience in general road safety strategies; • Have a positive attitude to road safety issues <p>2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply. Membership, other than Council Members appointed by Council, shall be appointed or removed by the Director Assets in accordance with the criteria outlined in 2.1. above'</p> <p>2.4 Membership, other than Elected Members appointed by Council, shall be appointed or removed by the Director Assets in accordance with the criteria outlined in 2.2 above. Members must comply with the City's Code of Conduct.</p> <p>2.5 The Working Group The <i>Advisory Group</i> have authority to second individuals from outside <i>Advisory Group</i> on a voluntary basis, for their expert advice.</p> <p>2.6 Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council.</p> <p>2.7 Director Assets or nominee (Traffic Services) will attend each meeting as administrative advisors only, and do not form membership of the RoadWise Advisory Group</p>
Operating procedures:	<p>3.1. : Chairperson:</p> <p>a) The members of a Working Group <i>Advisory Group</i> are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that City Officers not be appointed to the position of Chairperson and Deputy Chairperson.)</p>

	<p>b) The CEO or delegated nominees will attend the first meeting to conduct the election of the Chairperson and Deputy Chairperson. The Chairperson will preside at all meetings.</p> <p>c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group Advisory Group present to assume the chair.</p> <p>d) The Chairperson is responsible for the proper conduct of the Working Group Advisory Group.</p> <p>3.2. Meetings:</p> <p>a) The Working Group The Advisory Group shall meet on a regular basis as determined by the nominated Group members.</p> <p>b) All meeting dates are to be provided in Councillors Clipboard the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.</p> <p>c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.</p> <p>d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection.</p> <p>e) Copies of all Minutes are to be forwarded electronically, through Trim HPE Content Manager (the City's electronic record keeping system), to Governance Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.</p> <p>f) All Agenda and Minutes documentation to be generated through Council's InfoCouncil software reporting system.</p> <p>g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. A Group recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) In the event that a vote is taken, all endorsed member of the working Group will have one vote. The Chairperson will have the casting vote. The Chairperson will have the casting vote and simple majority will prevail. All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3. Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members.</p> <p>A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.4. Administration:</p> <p>3.4.1 Advisory Group Administrator Support Administration support for the Working Group will be provided by the City of Wanneroo An Working Group Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be</p>
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	<p>Administration Officer Traffic Services.</p> <p>3.4.2 Motions on Notice</p> <p>A Working Group member Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The Working Group <i>Advisory Group</i> has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Working Group <i>Advisory Group</i> has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



TERMS OF REFERENCE
RoadWise Advisory Group)
(Date of Council Adoption)

Name:	RoadWise Advisory Group
Role/Purpose:	<i>To provide a forum for community liaison, implement community road safety projects and to provide advice to the City of Wanneroo on strategic traffic and road safety issues aligned with the City of Wanneroo Road Safety Strategic Action Plan 2019-2021 that affects the residents and transport users within the City.</i>
Definition:	<p>Advisory Group: The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.</p> <p>It is put together to get opinions and make recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.</p>
Aims & Functions:	<ol style="list-style-type: none"> 1.1 To encourage safe use of the City's road network by motorists, pedestrians and cyclists; 1.2 To contribute to the development of the City's Cycle Plan; 1.3 Become aware of existing and potential road safety problems, and recommend strategies to solve them; 1.4 Lead and encourage interested community members to implement strategies to address road safety issues; 1.5 Provide a means of two way communication and participation between the community and the City of Wanneroo on matters pertaining to road safety; 1.6 Improve inter-agency collaboration and co-ordination; 1.7 Safe Road Use through education and promotion of the Austroads Safe System framework with Towards Zero focus on influencing and improving road user behaviour. <ul style="list-style-type: none"> • Safe Roads and Roadsides; • Safe Speeds; • Safe Vehicles; • Increasing the awareness of factors affecting driver ability for example driving tired or under the influence of alcohol and drugs; • Liaising with the WA Police for effectiveness in enforcement. 1.8 Provide feedback to the Department of Transport on planned legislation and new changes to road rules.

11/4/2019

	1.9 Identify and recommend funding sources to Council to implement road safety projects.
Membership:	<p>2.1 The <i>Advisory Group</i> shall consist of the following representation:</p> <ul style="list-style-type: none"> • A minimum of three Council representatives appointed by Council; • Director Assets or nominees (Traffic Services); • Main Roads Western Australia (MRWA) Traffic Section Representative (1); • Western Australian Local Government Association Roadwise/WALGA Representative; • A maximum of five community representatives. <p>2.2 The community representative shall;</p> <ul style="list-style-type: none"> • Reside or have a business within the City of Wanneroo that has a strong road safety involvement; • Represent a specific road user group, such as cyclists, emergency services, walking clubs or vehicle clubs; • Represent a specific section of the community such as seniors, disabled, schools, community service organisation; • Have a demonstrated interest/experience in general road safety strategies; • Have a positive attitude to road safety issues <p>2.3 Membership, other than Council Members appointed by Council, shall be appointed or removed by the Director Assets in accordance with the criteria outlined in 2.2. above;</p> <p>2.4 Members must comply with the City's Code of Conduct.</p> <p>2.5 The <i>Advisory Group</i> have authority to second individuals from outside <i>Advisory Group</i> on a voluntary basis, for their expert advice.</p> <p>2.6 Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council.</p> <p>2.7 Director Assets or nominee (Traffic Services) will attend each meeting as administrative advisors only, and do not form membership of the RoadWise Advisory Group.</p>
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TERMS OF REFERENCE

RoadWise Working Group

October 2006, August 2009, October 2009, May 2011, November 2015 (IN01-12/15)

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Operating procedures:	<p>3.1 Chairperson:</p> <ol style="list-style-type: none"> a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group and in accordance with the Local Government Act 1995, Schedule 2.3, Division 1 (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson.) b) The CEO or delegated nominee will attend the first meeting to conduct the election of the Chairperson or at a subsequent meeting if a new Chairperson is to be elected. c) The Chairperson will preside at all meetings. d) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair.

	<p>e) The Chairperson is responsible for the proper conduct of the Working Group.</p> <p>3.2 Meetings:</p> <p>a) The Working Group shall meet on a regular basis as determined by the nominated Group members.</p> <p>b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary.</p> <p>c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible.</p> <p>d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection.</p> <p>e) Copies of all minutes are to be forwarded electronically through TRIM the City's electronic record keeping system to Governance for filing in the Elected Members' Reading Room.</p> <p>f) All agenda and minute documentation is to be generated through Council's InfoCouncil software reporting system.</p> <p>g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.4 Administration:</p> <p>3.4.1 Administration Support</p> <p>Administration support for the Working Group will be provided by the City of Wanneroo.</p> <p>3.4.2 Motions on Notice</p> <p>A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>

3.6 Response to Petition PT02-06/20 Address the problems of volume and speed of traffic on Ashley Road & Waldburg Drive, Tapping

File Ref:	3125V04 – 20/377808
Responsible Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	1

Issue

For Council to consider a Petition to address the problem of the volume and speed of traffic on Ashley Road and Waldburg Drive in Tapping.

Background

At the Ordinary Council Meeting on 28 July 2020 (UP02-07/20) Council received a Petition, which was signed by 62 residents representing 50 properties from the Tapping area and reads as follows:

"We the rate payers of Ashley and Waldburg Roads area petition the Council to address the problem of the volume and speed of traffic on these roads."

Of the 50 properties represented by the signatures on this petition, 26 were from residents along Ashley Road, 10 on Waldburg Drive, six from Titian Way, two from Kandinsky Approach, two from Cozens Road, one from Veronese Pass, one from Atra Avenue, one from Elion Link and one was from a resident on Dowitcher Turn.

Refer to **Attachment 1** for a locality map showing the extent of the section of Ashley Road and Waldburg Drive in question.

Detail

Ashley Drive and Waldburg Drive are classified within the City's Functional Road Hierarchy as Local Distributor Roads and have been constructed within road reserve widths varying from 27m to 20m. Currently, both roads operate under the default 'built-up area' speed limit of 50km/h.

Ashley Road comprises of a two lane bi-directional Boulevard between Wanneroo Road and Spring Hill, after which, it reduces to a single carriageway through to its eastern end at Pinjar Road. Waldburg Drive is also constructed as a two lane bi-directional Boulevard between Joondalup Drive and Spring Hill/ Galileo Avenue, after which it reduces to a single carriageway to its southern end at Ashley Road.

As a Local Distributor, both roads provide a link to a number of Local Access Roads and the arterial road network with connections to Wanneroo Road, Pinjar Road and Joondalup Drive.

The majority of properties fronting these roads are residential, however Tapping Primary School and Waldburg Park abuts the northern end of Waldburg Drive and Alvarez Park abuts the central section. Spring Hill Primary School and Jimbub Swamp Park lies on the North West corner of the Ashley Road/Waldburg Drive intersection. There is a retirement village located at the western end of Ashley Road. On-street parking bays and footpaths are provided along both of these roads to cater for school parents, visitors and pedestrians, including children from local schools.

A Transperth bus route (service 467) runs along Waldburg Drive, Ashley Road and Carosa Road, terminating at the Whitfords train station in Kingsley.

In listing the function and characteristics of these types of roads, Liveable Neighbourhoods gives the indicative traffic carrying capacity of a Local Distributor Road as up to 7,000 vehicles per day (vpd).

Consultation

No community consultation has been undertaken in preparing this report.

Comment

In response to concerns raised in the petition from residents relating to speeding and hoon driving on Ashley Road and Waldburg Drive, traffic count data was collected to investigate the traffic volumes and vehicle speeds. The results are shown in the table below:

Road	Date	Location	Volumes – Average Weekday Traffic (AWT)	85th Percentile Speed (Speed at which or below 85% of the motorists are driving)
Ashley Road	August 2020	West of Waldburg Dr	3440	57.5 km/h
Waldburg Drive	August 2020	North of Ashley Rd	1894	47 km/h

The above analysis indicates that traffic volumes are still under the accepted capacity for the functionality of the roads. While drivers on Ashley Road are travelling above the default 50km/hr built up area speed limit, the 85th percentile vehicle speed for Waldburg Drive is under the built up area speed limit of 50km/h.

It is recognised that changes to the surrounding arterial road network, such as the Wanneroo Road/ Joondalup Drive grade separated intersection project currently being completed by Main Roads WA may have impacted traffic movements through the local road networks. It is likely that once the grade separation is completed, vehicles will be less inclined to seek alternative routes through residential streets.

Administration has completed assessment of Ashley Road (Watkins Loop to Pinjar Road) and Waldburg Drive (Galileo Avenue to Ashley Road) in accordance with the City's Local Area Traffic Management Policy, the policy guiding the decision making process to determine whether roads require infrastructure changes or increased policing. The assessment considers a range of factors including:

- Speed data;
- Traffic volume including commercial vehicle volume;
- Crash history;
- Road design and topography;
- Presence of vulnerable road users such as pedestrian/ cyclists; and
- Activity generators such as schools/ retail/ train stations, etc.

The Policy requires a score of over 60 to qualify for traffic management treatments, while scores between 30 and 60 points warrant attention to law enforcement and driver education. In the case of Ashley Road (Watkins Loop to Pinjar Road) and Waldburg Drive (Galileo Avenue to Ashley Road), the scores were 35 and seven respectively, indicating that the construction of traffic management treatments cannot be justified at this time.

Whilst the score indicates that the construction of traffic treatments is not warranted in this instance it is recognised that there is a requirement for driver education on Ashley Road. Therefore, Administration proposes to:

- Organise to deploy the Speed Advisory Trailer on Ashley Road and Waldburg Drive to help educate motorists on the default built up area speed limit of 50km/hr; Share traffic data with WA Police with a request to conduct increased speed limit education and enforcement; and
- Continue to monitor the traffic data in these streets.

Statutory Compliance

Nil

Strategic Implications

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

“3 Environment (Built)

3.5 Connected and Accessible City

3.5.1 Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility”

Risk Management Considerations

Risk Title	Risk Rating
CO-023 Safety of Community	Low
Accountability	Action Planning Option
Director Community & Place	Manage

Risk Title	Risk Rating
CO-001 Relationship Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Alignment with the following risk appetite statements should also be considered:

Society: 1.2 Safe Communities

The City places a high priority on the safety of its community particularly in the public realm and the importance of hazard and risk identification, management and reduction, and will therefore accept a moderate risk to reputation, low risk to financial and safety.

Civic Leadership: 4.1 Working With Others

The City is committed to engaging with community, partners, government agencies and the broader business community to achieve agreed outcomes that are aligned to community aspirations. The City acknowledges that success in service delivery by the City cannot be achieved in isolation. It requires a collaborative approach, working with the community, partners, government agencies and the broader business community to achieve outcomes that are aligned to community aspirations. This will be achieved by being transparent with

information and delivering and maintaining a consistent message when engaging with stakeholders. 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.

Policy Implications

The provisions of LATM Policy apply in assessing the request made in this petition.

Financial Implications

Nil

Voting Requirements

Simple Majority

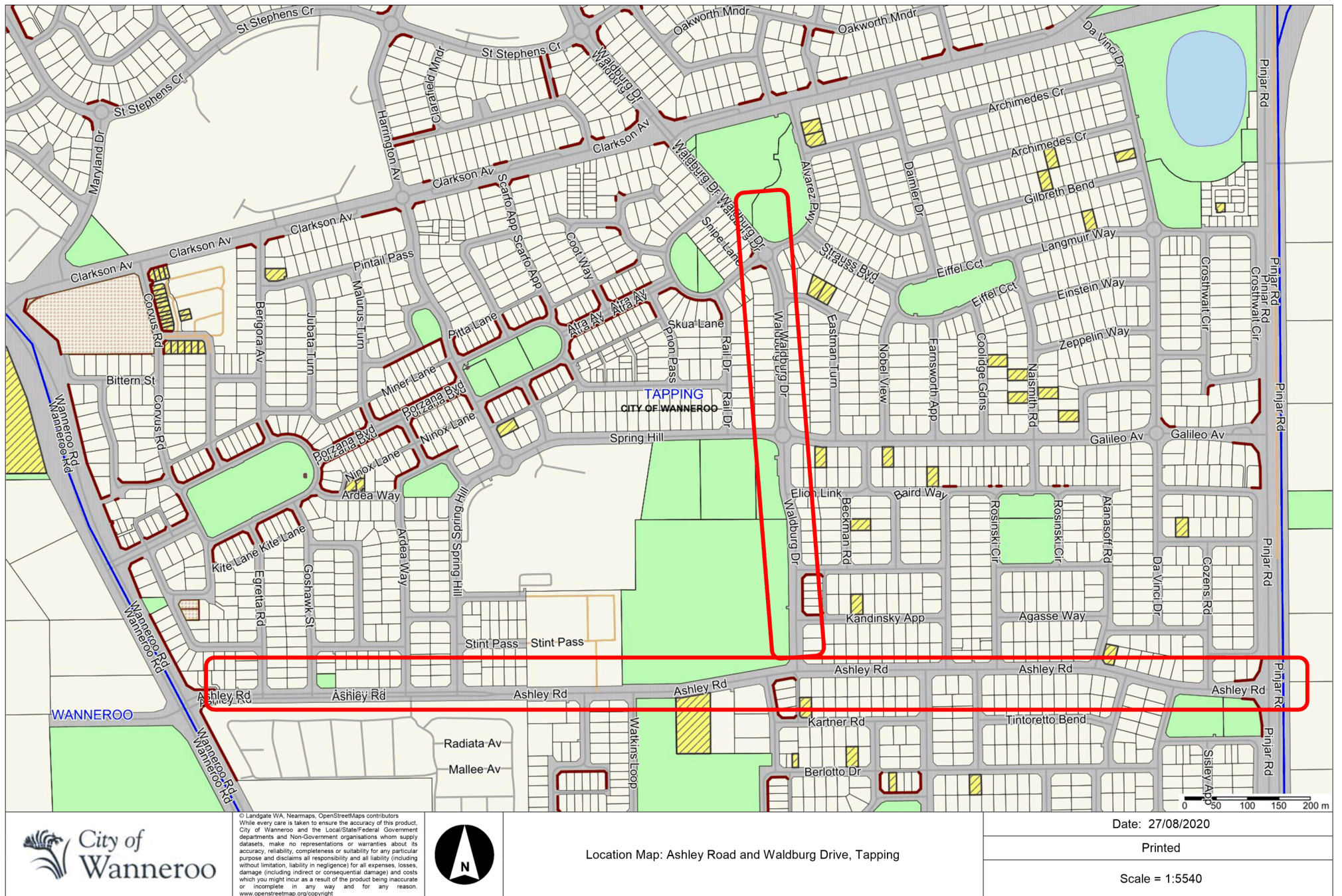
Recommendation

That Council:-

- 1. NOTES that the traffic assessment undertaken as per Local Area traffic Management Policy, does not support the installation of traffic treatments along Ashley Road and Waldburg Drive;**
- 2. REQUESTS Administration:**
 - a) To deploy the speed advisory trailer in Ashley Road and Waldburg Drive;**
 - b) Write to the Western Australian Police to undertake speed enforcement in Ashley Road; and**
 - c) Undertake ongoing traffic data monitoring in Ashley Road and Waldburg Drive; and**
- 3. ADVISES the Petition organiser of Council's decision.**

Attachments:

[!\[\]\(e9474ce1d70442456f8fe9c393ea149c_img.jpg\) Attachment 1 - Location Map - Ashley Road and Waldburg Drive, Tapping](#) 20/369582



Community & Place

Community Facilities

3.7 Review of the Sports Floodlighting Policy

File Ref:	21800 – 20/370697
Responsible Officer:	Director Community and Place
Disclosure of Interest:	Nil
Attachments:	3

Issue

For Council to consider the revised Sports Floodlighting Policy (the **Policy**).

Background

The Policy (**Attachment 1**) was last updated at the Ordinary Council Meeting on 9 May 2017 (CE02-05/17) to incorporate minor administrative amendments.

The Policy has been revised to improve clarity and update references to associated documents.

Detail

The revised Policy has been included in **Attachment 2**. Primary changes include:

- The provision of additional detail in respect to the City's standard floodlighting provision for large ball sports (all football codes), in particular the provision of 50 lux compared to 100 lux;
- Providing guidance for lighting of informal (recreational) sporting activities such as skate boarding, basketball (three on three) and BMX pursuits; and
- Specifying the use of LED technology for all new floodlighting installations and the transitioning of existing metal halide installations to LED.

Revised Standard Floodlighting for Large Ball Sports

According to Australian Standards (**Attachment 3**), Sports Spaces catering for all football codes shall at a minimum, have:

- 50 lux (current standard) for amateur level ball and physical training; and
- 100 lux amateur level club competition and match play.

The Australian Standards attempts to provide a technical (quantifiable) definition regarding participant involvement in regards to activities associated with training and match play including tackling, passing, scrummaging, forming a ruck. These are as follows:

1. Ball and physical training is classed as structured drills and match simulations that are performed in what can be considered to be controlled/ predictable activities and usually involves fewer participants in each activity. As such, these activities hold less risk to the participant, noting that there are more participants on the ground at the same time;
2. Competition is classed as formal match play activities that are undertaken for the sole purpose of accumulating points within a sanctioned league through the State Sporting Associations (**SSA**). A match differs from training as it is playing at a much higher intensity, given there is more at stake, whereby two different teams are trying to outsmart one another in an effort to score. This brings with it unpredictability, noting that some

sports are more predictable than others. The key with match play lighting is that it is intended to provide safety (due to unpredictability) from a projectile (ball movement) and contributes to the quality of match play itself – if players can see the ball it is a better outcome; and

3. According to the Australian Standards, match practice differs from ball and physical training, but it does not provide definition or explanation for how it differs. As a result, the City, like the majority of local governments, has interpreted this as an activity with the category of ball and physical training, which resulted in all sports open spaces having lighting installed to appropriate standard of 50 lux.

Drivers for Change – 50 to 100 Lux

The following points are the primary reasons for consideration of facilitating the provision of 100 lux floodlighting at Sports Spaces:

- An increase in night matches, sanctioned by State Sporting Associations (**SSA's**);
- Significant increase in junior and female participation and therefore, greater demand for night time matches;
- Clubs requesting several night matches a year to increase revenue and social interaction (e.g. family nights);
- Enables greater flexibility in scheduling matches throughout the week;
- Allows the City to manage ground usage and allocations more efficiently with the fields that are currently available. This includes the seasonal creep between winter and summer sporting codes;
- SSA's have increased the minimum standards required for many sports at various levels;
- Provides a higher quality of lighting for the sport, and ambient lighting for more activities such as walking and occasional events;
- Change in the interpretation of the term 'match practice'. The City considers that 'match practice' is where participants engage in full team match simulations, such as friendlies or scratch matches. These are typically 'interclub' activities that are not formally sanctioned; and
- Industry advice that metal halide lamps, part and servicing availability will decline within a five year horizon.

Proposed Large Ball Sport Floodlighting Provision

The Policy seeks to provide additional clarification in relation to floodlighting provision standards for football (all codes) at the City's Sports Spaces. In addition to the existing advice on standard levels of provision (e.g. training at 50 lux and match play at 100 lux), the Policy seeks to further clarify the standards of provision based on the functional classification of the Sports Space. This is as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Minimum of 50 lux*
District	Amateur/ club	Maximum of 100 lux
Regional	Amateur/ semi-professional	Minimum of 100 lux*

**Designed to increase capacity based on meeting the below criteria.*

In undertaking this approach, the intention is to provide flexibility within the Policy to amend the level of floodlighting provision based on the classification of the Sports Space and the intended level of use.

To aid in the consideration of an increased level of floodlighting above the standard levels of provision, a number of criteria have been developed to assist in this decision making process. These are as follows:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?
- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building, to support night time competitions?
- Would the relevant SSA sanction night time competitions at the sporting space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/ is there an existing club?
- Asset life/ condition. How old/ new is the existing floodlighting infrastructure? (e.g. less than 15 years); and
- What is the classification of the Sports Space within the Hierarchy of Provision, and/ or is the facility being used at a level above its hierarchy of provision?

Transition from Metal Halide to LED

The City's current standard for new installations is LED. In recognition of the greater energy efficiency, the Policy notes the City's intention to (subject to budget capacity) transition existing metal halide floodlighting installations to LED installations. This is noting that LED lamps cannot be put onto poles designed for metal halide lamps and as such would require a complete new floodlighting installation. This is also on the basis that current industry advice is that metal halide lamps, parts and servicing availability will decline within a five year horizon.

There are 50 Sports Spaces (catering for football) within the City, of which 43 currently have metal halide floodlighting installations.

The criteria listed in the Policy for consideration of lux levels will be used to inform the prioritisation of projects for replacement of existing metal halide floodlighting installations with LED floodlighting installations.

Consultation

Consultation has been undertaken with the relevant internal stakeholders and the Policy has been reviewed as per City's Policy and Procedure review process.

Comment

The intent of the Policy has not changed, with the main change being the revision of the City's standard large ball sport provision to enable greater flexibility in respect to the lux lighting level based on the classification of the Sports Space. It is Administration's view that this will assist Clubs, SSAs and the City to better accommodate the changing needs of large ball sports. All other amendments are considered administrative in nature.

Statutory Compliance

Policies have been reviewed to ensure ongoing compliance with appropriate Standards and Legislation.

Strategic Implications

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

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

Risk Management Considerations

Risk Title	Risk Rating
Productive Communities	Moderate
Accountability	Action Planning Option
Director Community and Place	Manage

Risk Title	Risk Rating
CO-O17 Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & 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.

Policy Implications

This Policy has been recommended for amendment a result of an evaluation and review process undertaken in accordance with the City of Wanneroo's Policy Register.

Financial Implications

The change in approach within the Policy for the provision of large ball sport floodlighting installations will result in a financial impact.

Based on a typical four pole large ball sport floodlighting installation, the cost of increasing the lux levels from 50 lux to 100 lux is estimated to be up to \$72,000 based on the recent Edgar Griffiths Park project. This cost is related to the provision of additional lamps (up to two luminaires per pole, design dependent) and is based on the assumption that the existing LED installation has the capacity to accommodate the increase (e.g. power supply, conduits and cabling, and tower design).

In respect to the transitioning from an existing metal halide installation to a LED installation, the estimated cost would be in the order of \$350,000, as per the current cost estimate for the project at Ridgewood Park. As noted above and within the Policy, the implementation of these projects is subject to budget capacity in any given year. The City will also seek external funding where possible to assist with the transition to LED.




Voting Requirements

Simple Majority

Recommendation

That Council ENDORSE the revised Sports Floodlighting Policy, as per Attachment 1.

Attachments:

- | | | | |
|--|---|--------------|---------|
| 1 | Attachment 1 - Sports Floodlighting Policy revised 2020 | 12/91944[v3] | Minuted |
| 2 | Attachment 2 - Sports Floodlighting Policy revised August 2020 with track changes | 19/211411 | |
| 3 | Attachment 3 - Australian Standards Sport Floodlighting - Football | 20/239746 | |



Policy Manual

Sports Floodlighting Policy

Policy Owner: Community Facilities
Contact Person: Manager Community Facilities
Date of Approval: TBC

POLICY STATEMENT

The City of Wanneroo (City) has a significant number of Sports Spaces (playing fields and hard courts) that are used for formal activity (club-based training and competition) and Recreation Spaces used for informal sporting and recreational activities including skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.

POLICY OBJECTIVE

The objective of this policy is to guide the provision and maintenance of floodlights across the network of Sporting and Recreation Spaces within the City of Wanneroo (City).

IMPLEMENTATION

This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the Participants and the Officials. Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure luminaire uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting - Australian Standard AS2560. The City's standard provision for lighting is shown in the table below:

Sport	Level of play	Aust. Standard LUX level	
Hockey/Lacrosse	Training	250 LUX	
	Match*	500 LUX	
Baseball/Softball	Training	Infield 250 LUX	Outfield 150 LUX
Football (all codes)	Training	50 LUX	
	Match*	100 LUX	
Netball/Basketball	Training	100 LUX	
	Match*	100 LUX	
Tennis	Training	150 LUX	



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Sport	Level of play	Aust. Standard LUX level
	Match*	250 LUX

*Match level refers to amateur club competition and match practice. Training refers to amateur level ball and physical training.

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sport Spaces – Large Ball Sports (Football all codes)

The Hierarchy of Provision for floodlighting on the City's Sports Spaces for large ball sports will be as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Minimum of 50 lux*
District	Amateur/club	Maximum of 100 lux
Regional	Amateur/Semi-Professional	Minimum of 100 lux*

* designed to increase capacity based on meeting the below criteria.

The base level of lighting provided at outdoor multi-use sports playing venues will be determined as Amateur Level 'Ball and Physical Training' level by the City and the level of lighting will be in accordance with AS2560.2.3 2007.

Where it is deemed appropriate, the City will increase the level of floodlighting provision to Amateur Level 'Club competition and match practice' (100 lux) for neighborhood and District Sports Spaces. Provision of floodlighting lux levels above 100 lux at Regional Sports Spaces will be considered via an individual business case. This may occur as a part of the provision of a new floodlighting installation or as a part of an upgrade of an existing installation and will be assessed based on the following criteria:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?
- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building to support night time competitions?
- Would the relevant State Sporting Association sanction night time competitions at the Sporting Space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/is there an existing club?
- Asset life/condition: How old/new is the existing floodlighting infrastructure? (ie. < 15yrs); What is the classification of the Sports Space within the Hierarchy of Provision, and/or is the facility being used at a level above its hierarchy of provision?

The above criteria will also be used to prioritise projects which involve increasing the lux levels and in the replacement of existing Metal Halide floodlighting installations with LED floodlighting installations.



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Sporting Open Spaces – Small Ball Sports

The provision of lighting for small ball sports will be considered on a case-by-case basis and, if determined necessary by the City, lighting will be provided to meet the appropriate Australian Standard for the particular sport. Australian Standards for:

- Baseball and softball are AS2560.2.6 -1994.
- Hockey is AS2560.2.7-1994. Synthetic hockey fields must have sports floodlighting to a minimum of training standard with match play being considered through a business case.
- Cricket currently has no specific Australian Standard but typically follows the AS2560 for the above sports. However, The European Sports Lighting Standard 'EN12193 Light and Lighting – Sports Lighting 2007' contains recommendations specific to both Outdoor and Indoor Cricket, and should be used as a guide where applicable.

If deemed acceptable through a business case, lighting of practices cages and wickets may be provided to assist clubs training longer in the summer and during the darker, typically winter months of the year.

Where specific sports such as lacrosse, are not covered by AS2560, lux levels will be assessed against other Australian Standards with similar sporting types as a benchmark.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (basketball, netball) will be determined as 'Recreation or Training and Competition with few spectators' level by the City and the level of lighting will be in accordance with AS2560.2.4.

Tennis Courts

The installation of any tennis courts as a new standalone facility or addition to existing facilities is to have floodlighting that meets with AS2560.2.1-2003 for 'Recreational and Residential Tennis'.

Outdoor Youth Activity Spaces (Skate Parks and BMX/pump tracks)

There are no Australian Standards for the illumination of outdoor 3 on 3 courts, skate parks, BMX/pump tracks and the like, and therefore lighting standards for these types of outdoor sporting activities must meet a minimum horizontal illuminance of 100 lux at ground level, with a 0.5 uniformity (min/ave). Lighting for these spaces is to be sited to ensure there is no shadowing in bowls or glare when users are performing tricks.

The method of illumination is to be floodlights with full cut-offs (to minimise light pollution) with poles located at least 3m from all active areas around the perimeters of the spaces so they do not become an obstruction to the users, noting that the final pole locations will be determined during the design stage to ensure the active functional area illuminated as outlined above.

City Design Requirements

All sports floodlighting infrastructure must be initially designed and constructed to allow for levels of lighting to be increased or improved, in future years.



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All sports floodlighting infrastructure must be designed and constructed using LED technology as this will minimise running and whole of life costs, provide a higher quality and distribution of light and provide instantaneous switching (on/off).

Where training and match floodlighting Lux levels are to be provided, the system must be designed to allow switching between the two levels.

Transition from Metal Halide to LED Installations

In recognition of the greater energy efficiency of LED floodlighting and reduced life cycle costs, the City will seek to undertake a program to replace existing metal halide floodlighting installations with LED floodlighting installations, to the required lux levels as outlined within the standards identified above. This will be undertaken subject to budget capacity in any given year.

Additional Levels of Sports Floodlighting

Clubs may apply to the City for approval to increase or improve illumination levels beyond the specific standard. Additional lighting is to be in accordance with Australian Standard 2560 through 2560.2.8. The application should detail:

- The proposed standard of lighting;
- Reasons for requesting the change;
- A plan for the courts/grounds to be changed; and
- Sources of funding.

Applications will be considered by the Director Community & Place (or other authorised person) and the Manager Community Facilities.

If approved, the cost of the installation of additional floodlights over and above that of the City's standards for any sport will be the responsibility of the applicant club or clubs. These costs may include new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgrade or modified power to site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital and project management costs for the works.

The ongoing operating cost of the upgrade installations beyond the specified standard shall be charged to the user groups, at a cost per hour as defined with the City's Schedule of Fees and Charges to cover the cost of the additional power provider charges. These fees shall include a pro-rata element for lamp, luminaire and control gear replacement, cleaning, wear and tear on the electrical installation and switching points, and all other maintenance costs.

The City shall undertake all works associated with the upgrades, with the required infrastructure becoming the property of the City. The City retains the right to use the additional lighting as required.

ROLES AND RESPONSIBILITIES

This Policy is the responsibility of the Manager Community Facilities.



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DISPUTE RESOLUTION

Disputes in regard to this Policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be escalated to the Director Community & Place.

EVALUATION AND REVIEW PROVISIONS

The Policy will be reviewed every three years, in consultation with Community Facilities, and will take into account any feedback received from external stakeholders.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Participant	Someone who takes part in an activity
Official	Umpire, Club, Coach, Timekeeper
Sports Spaces	Provide for formal structured sporting activities, as defined by the Department of Local Government, Sport and Cultural Industries.
Recreation Spaces	Provide for informal play and physical activity, relaxation and social interaction, as defined by the Department of Local Government, Sport and Cultural Industries.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

REFERENCES

Australian Standard 2560.1 to 2560.2.8: Sports Lighting (reconfirmed in 2017)

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
29 June 2010, Resolution No. CD05-06/10 (Revokes Floodlighting Policy and Tennis Courts Floodlighting Policy – both last reviewed in September 2005)	June 2012	10/16815
CS05-08/12	August 2014	12/91944
Resolution No. CS11-11/14	November 2016	12/91944
9 May 2017 CE02-05/17	May 2019	12/91944[v2]
	July 2022	12/91944[v3]



Policy Manual

Sports Floodlighting Policy

Policy Owner: Community and Place Facilities
Contact Person: Manager Community Facilities
Date of Approval: CE02-05/17 – 9 May 2017 TBC

POLICY STATEMENT

The City of Wanneroo (City) has a significant number of Sports Spaces (playing fields and hard courts) that are used for formal activity (club-based training and competition) and Recreation Spaces used for informal sporting and recreational activities including skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.

~~The City has a significant number of sporting open spaces (fields and courts) that are used for formal (club-based training and competition) and some informal (recreational) sporting activities such as skate boarding, basketball and BMX pursuits. To ensure that these activities can be undertaken in a safe environment, it is critical that the City provides these facilities with sports floodlighting in line with Australian and other relevant Standards, as far as practicable.~~

POLICY OBJECTIVE

The objective of this policy is to guide the provision and maintenance of floodlights across the network of Sporting and Recreation Spaces within the City of Wanneroo (City).

IMPLEMENTATION

This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the Participants and the Officials. Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure luminaire uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting - Australian Standard AS2560. The City's standard provision for lighting is shown in the table below:

Sport	Level of play	Aust. Standard LUX level
Hockey/Lacrosse	Training	250 LUX
	Match*	500 LUX

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Sport	Level of play	Aust. Standard LUX level	
Baseball/Softball	Training	Infield 250 LUX	Outfield 150 LUX
Football (all codes)	Training	50 LUX	
	Match*	100 LUX	
Netball/Basketball	Training	100 LUX	
	Match*	100 LUX	
Tennis	Training	150 LUX	
	Match*	250 LUX	

*Match level refers to amateur club competition and match practice. Training refers to amateur level ball and physical training.

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sport Spaces – Large Ball Sports (Football all codes)

The Hierarchy of Provision for floodlighting on the City's Sports Spaces for large ball sports will be as outlined in the table below:

Sports Space Functional Classification	Level of Competition	Level of Lighting (LED)
Neighbourhood	Amateur	Minimum of 50 lux*
District	Amateur/club	Maximum of 100 lux
Regional	Amateur/Semi-Professional	Minimum of 100 lux*

* designed to increase capacity based on meeting the below criteria.

The base level of lighting provided at outdoor multi-use sports playing venues will be determined as Amateur Level 'Ball and Physical Training' level by the City and the level of lighting will be in accordance with AS2560.2.3 2007.

Where it is deemed appropriate, the City will increase the level of floodlighting provision to Amateur Level 'Club competition and match practice' (100 lux) for neighborhood and District Sports Spaces. Provision of floodlighting lux levels above 100 lux at Regional Sports Spaces will be considered via an individual business case. This may occur as a part of the provision of a new floodlighting installation or as a part of an upgrade of an existing installation and will be assessed based on the following criteria:

- Does the Sports Space currently have 100 lux floodlighting provision, irrespective of luminaire type?
- Is the Sports Space capable of hosting night time competitions?
- Does the Sports Space have the necessary supporting infrastructure such as a Sports Amenities Building to support night time competitions?
- Would the relevant State Sporting Association sanction night time competitions at the Sporting Space?
- Will upgrading the floodlighting at this Sports Space enable the City to manage ground maintenance and allocations more efficiently?
- Is the Sports Space currently being used/is there an existing club?
- Asset life/condition: How old/new is the existing floodlighting infrastructure? (ie. < 15yrs);

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What is the classification of the Sports Space within the Hierarchy of Provision, and/or is the facility being used at a level above its hierarchy of provision?

The above criteria will also be used to prioritise projects which involve increasing the lux levels and in the replacement of existing Metal Halide floodlighting installations with LED floodlighting installations.

The objective of this policy is to guide the provision and maintenance of floodlights across the network of at selected sporting open spaces (active reserves) and outdoor courts within the City.

POLICY STATEMENT

Active Reserves – Multi-Use

The level of lighting provided at outdoor multi-use sports playing venues will be determined as "Ball and Physical Training" Level by the Wanneroo City and the level of lighting will be in accordance with Amateur Level Australian Standard 2560.2.3-2007.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (tennis, basketball, netball) will be determined as "Recreation or Training and Competition with few spectators" level by the City and the level of lighting will be in accordance with Australian Standard 2560.2.4-1986.

Tennis Courts

The installation of any tennis courts as a new stand alone facility or addition to existing facilities by either the City or a developer must have floodlighting that meets with Australian Standard 2560.2.4-2003 for "Recreational and Residential" Tennis.

Small Ball Sports

The provision of lighting for small ball sports venues will be considered on a case-by-case basis and if determined necessary by the City, lighting will be provided to the appropriate Australian Standard for training purposes.

SCOPE

This policy applies to the City and potential developers who are involved with the development of active reserves and outdoor courts.

Background

The City has a significant number of active reserves and outdoor courts, which are used for recreation, training and competition. Therefore it is necessary to ensure that floodlights and installations meet Australian Standards so that participants can undertake activities in a safe environment.

POLICY STATEMENT IMPLEMENTATION

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This Policy applies to the City-wide provision of sports floodlighting which must be designed and installed so that the applicable visual tasks can be comfortably performed by both the Participants and the Officials. Requirements for sports floodlighting depend on the nature of the sport, the speed and size of the ball and required speed of performance of user activities. The layout of the playing area, proximity to residents and site constraints will determine the most suitable locations and number of the poles, to ensure luminaire uniformity and minimise glare.

Therefore, the City seeks to provide a standard level of provision for lighting at facilities in line with Australian and other relevant Standards, as far as practicable. Sports floodlighting shall meet the lux level standards set by the Australian Standards for Sports Lighting – Australian Standard AS2560. The City's standard provision for lighting is shown in the table below:

<u>Sport</u>	<u>Level of play</u>	<u>Aust. Standard LUX level</u>	
<u>Hockey/Lacrosse</u>	<u>Training</u>	<u>250 LUX</u>	
	<u>Match*</u>	<u>500 LUX</u>	
<u>Baseball/Softball</u>	<u>Training</u>	<u>Infield 250 LUX</u>	<u>Outfield 150 LUX</u>
	<u>Training</u>	<u>50 LUX</u>	
<u>Football (all codes)</u>	<u>Match*</u>	<u>100 LUX</u>	
	<u>Training</u>	<u>100 LUX</u>	
<u>Netball/Basketball</u>	<u>Match*</u>	<u>100 LUX</u>	
	<u>Training</u>	<u>150 LUX</u>	
<u>Tennis</u>	<u>Match*</u>	<u>250 LUX</u>	

*Match level refers to amateur club competition and match practice. Training refers to amateur level ball and physical training.

Specific lux lighting levels and lighting design shall be to the Australian Standards for the relevant sporting code or use as follows:

Sporting Open Spaces – Large Ball Sports (Football all codes)

The level of lighting provided at outdoor multi-use sports playing venues will be determined as 'Ball and Physical Training and Match Play' level by the City and the level of lighting will be in accordance with Amateur Level AS2560.2.3 2007. Therefore, the City will provide 100Lux lighting at sporting open spaces that cater for large ball sports.

Sporting Open Spaces – Small Ball Sports

The provision of lighting for small ball sports will be considered on a case-by-case basis and, if determined necessary by the City, lighting will be provided to meet the appropriate Australian Standard for the particular sport. Australian Standards for:

- Baseball and softball are AS2560.2.6 -1994.
- Hockey is AS2560.2.7-1994. Synthetic hockey fields must have sports floodlighting to a minimum of training standard with match play being considered through a business case.
- Cricket currently has no specific Australian Standard but typically follows the AS2560 for the above sports. However, The European Sports Lighting Standard 'EN12193 Light

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and Lighting – Sports Lighting 2007' contains recommendations specific to both Outdoor and Indoor Cricket, and should be used as a guide where applicable.

If deemed acceptable through a business case, lighting of practices cages and wickets may be provided to assist clubs training longer in the summer and during the darker, typically winter months of the year.

Where specific sports such as lacrosse, are not covered by AS2560, lux levels will be assessed against other Australian Standards with similar sporting types as a benchmark.

Outdoor Court Lighting

The level of lighting provided for outdoor court venues (basketball, netball) will be determined as 'Recreation or Training and Competition with few spectators' level by the City and the level of lighting will be in accordance with AS2560.2.4.

Tennis Courts

The installation of any tennis courts as a new standalone facility or addition to existing facilities is to have floodlighting that meets with AS2560.2.1-2003 for 'Recreational and Residential Tennis'.

Outdoor Youth Activity Spaces (Skate Parks and BMX/pump tracks)

There are no Australian Standards for the illumination of outdoor 3 on 3 courts, skate parks, BMX/pump tracks and the like, and therefore lighting standards for these types of outdoor sporting activities must meet a minimum horizontal illuminance of 100 lux at ground level, with a 0.5 uniformity (min/ave). Lighting for these spaces is to be sited to ensure there is no shadowing in bowls or glare when users are performing tricks.

The method of illumination is to be floodlights with full cut-offs (to minimise light pollution) with poles located at least 3m from all active areas around the perimeters of the spaces so they do not become an obstruction to the users, noting that the final pole locations will be determined during the design stage to ensure the active functional area illuminated as outlined above.

City Design Requirements

All sports floodlighting infrastructure must be initially designed and constructed to allow for levels of lighting to be increased or improved, in future years.

All sports floodlighting infrastructure must be designed and constructed using LED technology as this will minimise running and whole of life costs, provide a higher quality and distribution of light and provide instantaneous switching (on/off).

Where training and match floodlighting Lux levels are to be provided, the system must be designed to allow switching between the two levels.

Transition from Metal Halide to LED Installations

In recognition of the greater energy efficiency of LED floodlighting and reduced life cycle costs, the City will seek to undertake a program to replace existing metal halide floodlighting installations with LED floodlighting installations, to the required lux levels as outlined within the

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standards identified above. This will be undertaken subject to budget capacity in any given year.

Additional Levels of Sports Floodlighting

Clubs may apply to the City for approval to increase or improve illumination levels beyond the specific standard. Additional lighting is to be in accordance with Australian Standard 2560 through 2560.2.8. The application should detail:

- The proposed standard of lighting;
- Reasons for requesting the change;
- A plan for the courts/grounds to be changed; and
- Sources of funding.

Applications will be considered by the Director Community & Place (or other authorised person) and the Manager Community Facilities.

If approved, the cost of the installation of additional floodlights over and above that of the City's standards for any sport will be the responsibility of the applicant club or clubs. These costs may include new or modified poles, luminaires, conduits, cables, fuses and switch boxes, cabinets, upgrade or modified power to site, consulting engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital and project management costs for the works.

The ongoing operating cost of the upgrade installations beyond the specified standard shall be charged to the user groups, at a cost per hour as defined with the City's Schedule of Fees and Charges to cover the cost of the additional power provider charges. These fees shall include a pro-rata element for lamp, luminaire and control gear replacement, cleaning, wear and tear on the electrical installation and switching points, and all other maintenance costs.

The City shall undertake all works associated with the upgrades, with the required infrastructure becoming the property of the City. The City retains the right to use the additional lighting as required.

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Policy Manual

CONSULTATION WITH STAKEHOLDERS

The policy was developed in consultation with internal stakeholders, as well as correspondence with external stakeholders through the evaluation period.

IMPLICATIONS

Nil

IMPLEMENTATION

Sports Floodlighting Requirements

Sports Lighting should be designed and installed so that the applicable visual tasks can be comfortably performed by both participants and officials.

Requirements for floodlighting depend on the nature of the sport, the speed of the ball and required speed of performance of the participants' and officials' critical visual tasks. Such tasks will vary from seeing a fast moving small ball (eg tennis, **baseball etc**) to seeing a slower moving large ball (eg basketball, soccer etc). The layout of the playing area and positions of the participants will determine the best locations for luminaries in order to reveal task and to minimise glare. Sports floodlighting should meet the lux level standards set by the Australian Standards for Sports Lighting.

Active Reserves

Outdoor Court Lighting

Tennis Courts

Additional Levels of Sports Floodlighting

Light poles and footings should be initially designed and constructed to cater for additional levels of lighting.

Clubs may apply for City's approval to increase or improve illumination levels beyond the specific standard. The application shall detail:

- 1) the proposed standard of lighting;
- 2) reasons for requesting the change;
- 3) a plan for the courts/grounds to be changed; and
- 4) sources of funding.

The application shall be jointly considered by the Director Assets or his nominee and the Manager Community Facilities

The cost of the installation of any additional floodlights over and above Training Level Lighting for any sport will be the responsibility of the club or clubs allocated the facility. The installation of additional lighting is to be approved by the City and in accordance with Australian Standard 2560 through 2560.2.8. These costs include new or modified poles, luminaries, conduits, cables, fuses and switch boxes, cabinets, upgrade or modified power to the site, consulting

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Policy Manual

~~engineering fees for investigation and design, pavement and surface reconstruction costs and all other capital costs of the installation.~~

CONSULTATION WITH STAKEHOLDERS

~~The policy was developed in consultation with internal stakeholders, as well as~~
IMPLICATIONS

Nil

IMPLEMENTATION

~~The ongoing operating costs of the upgraded installations beyond the specified standard shall be charged to users at a cost per hour as defined within the City's Schedule of Fees and Charges that covers the cost of the additional power charges. These fees shall include a pro rata element for lamp, luminaire and control gear replacement and cleaning, wear and tear on the electrical installation and switching points, and all other maintenance costs.~~

ROLES AND RESPONSIBILITIES

~~This P~~policy is the responsibility of the Manager Community Facilities.

DISPUTE RESOLUTION

~~All disputes~~Disputes in regard to this ~~P~~policy will be referred to the Manager Community Facilities in the first instance. In the event that an agreement cannot be reached, the matter will be ~~submitted~~escalated to the Director Community & Place ~~for a ruling~~.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

~~Property Services~~
~~Parks & Reserves Maintenance~~
~~Infrastructure Capital Works~~
~~Planning and Sustainability~~
~~User Groups~~

EVALUATION AND REVIEW PROVISIONS

The ~~p~~Policy will be reviewed every ~~two~~three years, in consultation with Community Facilities, and ~~taking~~will take into account ~~any~~ feedback ~~given~~received from external stakeholders ~~over the two-year evaluation period~~.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

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Active Reserves	Active Reserves are those, which are used primarily for organized sports or the playing of outdoor games.
Participant	Someone who takes part in an activity
Official	Umpire, Club, Coach, Timekeeper
Luminaries	Equipment, which houses lamp(s) the lamps and directs the light in desired directions. It includes items necessary for fixing protecting and operating the lamp (s)
Sports Spaces	Provide for formal structured sporting activities, as defined by the Department of Local Government, Sport and Cultural Industries.
Recreation Spaces	Provide for informal play and physical activity, relaxation and social interaction, as defined by the Department of Local Government, Sport and Cultural Industries.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

REFERENCES

Australian Standard 2560: Guide 1 to 2560.2.8: Sports Lighting Part 1 General Principles (reconfirmed in 2017)

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RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
29 June 2010, Resolution No. CD05-06/10 (Revokes Floodlighting Policy and Tennis Courts Floodlighting Policy – both last reviewed in September 2005)	June 2012	10/16815
CS05-08/12	August 2014	12/91944
Resolution No. CS11-11/14	November 2016	12/91944
9 May 2017 CE02-05/17	May 2019	12/91944[v2]
	July 2022	12/91944[v3]

Attachment 2 – Australian Standards

Level of play	Maintained average horizontal illuminance ^{a),b)} (\bar{E}_{mh}) lux	Minimum horizontal uniformities ^{c)}		Maximum glare rating (GR _{max})	Minimum colour rendering index (R _{a min})	Maximum uniformity gradient
		(U ₁)	(U ₂)			
Recreational level						
Touch and tag	50	0.3	N/A	N/A	65	N/A
Amateur level						
Ball and physical training ^{e)}	50	0.3	N/A	N/A	65	N/A
Club competition and match practice	100	0.5	0.3	50	65	N/A
Semi-professional level						
Ball and physical training ^{e)}	50	0.3	N/A	N/A	65	N/A
Match practice	100	0.5	0.3	50	65	N/A
Semi-professional competition	200	0.6	0.4	50	65 ^{d)}	N/A
Professional level						
Ball and physical training ^{e)}	100	0.5	0.3	50	65	N/A
Match practice	200	0.6	0.4	50	65	N/A
Professional competition	500	0.7	0.5	50	65 ^{d)}	20% per 5 m

a) For the height above the playing surface at which the illuminance is to be measured refer to Clause 6.3.1.

b) Values of illuminance measured at the time of commissioning an installation (i.e. initial or close to) should be higher than the maintained illuminance values (see Clause 6.2).

c) Being ratios, U_1 and U_2 can be calculated with equal accuracy by using either all initial or all maintained values.

d) If future upgrading to a level suitable for television broadcasting is intended or likely, the selection of light sources with $R_a \geq 90$ should be considered.

e) Ball and physical training is considered to differ from match practice in that ball and physical training is more controlled, involves fewer participants (typically two to four) and the paths of the participants and that of any ball used are more predictable than in a match-practice environment.

NOTES:

- 1 The above values are chosen to be adequate to provide for the safety of the participants and the level of visual tasks anticipated. Factors such as large crowds (e.g. ≥ 10000) with consequent longer viewing distances might require higher values to be chosen than initially indicated above.
- 2 If the lighting installation is likely to be upgraded to provide for higher levels, consideration should be given to making provision for the mounting of the additional floodlight which will be required to achieve the higher values of maintained illuminance.

3.8 Facility Hire and Use Policy

File Ref: 30232 – 20/330113
Responsible Officer: Director Community and Place
Disclosure of Interest: Nil
Attachments: 3

Issue

For Council to consider the revised Facility Hire and Use Policy (the **Policy**).

Background

The Policy (**Attachment 1**) was last updated and adopted at the Ordinary Council Meeting on 21 August 2018 (CP05-08/18) to incorporate minor administrative amendments. A full review of the Facility Hire and Use Policy has not occurred since the Ordinary Council Meeting in May 2013 (CD01-05/13).

The Policy has been revised to ensure greater alignment with the City's Strategic Community Plan (**SCP**) and other key documents including the Place Framework and Social Strategy, which support use and activation of the City's various community facilities.

Detail

The revised Policy (**Attachment 2**) includes key principles that emphasise equity, diversity of use, encouraging activation during low usage periods and providing an affordable fee structure for City residents.

To simplify the revised Policy and its application, the various categories of use have been refined and updated. This includes the age criteria that defines a 'senior', which has been increased from 55 years to 60 years to align with Department of Communities Seniors Card eligibility (noting that 60 is the youngest age tabled in the Department's eligibility, as they seek to increase this age to 65 over the coming years).

Additional categories have been included to enable and encourage facility use for essential support services, charitable purposes and community-based businesses. The revised Policy also addresses opportunities for the City to raise revenue through provision of facilities to commercial organisations where appropriate.

A noteworthy change to the revised Policy is the repositioning of the subsidised use component, and reclassification. In section 2.3.2 of the existing Policy, individual organisations were specified as recipients of a 100% subsidy. To ensure ongoing transparency and equity, the new classifications ensure these groups will continue to receive the full subsidy but removes the inclusion of specific names.

Other community groups and organisations providing local essential services that are not addressed within the Policy have been addressed within the revised definitions. This change will ensure that groups including, but not limited to: Narcotics Anonymous (including the Anti-ICE Campaign), Stroke Support Group, Child Health Services and a few Food Relief organisations no longer require a waiver application for their ongoing use. Instead, they will qualify for a 100% subsidy as a support service. This has no financial impact for the City; however, removes an administrative procedure and streamlines the application process for the customer.

Consultation

The revised Policy takes into consideration feedback received from the community to streamline categories of use and the application of subsidies.

Comment

Other procedural changes are being implemented to support the revised Policy and enable an improved customer experience. This includes the development of a Facility Hire and Use Management Procedure and a more streamlined online application process and supporting guidelines to address frequently asked questions and assist customers in booking an appropriate facility.

Administration has undertaken a survey of seniors' groups within the City in respect to the impact of the proposed change in the definition of a senior from 55 years to 60 years of age. Based on the information provided to Administration, the change in the age definition will not adversely affect the subsidised use provided to existing senior groups. As an additional support measure, it is proposed that the change in the age definition will not come into effect until the 2021/22 year and Administration will transition the implementation of the definition for those groups, if any, who may be impacted.

Statutory Compliance

The policy has been revised to ensure compliance with requirements of the *Public Places and Local Government Property Local Law 2015*.

Strategic Implications

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

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

Risk Management Considerations

Risk Title	Risk Rating
ST-G09 Long Term Financial Plan	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
ST-S12 Economic Growth	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 this risk to support existing management systems.

Policy Implications

The Policy has been reviewed in accordance with the City's Policy and Procedure Framework and review process.

Financial Implications

Within the 2019/20 financial year, a total of \$2.02 million in subsidies were administered through the Policy to enable affordable use of community facilities for eligible groups, organisations and sporting clubs. This is managed via the City's budget with a specific line item for subsidised use. Changes to the revised Policy are not expected to impact this cost.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the revised Facility Hire and Use Policy, as per Attachment 2.

Attachments:

<u>1</u>	Attachment 1 - Facility Hire and Use Policy	12/40855[v1]	
<u>2</u>	Attachment 2 - Facility Hire and Use Policy DRAFT (June 2020)	19/419971	Minuted
<u>3</u>	Attachment 3 - Facility Hire and Use Policy (Tracked Changes)	20/256261	



Policy Manual

Facility Hire & Use Policy

Policy Owner: Program Services, Community Development
Contact Person: Manager Community Programs & Services
Date of Approval: 16 December 2014 – MN01-07/14

POLICY OBJECTIVE

The purpose of this policy is to provide a framework for the hire and use of community facilities (hereby referred to as “facilities”) across the City of Wanneroo. This policy does not apply to leased facilities or areas subject to a shared use agreement.

POLICY STATEMENT

The overall objective of facilities across the City of Wanneroo is to provide spaces and places for a variety of functions, events, and activities for the community. This policy is devised in order to ensure that conditions related to the hire and use of facilities throughout the City are applied consistently.

This policy DOES NOT APPLY to the City's:

- Administration and Civic Centre at 23 Dundobar Rd, Wanneroo;
- Aquamotion Aquatic Centre in Wanneroo;
- Kingsway Indoor Stadium, Madeley – the use of sporting and fitness facilities only;
- Golf courses located at Marangaroo and Carramar; or
- Facilities currently under a lease agreement as defined by the City of Wanneroo Tenancy Policy.

SCOPE

Hirers of the City's community sport and recreational and function facilities.

BACKGROUND

Fair Play Statement of Principle

The City of Wanneroo is committed to providing the highest standards of community facilities, based upon the principles of social equity, environmental sustainability, financial affordability and transparency of process. These principles guide the development and interpretation of policy for community access to existing, new and proposed future amenities.

The City strives for improved fairness and equity in facility and service delivery with the goal of maximising community use. It encourages positive user attitudes and assists in the regulation of facility use. Efficient use of financial resources is a goal that does not prohibit subsidised use by key sectors of the community.



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Whilst acknowledging its role within the wider region the City of Wanneroo seeks to protect the interests of its ratepayers by ensuring priority access to the City's residents and restricting subsidised use by individuals and clubs from other Local Government Authority areas.

CONSULTATION WITH STAKEHOLDERS

Consultation led by Community Development will be undertaken with Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management. Ongoing feedback from external stakeholders is addressed by Community Development for input to policy review.

IMPLICATIONS (Financial, Human Resources)

NIL

IMPLEMENTATION

This policy was first implemented in July 2001 and due for the next review in February 2015.

ROLES AND RESPONSIBILITIES

Community Programs & Services is responsible for publication of this policy with assistance from Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community Development 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?

Community Facilities, Community Capacity Building, Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management and Governance.

EVALUATION AND REVIEW PROVISIONS

The adopted policy will be evaluated as to its effectiveness in achieving its outcomes every two years.

1. Conditions of Hire

The Conditions of Hire applicable to all users of Council's facilities shall be made available to all prospective hirers when booking enquiries are made.



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2. Fees and Charges

Fees & Charges are applicable to all facilities defined in this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and as amended from time to time. The schedule of fees and charges will be reviewed on an annual basis.

2.1 Application for waiver of fees

Applications to waive fees and charges for special events or activities should be made, in the first instance, through the City's Donations, Sponsorships & Waiver of Fees and Charges Program, governed by the City's Donations, Sponsorships & Waiver of Fees and Charges Policy. Bonds for the events, functions, or activities defined under this policy cannot be waived under any circumstance.

2.2 Bonds applicable to facility hire

Bonds detailed in the City's Schedule of Fees and Charges will be applied to the following categories of hire in addition to regular hire charges:

- Hire of a facility for the conduct of social functions, fundraising events;
- Any function or event where alcohol is consumed or sold; and
- Any major event such as carnivals, fetes or fairs.

The Manager Community Programs and Services or Manager Community Capacity Building may, where in their opinion circumstances warrant such action, withhold a bond as payment towards any damages arising from misuse or additional cleaning expenses of a facility or reserve hired.

2.3 Subsidised Use – Not applicable to Wanneroo Library and Cultural Centre

In line with the City's current practice, subsidised use of facilities defined in this policy is available to the following groups:

2.3.1 Junior and Senior Clubs and Organisations

Junior and Senior clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities (subject to the provision noted below) except when the facility is used for fund-raising purposes when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, awards nights and presentation evenings during a club's regular season or annual booking.

Fundraising does however include major functions and social events such as quiz nights, and the conduct of other social events with the expressed view of raising funds for the organisation. When a facility is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities for the types of activities nominated in this policy shall also apply to junior/senior clubs, organisations or groups.



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Junior and Senior clubs, organisations or groups must consist of over 50% junior/ senior residing members and have over 50% of members residing within the City of Wanneroo to be eligible for the full subsidised use provisions of this policy.

Junior and Senior clubs, organisations or groups that are from outside of the City of Wanneroo and comprise of more than 50 % junior/senior members will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and charges.

Junior and Senior clubs, organizations or groups will need to submit satisfactory evidence that their group complies with the subsidised use clause by providing details on the Subsidised Use Request Form (available from the City of Wanneroo). These details are to include the total membership of the group, the suburb of all members' residential locations and the age category of the members that attend the facility. In the event that this information is not provided and verified by the group, then full fees will apply.

In addition clubs, groups and organizations must supply one of the following to confirm their status:

- Current Registration for the Australian Tax Office confirming not for profit status; and
- Current Certificate of Incorporation.

2.3.2 Service Clubs and Charitable Institutions, and Emergency Service Organisations

All Service Clubs, Charitable Institutions and Emergency Service organisations defined under this policy shall be eligible to hire any of the City's facilities at 50% of the community rate nominated in the City's Fees and Charges Schedule, except when the facility or reserve is used for fund raising purposes or when the activity is promoted by a commercial operator.

When a facility is used for these purposes, the relevant hire and bond charges shall be applicable.

The following list of service clubs, charitable institutions and emergency organisations shall be exempt from this provision and have 100% subsidised use of facilities for their regular meetings:

- Red Cross
- City of Wanneroo Volunteer Bushfire Services
- City of Wanneroo Volunteer Emergency Services
- Sea Rescue Services
- Progress, Residents and Ratepayers Associations
- Northern Suburbs Stroke Support Group
- Wanneroo Lions
- Vietnamese Culture Association
- Yanchep Two Rocks Community Bus Management Committee

This exemption only applies to regular monthly meetings, with all other activities and events held by these organisations subject to the general provisions for Service Clubs, Charitable Institutions and Emergency Service organisations.



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The City's Community Development Directorate shall supply to Council, on a six monthly basis, a full financial schedule of subsidised use for all facilities and reserves defined in this policy.

2.3.3 Disability

All Disability clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities and reserves (subject to the provision noted below) except when the facility is used for fund-raising purposes or when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, award nights and presentation evenings during a club's regular booking.

Fundraising does, however include major functions and social events with the expressed view of raising funds for the organisation. When a facility or reserve is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities and reserves for the types of activities nominated in this policy shall also apply to Disability clubs, organisations or groups.

Disability clubs, organisations or groups must consist of over 50% Disability members and have over 50% of members who reside within the City of Wanneroo to be eligible for the full subsidised use provisions of this policy.

Disability clubs, organisations or groups that are from outside of the City of Wanneroo and comprise of more than 50% Disability will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.

Disability groups will need to submit satisfactory evidence that their group complies with the subsidised use clause within six weeks of the commencement of any season or annual booking and prior to any casual booking for subsidized use to apply.

2.3.4 City of Wanneroo Elected Members

Provision is made under this policy for Elected Members' use of the City's community facilities on a fully subsidised basis, for the purposes of meeting with Ward constituents, on the following basis:

- A maximum of one booking per month per Elected Member;
- A maximum of one ward venue per month per Elected Member;
- A maximum duration of each booking being 2 hours;
- Use of meeting rooms at the City's various community facilities is subject to availability;
- Use will be approved by the Chief Executive Officer and be managed through the City's existing facility booking process; and
- Access to the respective facility is as per the existing keyholder system.

Subsidised use is not applicable to bookings for private use.



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3. Facility Use

- 3.1 Hire of City facilities is available on a casual or annual basis as per the definition provided within this policy.
- 3.2 The City will consider applications for casual hire on an as required basis. Typically Annual Hire applications will be considered during the period of September & October each year.
- 3.3 With respect to Annual Hire, the City shall give preference to applications who have previously been granted facility hire, and whose use of the facility has been to the City's satisfaction including settlement of all relevant accounts.
- 3.4 All use of Council facilities requires the prior written approval of the City. Where granted, approval to use a facility strictly applies to the applicant only and the dates and times as expressly permitted by the City. The use of a facility on either a casual or annual basis without expressed permission of the City is forbidden and will result in future requests for the hire of City facilities being refused.

4. Reserve Use

- 4.1 Seasonal hire is defined as per the definition provided within this policy.
- 4.2 Typically the City will consider applications for the summer season use of reserves during the period of August and September and for winter season use during the month of February and March each year.
- 4.3 Preference shall be given to applicants who have previously been granted seasonal use of the reserve, and whose use of the facility has been to the City's satisfaction including settlement of all relevant accounts. The next preference will be given to local sporting organisations.
- 4.4 When hiring a reserve on either a seasonal or casual basis, the hirer is entitled to the use of any changerooms, public toilets, storage areas. Kitchen and kiosk may be available for the duration of the period of hire at an additional cost.

The use of floodlighting will be included within seasonal hire, however will be charged as per the City's Schedule of Fees and Charges for casual hire.

- 4.5 The season changeover process will be subject to the following conditions:
 - a) During the season changeover periods for both the summer and winter seasons, the City's reserves will be booked to the Manager Infrastructure Maintenance to enable required ground maintenance and renovation work to be undertaken.



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4.6 Pre-season training requests will be subject to the following conditions:

- a) Pre season training will be considered on a case by case basis on the advice of the Manager Infrastructure Maintenance and subject to season changeover requirements. Any club wishing to undertake pre season training must make proper application to the Manager Community Programs and Services prior to commencement.
- b) No large ball sports may be undertaken on reserves until cricket pitches have been covered (where applicable).

4.7 Use of City reserves by Schools will be subject to the following conditions:

- a) Schools, both government and private, in or immediately adjacent to the City of Wanneroo may be granted, subject to the conditions of hire free use of reserves.
 - The free use of sportsgrounds to schools shall be restricted to normal use during school hours on school days. Outside these times, schools wishing to hire sportsgrounds shall be required to pay the hire charges applicable at the time. Such hiring shall be dependent upon the availability of the sportsground with respect to authorised use by local sporting clubs/organisations. All sports carnivals or events, either during or after school hours, irrespective of any joint use agreement, must book the facility with the relevant Program Services Administration Officer – Facilities.
 - In the event of unforeseen deterioration of the playing surface of a sportsground, one week written notice with relevant reasons may be given to a school advising that approval for use is withdrawn or suspended for a time specified in the notice.
- b) The above conditions do not apply to schools within the City of Wanneroo who have entered into a joint use agreement with the City of Wanneroo.

4.8 The Manager Community Programs and Services will determine the control and use of floodlights on the City's reserves. Operation of floodlighting will be based on approved use only and shall commence no earlier than is necessary to undertake the training and shall cease at no later than 10.00pm or as approved by the Manager Community Programs and Services.

4.9 As per the Local Government and Public Property Local Law (1999), the following activities are not permitted on City reserves, unless indicated otherwise:

- Play or practice golf, archery, pistol or rifle shooting;
- Riding of a skateboard or roller blades;
- Riding of a sandboard or similar device;
- Launch of personal watercraft or boat; or
- Radio Controlled Aeroplanes and rockets.



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- 4.10 In all cases the City reserves the right to refuse entry or subsidised use of a facility or reserve to an individual or group.

5. *Alcohol*

The consumption, sale and storage of alcohol within City facilities is subject to the following conditions:

- 5.1 The consumption of alcohol at any of the facilities or reserves defined in this policy is subject to prior approval from the City's Manager Community Programs and Services or Manager Community Capacity Building or nominee.
- 5.2 Any club/group or individual wishing to hold an event, activity or function at the City's facilities or reserves, which involves the sale of alcohol to attendees, must seek written approval from the Chief Executive Officer for such use, prior to the activity, event or function.

Approval by the Chief Executive Officer for the sale of alcohol at any activity, event or function will only be considered if the clubs/groups or individual have been granted either an Occasional, Club or Club Restricted Liquor License issued from the Office of Racing and Gaming (Liquor Licensing Division).

- 5.3 In accordance with section 39 of the *Liquor Control Act 1988* and delegations issued under this Act, the City's authorised officers may apply for restricted liquor licenses under the following conditions:
- Where the applicant seeks a liquor license for regular bookings;
 - Where the applicant is limited to within the following hours for community facilities:
 - Thursdays - to 11.00pm;
 - Fridays - to 12 midnight;
 - Saturdays - to 12 midnight;
 - Sundays - to 10.00pm; and
 - Monday to Sunday to midnight for Wanneroo Library and Cultural Centre.
- 5.4 Where, in the view of the Chief Executive Officer, the application may have an unacceptable influence on local amenity, the matter may be referred to Council for a decision.
- 5.5 The storage of alcohol is not permitted at any of the City's community facilities that are multi-purpose in nature as defined under this policy.
- 5.6 The consumption or sale of alcohol at activities or events, where the attendees are predominately juniors will not be supported. The City's Manager Community Programs and Services or Manager Community Capacity Building shall evaluate the approval of each event or activity on a case-by-case basis, considering advice from the Department of Racing, Gaming and Liquor and any relevant governing sporting body guidelines or policy.



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6. *Bin provision*

The City of Wanneroo will determine, supply and service a maximum number of bins for each City of Wanneroo facility and reserve. Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.

7. *Events*

- 7.1 Those individuals or groups wishing to conduct events within the City of Wanneroo must submit an Event Approval Application at least 8 weeks prior to the date of the event.
- 7.2 Event approval will not be granted until the Event Approval Application has been submitted and approved by the City of Wanneroo.

8. *Policy Exemptions*

The following exemptions apply to this policy:

Due to a long standing agreement related to the control of Wanneroo Showgrounds, the Wanneroo Agricultural Society is exempt from Section 2 of this policy, *Fees and Charges*, for the purposes of the annual Wanneroo Show. For the conduct of the annual Wanneroo Show, the Wanneroo Agricultural Society shall be entitled, under the delegated authority of the Chief Executive Officer, to the following:

- Eight days use of Wanneroo Showgrounds, inclusive of the duration of the annual Show and set-up and clean-up days. This use shall be free from any fees or applicable bonds; and
- Assistance by the City with reasonable clean-up procedures associated with the annual Show, to a total in-kind value of \$1000.00.

The Wanneroo Agricultural Society shall, however, be subject to all other provisions of this policy and provide sufficient annual notice (at least 6 months) of Show Day bookings to the relevant Council officer.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Term	DEFINITIONS
Facilities	Facilities are defined as multipurpose community and recreation buildings supplied by the City and available for hire by the general community.
Reserves	Reserves are defined as all of those areas under the City's control set aside for passive recreation and sporting activities. This includes parks; active reserves (sport grounds) other passive reserves and foreshore reserves.



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Juniors	<p>Juniors are defined as individuals aged 18 years and under.</p> <p>Junior Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 18 years or under.</p> <p>Junior clubs, organisations or groups must consist of over 50% junior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Junior clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% juniors will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
Adult	<p>Adults are defined as individuals that are between 19 and 54 years of age.</p> <p>Adult Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals between the ages of 19 and 54 years.</p>
Seniors	<p>Seniors are defined as individuals aged 55 years and over.</p> <p>Seniors Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 55 years and over.</p> <p>Senior clubs, organisations or groups must consist of over 50% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Senior clubs, organisations or groups that are from outside of the City of Wanneroo will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>



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Disability	<p>Disability is defined as conditions, which are recognised under the Disability Services Act (1993) which:</p> <ul style="list-style-type: none"> • is attributable to an intellectual, psychiatric , cognitive, neurological, sensory or physical impairment or a combination of those impairments; • is permanent or likely to be permanent; • may or may not be of a chronic or episodic nature; and • results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services. <p>Disability Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals recognised under The Disability Services Act (1993).</p> <p>Disability clubs, organisations or groups must consist of over 50% eligible members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Disability clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% eligible members will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
Casual Hire	<p>Casual hirers are those users of the City's facilities and/or reserves that hire for a one-off specific event or intermittent and/or irregular meetings during any given year to a maximum of 10 sessions per calendar year.</p>
Annual Hire	<p>Annual hirers are those users that hire the City's facilities on an ongoing basis, which results in more than 10 sessions per calendar year.</p>



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Season Hire	<p>The word 'season' or 'seasonal' for the purpose of this policy shall mean the seasons of summer and winter, and is the basis of defining seasonal hire. The summer season shall be regarded as the period between the second Saturday in October to the last Sunday in March and the winter season from the second Saturday in April to the last Sunday in September.</p> <p>Seasonal hire entitles the hirer to two training sessions (max 2 hours each session) and one match/game session per week per team during the relevant season as defined by the City.</p> <p>Facility entitlements relating to season hire is outlined within section 4.8.</p>
Event	<p>An event is defined as booking that involves complex issues including but not limited to large numbers of attendees, the erection of structures, live music, traffic management, an open event with no access restrictions, examples are Australia Day events, concerts, carols in the park, agricultural shows etc.</p>
High Risk Bookings	<p>High Risk bookings such as 18th and 21st Birthdays or others as determined by the Manager Community Programs and Services or Manager Community Capacity Building will only be approved upon successful submission and completion of an application to the City's Event Approval Process.</p>
Commercial User Group	<p>A commercial user group is one, which is a registered business with the Ministry of Fair Trading and whose intention it is to result in private pecuniary gain (i.e. income generation).</p> <p>Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the City's facilities.</p>
Community User Group	<p>A community user group is defined as a non-profit organisation and shall include, but is not limited to sporting clubs (that are incorporated under the Associations Incorporations Act or regulated by ASIC), stated not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and emergency service organisations and groups that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community fee as per the City's schedule of fees and charges.</p>



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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Delegated Authority:

- Authority to Issue Certificates Under Section 39; and
- Local Government and Public Property Local Law – Agreements, Approvals, Setting Aside and Applications.

Policies:

- Donations, Sponsorships & Waiver of Fees and Charges.

REFERENCES

Supporting documentation for policy exemption Wanneroo Agricultural Show TRIM 13/28207.

RESPONSIBILITY FOR IMPLEMENTATION

Coordinator Community Facilities

Version	Next Review	Record No:
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855



Policy Manual

Facility Hire & Use Policy

Policy Owner:	Community Facilities
Contact Person:	Manager Community Facilities
Date of Approval:	TBC

POLICY STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high quality **facilities** which contribute to creating healthy, safe and connected communities.

POLICY OBJECTIVE

The purpose of this policy is to:

- Ensure that community facilities are used in a manner that aligns with the City's priorities and provides benefits for the local community.
- Outline principles of hire and use which allow an appropriate return for the City.
- Define categories of facility use to ensure appropriate activation of facilities.

SCOPE

This policy applies to all types of hire (**casual, annual and seasonal hire**) of facilities owned or managed by the City (existing, new and proposed), excluding any that are leased or are subject to a **shared use agreement**.

The policy does not apply to Wanneroo Aquamotion, Kingsway Indoor Stadium, Wanneroo Civic Centre Council Chambers and Civic Golf Courses at Marangaroo and Carramar.

IMPLICATIONS

This policy supports compliance with relevant legislation and Local Laws including the *Public Places and Local Government Property Local Law 2015*.

IMPLEMENTATION

The following principles guide how the City manages its community facilities to ensure fair and equitable use:

Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- To ensure the City is able to create connected communities, the City will promote



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appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods.

- The City may seek to amend existing bookings as required to achieve effective utilisation, diversity of use and activation.

Prioritising Local Residents

- The City seeks to protect the interests of its ratepayers by ensuring priority access for local residents, community groups and activities based within the City of Wanneroo.
- The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.

Promoting Diversity of Use

- The City ensures availability of different types of facilities to offer choice and meet the diverse needs of groups and organisations.
- The City encourages a range of uses within its facilities to maximise community participation and provide greater access for a range of local groups and organisations.
- The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit.

Affordability of Hire

- Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.
- The City is committed to employing an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.
- The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges.

The City has determined eligibility criteria, as outlined in Annexure 1, where application of a concessionary rate for facility hire may be considered. Where applicable, concessionary rates can only be sought for one category only.

All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.

Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.

ROLES AND RESPONSIBILITIES



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The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a determination.

EVALUATION AND REVIEW PROVISIONS

The policy will be evaluated every three years.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Term	DEFINITIONS
Annual Hire	Ongoing or regular hire which results in more than 12 sessions per calendar year (per financial year from July 2021).
Casual Hire	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 12 sessions per calendar year.
Concessionary Rates	Relates to the provision of a reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals.
Facilities	Facilities are defined as multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sports regulated and fixtured matches are played, as defined by the relevant national, state or regional association. Seasonal hire entitles the hirer up to 2 x 2 hour training sessions per week and one match session, per team. This does not include pre- or post-season competitions or cup games held during the season.
Shared Use Agreement	Relates to the use of City of Wanneroo sports fields and hard-courts which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Facility Hire and Use Guidelines (draft)
- Facility Hire and Use Management Procedure



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- Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure
- Food Truck Management Procedure
- Public Community Event Policy and Management Procedure
- Circuses and Performing Animals Policy
- Community Funding Policy and Management Procedure
- Community Led Initiatives and Collaborations Management Procedure
- Public Places and Local Government Property Local Law 2015
- Conditions of Hire – Facility Booking
- City of Wanneroo Schedule of Fees & Charges

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Facilities

Version	Next Review	Record No:
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
TBC	June 2020	19/419971
	June 2023	



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ANNEXURE 1 – CATEGORIES OF USE

The City may consider requests to provide a concession for facility hire in accordance with the following criteria:

Category No.	Hirer Description	Reference	Method of Calculation for Concessionary Rate
1.	Junior Use	Applies to registered teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	Between 50 - 100% of the Adult Fee
2.	Adult Use	Applies to registered teams, clubs, associations and community groups only. Adults are defined as individuals that are between 19 and 59 years of age.	N/A. As per Schedule of Fees & Charges
3.	Senior Use	Applies to registered teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years.	Between 50 - 100% of the Adult Fee
4.	Support Services	Community-based groups and organisations that provide essential support services to the Wanneroo community. Such organisations are not-for-profit and typically do not generate revenue sufficient to support facility hire costs.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
5.	Charitable Purpose Use	Any event, program or activity which has a charitable purpose for the benefit of City residents (includes licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
6.	Emergency Service Organisations	Groups that provide Emergency Service support to the community. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
7.	Government Use	State and Federal Government agencies with commercial rates applicable.	N/A. As per Schedule of Fees & Charges
8.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
9.	Commercial Use	Where the activity being undertaken is a profit making venture regardless of whether the body is incorporated or not.	N/A. As per Schedule of Fees & Charges
10.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges
11.	Sport Training	Small to medium size sports coaching using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges
12.	Personal Training	Small to medium size basic fitness training using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges



Policy Manual

Facility Hire & Use Policy

Policy Owner: Program Services, Community Development Community Facilities
Contact Person: Manager Community Programs & Services - Facilities
Date of Approval: TBC 16 December 2014 – MN01-07/14

POLICY OBJECTIVE STATEMENT

The City of Wanneroo (City) is committed to providing fair and equitable access to high-quality facilities which encourage participation contribute to creating healthy, safe and connected communities.

The purpose of this policy is to provide a framework for the hire and use of community facilities (hereby referred to as "facilities") across the City of Wanneroo, aligned with the authorities listed in the Public Places and Local Government Property Local Law 2015.

POLICY STATEMENT OBJECTIVE

The purpose of this policy is to:

- Ensure that community facilities are used in a manner which aligns with the City's priorities in the City's Strategic Community Plan and provides benefits for the local community.
- Outline principles of hire and use which allow an appropriate return for the City.
- Articulate Describe types and levels of facility use to which ensure appropriate and equitable activation of facilities.
- Define categories of facility use to ensure appropriate activation of facilities.

The overall objective of facilities across the City of Wanneroo is to provide spaces and places facilities for a variety of functions, events, and activities for the community. This policy is devised in order to ensure that conditions related to the hire and use of facilities throughout the City are applied consistently.

This policy DOES NOT APPLY to the City's:

- Administration and Civic Centre at 23 Dundobar Rd, Wanneroo;
- Aquamotion Aquatic Centre in Wanneroo;
- Kingsway Indoor Stadium, Madeley – the use of sporting and fitness facilities only;
- Golf courses located at Marangaroo and Carramar; or
- Facilities currently under a lease agreement as defined by the City of Wanneroo Tenancy Policy.

SCOPE

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Comment [CB1]: As this outlines authority to provide a licence, impose conditions of hire, permissible usage, responsibilities of licence holders.

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This policy applies to all types of hire (casual, annual and seasonal hire) of facilities owned or managed by the City (existing, new and proposed), excluding any that are leased or are subject to a shared use agreement.

The policy does not apply to Wanneroo Aquamotion, Kingsway Indoor Stadium, Wanneroo Civic Centre Council Chambers and Civic Golf Courses at Marangaroo and Carramar.

This policy DOES NOT APPLY to the City's:

Administration and Civic Centre at 23 Dundee Rd, Wanneroo;
Aquamotion Aquatic Centre in Wanneroo;
Kingsway Indoor Stadium, Madeley – the use of sporting and fitness facilities only;
Golf courses located at Marangaroo and Carramar; or
Facilities currently under a lease agreement as defined by the City of Wanneroo Tenancy Policy.

Hirers of the City's community sport and recreational and function facilities.

IMPLICATIONS

This policy aligns with Strategic Community Plan objectives 1.1 Healthy & Active People and 3.4.2 Activated Places. It supports compliance with relevant legislation and Local Laws including the Public Places and Local Government Property Local Law 2015.

BACKGROUND

IMPLEMENTATION

The City is committed to providing the highest standards of community facilities, based upon the principles of social equity, environmental sustainability, financial affordability and transparency of process. The following principles guide how the City manages its community facilities community access to existing, new and proposed future amenities to ensure fair and equitable use:-

Maximising Usage, Diversity of Use and Activation

- The City will consider community demand and capacity of facilities to ensure appropriate and accessible use of space that is fit for purpose.
- To ensure the City is able to create connected communities, the City will promote appropriate activation of community facilities and hubs by seeking to maximise usage during identified periods.
- The City may seek to amend existing bookings as required to achieve effective utilisation, diversity of use and activation.

Prioritising Local Residents

- The City seeks to protect the interests of its ratepayers by ensuring priority access for local residents, community groups and activities based within the City of Wanneroo.
- The provision and use of City facilities will be responsive to changing needs across local communities by prioritising access for groups highlighted in Council endorsed plans and strategies, to target support where it is needed most.

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Promoting Diversity of Use

- The City ensures availability of different types of facilities to offer choice and meet the diverse needs of groups and organisations.
- The City encourages a range of uses within its facilities to maximise community participation and achieve the City's strategic objectives.
- The City prioritises diverse use of facilities to provide greater access for a range of local groups and organisations.
- The City will consider opportunities for commercial use, which may include business sector partnerships, in order to increase revenue or utilisation of a facility where there is demonstrated community benefit to participation to provide access for a range of groups and organisations, which may include, during off-peak periods appropriate and restricting the availability of concessions and local community groups/organisations only will set to community facilities, most of which

Fair Play Statement of Principle

The City of Wanneroo is committed to providing the highest standards of community facilities, based upon the principles of social equity, environmental sustainability, financial affordability and transparency of process. These principles guide the development and interpretation of policy for community access to existing, new and proposed future amenities.

The City strives for improved fairness and equity in facility and service delivery with the goal of maximising community use. It encourages positive user attitudes and assists in the regulation of facility use with the aim to avoid a monopoly. Efficient use of financial resources is a goal that does not prohibit subsidised use by key sectors of the community.

Whilst acknowledging its role within the wider region the City of Wanneroo seeks to protect the interests of its ratepayers by ensuring priority access to the City's residents and restricting subsidised use by individuals and clubs from other Local Government Authority areas.

Affordability of Hire

- Fees and charges are based on the guiding principles in this policy, according to the types of users, levels of services and types of facilities.
- The City is committed to employing an affordable fee structure which reflects a reasonable user contribution towards the cost of maintaining the facility.
- The City will continue to provide concessionary rates for City residents and relevant local community groups/organisations conducting activities within the City of Wanneroo, as per the endorsed Schedule of Fees and Charges.

The City has determined eligibility criteria, as outlined in Annexure 1, where consideration application offer a concessionary rate for facility hire may be considered. Where applicable, concessionary rates can only be sought for one category only.

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Comment [CB6]: EOI process

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Comment [CB7]: Does this place commercial hirers on a lower priority?

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Comment [CB8]: This is to reduce block bookings, and the "Take over" of facilities by a single group, or sports code etc. A management procedure will need to be put in place, that will allow authority for a booking by the Manager or Director.

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Comment [CB9]: Backs up the proposal for resident and non-resident fees and charges.

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~~All concessionary rates All facility hire fees and associated concessionary rates will be detailed in the City's Schedule of Fees and Charges available on the City's website.~~

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Any requests for concessions or fee waivers not detailed within this policy will be managed in accordance with the criteria and processes detailed in the City's Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure.

~~Conditions of hire are enforceable under authorisation outlined in the Local Law.~~

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CONSULTATION WITH STAKEHOLDERS

Consultation led by Community & Place Development will be undertaken with relative internal departments Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management. Ongoing feedback from external stakeholders is addressed by Community & Place Development for input to policy review.

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IMPLICATIONS (Financial, Human Resources)

NIL

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IMPLEMENTATION

This policy was first implemented in July 2001 and due for the next review in February 2015.

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ROLES AND RESPONSIBILITIES

The Manager Community Facilities is responsible for the implementation of this policy in collaboration with relevant service unit managers.

Community Programs & Services Facilities is responsible for publication of this policy with assistance from relative internal departments Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management.

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DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community and & Place Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council the Chief Executive Officer for a determination ruling.

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WHO NEEDS TO KNOW ABOUT THIS POLICY?

Relative City of Wanneroo internal departments and potential/current hirers. Community Facilities, Community Capacity Building, Infrastructure Parks Maintenance, Infrastructure Building Maintenance and Ranger Safety & Emergency Management and Governance.

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EVALUATION AND REVIEW PROVISIONS

The adopted policy will be evaluated as to its effectiveness in achieving its outcomes every three years.

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Policy Manual

1. ~~Conditions of Hire~~

~~The Conditions of Hire applicable to all users of Council's facilities shall be made available to all prospective hirers when booking enquiries are made.~~

~~Conditions of hire are enforceable under authorisation outlined in the Local Law.~~

2. ~~Fees and Charges~~

~~Fees & Charges are applicable to all facilities defined in this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and as amended from time to time. The schedule of fees and charges will be reviewed on an annual basis and are applied by an hourly or periodic nature, and may or may not include bond charges.~~

2.1 ~~Application for waiver of fees~~ Reduction of approved fees and charges

~~Applications to waive fees and charges for special events or activities should be made, in the first instance, through the City's Donations, Sponsorships & Waiver of Fees and Charges Program, governed by the City's Donations, Sponsorships & Waiver of Fees and Charges Policy. Bonds for the events, functions, or activities defined under this policy cannot be waived under any circumstance.~~

~~Waivers, Subsidies, Sponsorships, Donations etc are outlined in the XXXXXX policy.~~

2.2 ~~Bonds applicable to facility hire~~

~~Bonds detailed in the City's Schedule of Fees and Charges will be applied to the following categories of hire in addition to regular hire charges:~~

- ~~☐ Hire of a facility for the conduct of social functions, fundraising events;~~
- ~~☐ Any function or event where alcohol is consumed or sold;~~
- ~~and ☐ Any major event such as carnivals, fetes or fairs.~~

~~The Manager Community Programs and Services or Manager Community Capacity Building may, where in their opinion circumstances warrant such action, withhold a bond as payment towards any damages arising from misuse or additional cleaning expenses of a facility or reserve hired.~~

2.3 ~~Subsidised Use – Not applicable to Wanneroo Library and Cultural Centre~~

~~In line with the City's current practice, subsidised use of facilities defined in this policy is available to the following groups:~~

2.3.1 ~~Junior and Senior Clubs and Organisations~~

~~Junior and Senior clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities (subject to the provision noted below) except when the facility is used for fund-raising purposes when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, awards nights and presentation evenings during a club's regular season or annual booking.~~

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Fundraising does however include major functions and social events such as quiz nights, and the conduct of other social events with the expressed view of raising funds for the organisation. When a facility is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities for the types of activities nominated in this policy shall also apply to junior/senior clubs, organisations or groups.

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Junior and Senior clubs, organisations or groups must consist of over 50% junior/ senior residing members and have over 50% of members residing within the City of Wanneroo to be eligible for the full subsidised use provisions of this policy.

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Junior and Senior clubs, organisations or groups that are from outside of the City of Wanneroo and comprise of more than 50 % junior/senior members will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and charges.

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Junior and Senior clubs, organizations or groups will need to submit satisfactory evidence that their group complies with the subsidised use clause by providing details on the Subsidised Use Request Form (available from the City of Wanneroo). These details are to include the total membership of the group, the suburb of all members' residential locations and the age category of the members that attend the facility. In the event that this information is not provided and verified by the group, then full fees will apply.

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In addition clubs, groups and organizations must supply one of the following to confirm their status:

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- ☐ Current Registration for the Australian Tax Office confirming not for profit status; and
- ☐ Current Certificate of Incorporation.

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2.3.2 Service Clubs and Charitable Institutions, and Emergency Service Organisations

All Service Clubs, Charitable Institutions and Emergency Service organisations defined under this policy shall be eligible to hire any of the City's facilities at 50% of the community rate nominated in the City's Fees and Charges Schedule, except when the facility or reserve is used for fund raising purposes or when the activity is promoted by a commercial operator.

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When a facility is used for these purposes, the relevant hire and bond charges shall be applicable.

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The following list of service clubs, charitable institutions and emergency organisations shall be exempt from this provision and have 100% subsidised use of facilities for their regular meetings:

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- Red Cross
- City of Wanneroo Volunteer Bushfire Services
- City of Wanneroo Volunteer Emergency Services
- Sea Rescue Services
- Progress, Residents and Ratepayers Associations
- Northern Suburbs Stroke Support Group
- Wanneroo Lions
- Vietnamese Culture Association
- Yanchep Two Rocks Community Bus Management Committee

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~~This exemption only applies to regular monthly meetings, with all other activities and events held by these organisations subject to the general provisions for Service Clubs, Charitable Institutions and Emergency Service organisations.~~

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~~The City's Community Development Directorate shall supply to Council, on a six monthly basis, a full financial schedule of subsidised use for all facilities and reserves defined in this policy.~~

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2.3.3 Disability

~~All Disability clubs, organisations or groups defined under this policy shall have fully subsidised use of City facilities and reserves (subject to the provision noted below) except when the facility is used for fund-raising purposes or when a commercial operator promotes the activity. In this instance the term 'fundraising purposes' does not include the operation of a canteen, award nights and presentation evenings during a club's regular booking.~~

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~~Fundraising does, however include major functions and social events with the expressed view of raising funds for the organisation. When a facility or reserve is used for these purposes, relevant hire and bond charges shall be applicable. Bonds applicable to facilities and reserves for the types of activities nominated in this policy shall also apply to Disability clubs, organisations or groups.~~

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~~Disability clubs, organisations or groups must consist of over 50% Disability members and have over 50% of members who reside within the City of Wanneroo to be eligible for the full subsidised use provisions of this policy.~~

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~~Disability clubs, organisations or groups that are from outside of the City of Wanneroo and comprise of more than 50% Disability will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.~~

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~~Disability groups will need to submit satisfactory evidence that their group complies with the subsidised use clause within six weeks of the commencement of any season or annual booking and prior to any casual booking for subsidized use to apply.~~

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2.3.4 City of Wanneroo Elected Members

~~Provision is made under this policy for Elected Members' use of the City's community facilities on a fully subsidised basis, for the purposes of meeting with Ward constituents, on the following basis:~~

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- ~~• A maximum of one booking per month per Elected Member;~~
- ~~• A maximum of one ward venue per month per Elected Member;~~
- ~~• A maximum duration of each booking being 2 hours;~~
- ~~• Use of meeting rooms at the City's various community facilities is subject to availability;~~
- ~~• Use will be approved by the Chief Executive Officer and be managed through the City's existing facility booking process; and~~
- ~~• Access to the respective facility is as per the existing keyholder system.~~

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~~Subsidised use is not applicable to bookings for private use.~~

~~First right of refusal~~

3. Facility Use

~~Facility use is approved on the basis of acceptance of the conditions of hire.~~

~~Restrictions of use are based on determinations made within the Local Law.~~

~~3.1 Hire of City facilities is available on a casual or annual basis as per the definition provided within this policy.~~

~~3.2 The City will consider applications for casual hire on an as required basis. Typically Annual Hire applications will be considered during the period of September & October each year.~~

~~3.3 With respect to Annual Hire, the City shall give preference to applications who have previously been granted facility hire, and whose use of the facility has been to the City's satisfaction including settlement of all relevant accounts.~~

~~3.4 All use of Council facilities requires the prior written approval of the City. Where granted, approval to use a facility strictly applies to the applicant only and the dates and times as expressly permitted by the City. The use of a facility on either a casual or annual basis without expressed permission of the City is forbidden and will result in future requests for the hire of City facilities being refused.~~

4. Reserve Use

~~4.1 Seasonal hire is defined as per the definition provided within this policy.~~

~~4.2 Typically the City will consider applications for the summer season use of reserves during the period of August and September and for winter season use during the month of February and March each year.~~

~~4.3 Preference shall be given to applicants who have previously been granted seasonal use of the reserve, and whose use of the facility has been to the City's satisfaction including settlement of all relevant accounts. The next preference will be given to local sporting organisations.~~

~~4.4 When hiring a reserve on either a seasonal or casual basis, the hirer is entitled to the use of any changerooms, public toilets, storage areas. Kitchen and kiosk may be available for the duration of the period of hire at an additional cost.~~

~~The use of floodlighting will be included within seasonal hire, however will be charged as per the City's Schedule of Fees and Charges for casual hire.~~

~~4.5 The season changeover process will be subject to the following conditions:~~

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- a) During the season changeover periods for both the summer and winter seasons, the City's reserves will be booked to the Manager Infrastructure Maintenance to enable required ground maintenance and renovation work to be undertaken.

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4.6 Pre-season training requests will be subject to the following conditions:

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- a) Pre season training will be considered on a case by case basis on the advice of the Manager Infrastructure Maintenance and subject to season changeover requirements. Any club wishing to undertake pre season training must make proper application to the Manager Community Programs and Services prior to commencement.
- b) No large ball sports may be undertaken on reserves until cricket pitches have been covered (where applicable).

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4.7 Use of City reserves by Schools will be subject to the following conditions:

- a) Schools, both government and private, in or immediately adjacent to the City of Wanneroo may be granted, subject to the conditions of hire free use of reserves.

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The free use of sportsgrounds to schools shall be restricted to normal use during school hours on school days. Outside these times, schools wishing to hire sportsgrounds shall be required to pay the hire charges applicable at the time. Such hiring shall be dependent upon the availability of the sportsground with respect to authorised use by local sporting clubs/organisations. All sports carnivals or events, either during or after school hours, irrespective of any joint use agreement, must book the facility with the relevant Program Services Administration Officer – Facilities.

In the event of unforeseen deterioration of the playing surface of a sportsground, one week written notice with relevant reasons may be given to a school advising that approval for use is withdrawn or suspended for a time specified in the notice.

- b) The above conditions do not apply to schools within the City of Wanneroo who have entered into a joint use agreement with the City of Wanneroo.

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- 4.8 The Manager Community Programs and Services will determine the control and use of floodlights on the City's reserves. Operation of floodlighting will be based on approved use only and shall commence no earlier than is necessary to undertake the training and shall cease at no later than 10.00pm or as approved by the Manager Community Programs and Services.

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- 4.9 As per the Local Government and Public Property Local Law (1999), the following activities are not permitted on City reserves, unless indicated otherwise:

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- Play or practice golf, archery, pistol or rifle shooting;



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- Riding of a skateboard or roller blades;
- Riding of a sandboard or similar device;
- Launch of personal watercraft or boat; or
- Radio Controlled Aeroplanes and rockets.

- 4.10 In all cases the City reserves the right to refuse entry or subsidised use of a facility or reserve to an individual or group.

5. Alcohol

The consumption, sale and storage of alcohol within City facilities is subject to the following conditions:

5.1 The consumption of alcohol at any of the facilities or reserves defined in this policy is subject to prior approval from the City's Manager Community Programs and Services or Manager Community Capacity Building or nominee.

5.2 Any club/group or individual wishing to hold an event, activity or function at the City's facilities or reserves, which involves the sale of alcohol to attendees, must seek written approval from the Chief Executive Officer for such use, prior to the activity, event or function.

Approval by the Chief Executive Officer for the sale of alcohol at any activity, event or function will only be considered if the clubs/groups or individual have been granted either an Occasional, Club or Club Restricted Liquor License issued from the Office of Racing and Gaming (Liquor Licensing Division).

5.3 In accordance with section 39 of the Liquor Control Act 1988 and delegations issued under this Act, the City's authorised officers may apply for restricted liquor licenses under the following conditions:

- *Where the applicant seeks a liquor license for regular bookings;*
- *Where the applicant is limited to within the following hours for community facilities:*

o Thursdays - to 11.00pm; o Fridays - to 12 midnight; o Saturdays - to 12 midnight; o Sundays - to 10.00pm; and o Monday to Sunday to midnight for Wanneroo Library and Cultural Centre.

5.4 Where, in the view of the Chief Executive Officer, the application may have an unacceptable influence on local amenity, the matter may be referred to Council for a decision.

- 5.5 The storage of alcohol is not permitted at any of the City's community facilities that are multi-purpose in nature as defined under this policy.

- 5.6 The consumption or sale of alcohol at activities or events, where the attendees are predominately juniors will not be supported. The City's Manager Community Programs and Services or Manager Community Capacity Building shall evaluate the approval of each event or activity on a case-by-case basis, considering advice from the Department of Racing, Gaming and Liquor and any relevant governing sporting body guidelines or policy.

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6. ~~Bin provision~~

~~The City of Wanneroo will determine, supply and service a maximum number of bins for each City of Wanneroo facility and reserve. Any additional bins required by hirers for events or functions will be supplied and serviced at the cost of the hirer.~~

7. ~~Events~~

~~7.1 Those individuals or groups wishing to conduct events within the City of Wanneroo must submit an Event Approval Application at least 8 weeks prior to the date of the event.~~

~~7.2 Event approval will not be granted until the Event Approval Application has been submitted and approved by the City of Wanneroo.~~

8. ~~Policy Exemptions~~

~~The following exemptions apply to this policy:~~

~~Due to a long standing agreement related to the control of Wanneroo Showgrounds, the Wanneroo Agricultural Society is exempt from Section 2 of this policy, Fees and Charges, for the purposes of the annual Wanneroo Show. For the conduct of the annual Wanneroo Show, the Wanneroo Agricultural Society shall be entitled, under the delegated authority of the Chief Executive Officer, to the following:~~

- ~~• Eight days use of Wanneroo Showgrounds, inclusive of the duration of the annual Show and set-up and clean-up days. This use shall be free from any fees or applicable bonds; and~~
- ~~• Assistance by the City with reasonable clean-up procedures associated with the annual Show, to a total in-kind value of \$1000.00.~~

~~The Wanneroo Agricultural Society shall, however, be subject to all other provisions of this policy and provide sufficient annual notice (at least 6 months) of Show Day bookings to the relevant Council officer.~~

DEFINITIONS

~~DEFINITIONS: Any definitions listed in the following table apply to this document only.~~

Term	DEFINITIONS
Facilities	Facilities are defined as multipurpose community and recreation buildings supplied by the City and available for hire by the general community.

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Reserves	Reserves are defined as all of those areas under the City's control set aside for passive recreation and sporting activities. This includes parks; active reserves (sport grounds) other passive reserves and foreshore reserves.

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DEFINITIONS: Any definitions listed in the following table apply to this document only.

Term	DEFINITIONS
Activities	May relate to an event, program or service. An organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.
Annual Hire	Ongoing or regular hire which results in more than 120 sessions per calendar year (per financial year from July 2021).
Casual HireFacilities	A one-off specific booking, intermittent and/or irregular meeting to a maximum of 120 sessions per calendar year. Facilities are defined as multipurpose community and recreation buildings supplied by the City and available for hire by the general community. These can include but is not limited to: community centres, hubs, libraries and recreation centres.
Concessionary Rates	Relates to the provision of a reduction or discount on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals.
Facilities Activities	Facilities are defined as multipurpose community and recreation buildings and open spaces supplied by the City and available for hire by the general community. These can include but are not limited to: community centres, community hubs, libraries, parks and reserves, recreation centres and sporting facilities. May relate to an event, program or service. An organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.
Casual Hire	A one-off specific event, intermittent and/or irregular meeting to a maximum of 10 sessions per calendar year.
Annual Hire	Ongoing hire which results in more than 10 sessions per calendar year.
Seasonal Hire	This term specifically refers to recognised sporting seasons. A typical/traditional season is the portion of the year in which the sports regulated and fixtured matches are played, as defined by the relevant national, state or regional association. Seasonal hire entitles the hirer up to 2 x 2 hour training sessions per week and one match session, per team. This does not include pre- or post-season competitions or cup games held during the season.

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<u>Shared Use Agreement</u>	Relates to the use of City of Wanneroo sports fields and hard-courts which are co-located with the Department of Education schools. Refer to <i>Joint Development and Shared Use Facilities with the Department of Education Policy</i> .
<u>Subsidised Use</u>	Relates to the provision of a 50% reduction or discount concession on approved fees for the use of the City's community and sporting facilities for eligible groups and individuals. Senior and Junior Use.
Juniors	<p>Juniors are defined as individuals aged 18 years and under.</p> <p>Junior Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 18 years or under.</p> <p>Junior clubs, organisations or groups must consist of over 50% junior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Junior clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% juniors will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
Adult	<p>Adults are defined as individuals that are between 19 and 54 years of age.</p> <p>Adult Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals between the ages of 19 and 54 years.</p>
Seniors	<p>Seniors are defined as individuals aged 55 years and over.</p> <p>Seniors Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 55 years and over.</p> <p>Senior clubs, organisations or groups must consist of over 50% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Senior clubs, organisations or groups that are from outside of the City of Wanneroo will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>

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Disability	<p>Disability is defined as conditions, which are recognised under the Disability Services Act (1993) which:</p> <ul style="list-style-type: none"> • is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments; • is permanent or likely to be permanent; • may or may not be of a chronic or episodic nature; and • results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support services. <p>Disability Clubs, organisations or groups are defined as those organisations whose principal purpose is to provide activities for individuals recognised under The Disability Services Act (1993).</p> <p>Disability clubs, organisations or groups must consist of over 50% eligible members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</p> <p>Disability clubs, organisations or groups that are from outside of the City of Wanneroo or comprise of less than 50% eligible members will be required to pay 50% of the appropriate fee as per the City of Wanneroo Schedule of Fees and Charges.</p>
High Risk Bookings	<p>High Risk bookings such as 18th and 21st Birthdays or others as determined by the Manager Community Programs and Services or Manager Community Capacity Building will only be approved upon successful submission and completion of an application to the City's Event Approval Process.</p>
Commercial User Group	<p>A commercial user group is one, which is a registered business with the Ministry of Fair Trading and whose intention it is to result in private pecuniary gain (i.e. income generation).</p> <p>Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the City's facilities.</p>

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Community User Group

A community user group is defined as a non-profit organisation and shall include, but is not limited to sporting clubs (that are incorporated under the Associations Incorporations Act or regulated by ASIC), stated not-for-profit community groups, religious groups, education institutions, charitable institutions, service clubs and emergency service organisations and groups that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community fee as per the City's schedule of fees and charges.

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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Facility Hire and Use Guidelines (to be created/draft)
- Facility Hire and Use Management Procedure

Delegated Authority:

- Authority to Issue Certificates Under Section 39; and
- Local Government and Public Property Local Law – Agreements, Approvals, Setting Aside and Applications:
 - Fee Waivers, Concessions and Debt Write-Off Policy and Management Procedure
 - Food Truck Management Procedure
 - Public Community Event Policy and Management Procedure
 - Circuses and Performing Animals Policy
 - Community Funding Policy and Management Procedure

Community Led Initiatives and Collaborations-Activation and Sponsorship Policy

- Collaboration Management Procedure
- Public Places and Local Government Property Local Law 2015

Policies:

- Donations, Sponsorships & Waiver of Fees and Charges.

REFERENCES

- Conditions of Hire – Facility Booking
- City of Wanneroo Schedule of Fees & Charges

Supporting documentation for policy exemption Wanneroo Agricultural Show TRIM 13/28207.

RESPONSIBILITY FOR IMPLEMENTATION

Coordinator-Manager Community Facilities

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Version	Next Review	Record No:
CD06-08/09	25 Aug 2009	
CD02-05/11	2 May 2011	11/22399
CD01-05/13	May 2015	12/40855
16/12/14 – Admin amendment – See Trim: 14/9002	May 2015	12/40855
03/09/2018 – Admin Amendment from CP05-08/18	May 2015	12/40855
<u>TBC</u>	<u>June 2023</u>	<u>19/419971</u>

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ANNEXURE 1 – CATEGORIES OF USE

Category No.	Hirer Description	Reference	Method of Calculation for Hire Fees
1.	Junior Use	Applies to registered teams, clubs, associations and community groups only. Juniors are defined as individuals aged 18 years and under.	Between 50 - 100% of the Adult Fee
2.	Adult Use	Applies to registered teams, clubs, associations and community groups only. Adults are defined as individuals that are between 19 and 59 years of age. Note – this definition will be amended based on the final definition of a 'senior'	N/A. As per Schedule of Fees & Charges
3.	Senior Use	Applies to registered teams, clubs, associations and community groups only. Seniors are defined as individuals aged over 60 years (definition based on Aged Pension Card) .	Between 50 - 100% of the Adult Fee
4.	Support Services	Community-based groups and organisations that provide valuable essential support services to the Wanneroo community. Such organisations are not-for-profit and typically do not have an avenue for revenue generation to support facility hire costs.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
5.	Charitable Purpose Use	Any event, program or activity which has a charitable purpose for the benefit of the City of Wanneroo residents (includes and licensed collections under the Charitable Collections Act). This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
6.	Emergency Service Organisations	Groups that provide any Emergency Service support to the community. This excludes fundraising for the purposes of income generation for individual groups.	100% concession for regular bookings (as defined within Facility Hire & Use Guidelines)
7.	Government Use	State and Federal Government agencies with commercial rates applicable.	N/A. As per Schedule of Fees & Charges
8.	Community Use	Any event, program or activity undertaken by a City resident or community-based organisation on a casual or ongoing basis.	N/A. As per Schedule of Fees & Charges
9.	Commercial Use	Where the activity being undertaken is a profit making venture regardless of whether the body is incorporated or not. Small single-operator community-based businesses.	N/A. As per Schedule of Fees & Charges

[illegible]



Policy Manual

10.	Community-based business	Small or single operator community-based business who conducts their activities on a cost-recovery basis. In this instance, the community rate will apply.	N/A. As per Schedule of Fees & Charges
11.	<u>Sport Training</u>	Small to medium size sports coaching using portions of public open space with little or no set-up requirements. Hourly rate. IdentifiedAny event, program or activity provided by	N/A. As per Schedule of Fees & Charges
12.	<u>Personal Training</u>	Small to medium size basic fitness training using portions of public open space with little or no set-up requirements.	N/A. As per Schedule of Fees & Charges

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3.9 Alkimos Aquatic and Recreation Centre - Site Selection, Master Planning and Land Acquisition

File Ref: 40645 – 20/369229
Responsible Officer: Director Community and Place
Disclosure of Interest: Nil
Attachments: 2

Issue

For Council to consider the site options analysis for the Alkimos Aquatic and Recreation Centre, authorisation for land acquisition and progress of master planning for the preferred site.

Background

At the Ordinary Council Meeting on 28 July 2020 (CP01-07/20), Council considered the North Coast Aquatic and Recreation Centre Business Case and, as a result, Council resolved the following:

"That Council:-

1. *ENDORSES the North Coast Aquatic and Recreation Centre Business Case, as detailed in Attachment 2;*
2. *AUTHORISES Administration to commence planning works towards the provision of the North Coast Aquatic and Recreation Centre at Alkimos Central as per the recommendations of the Business Case;*
3. *REQUESTS Administration to undertake further analysis of Options 1 and 2 of the Summary Business Case (Attachment 2) to enable consideration of indoor and outdoor options for the aquatic components; and*
4. *NOTES that community consultation regarding the location and conceptual design elements of the facility will occur following Council consideration of the work as per recommendation 3 above."*

The focus of this report relates to Recommendation 2 in terms of commencement of planning works.

In relation to Recommendation 3, this work is currently being undertaken and will be reported to Council in the coming weeks.

Detail

Through the development of the Business Case, Development WA identified five site options for the Alkimos Aquatic and Recreation Centre (**AARC**) within Alkimos Central and these are included within **Attachment 1**. Administration has undertaken a desktop analysis of each of the presented options, in order to determine the most appropriate and therefore preferred site for the AARC.

Criteria Assessment

The criteria used in the assessment of the site options is as per the following:

Criterion	Description
1. Proximity to the train station and civic precinct	<ul style="list-style-type: none"> Walking distance/ time from the site to the train station and civic precinct.
2. Access to road network	<ul style="list-style-type: none"> The degree to which the site has access to the road network.
3. Exposure to passing traffic	<ul style="list-style-type: none"> Assessment of Vehicles per Day (VPD) passing the site based on draft traffic modelling from Development WA.
4. Impact on residents	<ul style="list-style-type: none"> The degree to which the facility will impact on residents, in respect to impact on local traffic and parking conditions, noise and the physical mass of the building.
5. Proximity to Public Open Space	<ul style="list-style-type: none"> Accessibility to Public Open Space (POS) to augment the facility's program offerings and enhancement of the sense of place.
6. Geothermal Energy Potential	<ul style="list-style-type: none"> The potential for the site to access geothermal heating.
7. Place Principles – Physical Environment	<p>The ability of the site to adhere to core principles:</p> <ul style="list-style-type: none"> Proximity to local retail/ employment nodes (opportunity for cross-pollination and customer base); Ability to provide clear street frontage; Provision of pedestrian friendly environment; and Co-located for multi-modal transport.

It is worthwhile noting that criteria 1, 2, 3 and 7 also have relevance in respect to potential rental return from any commercial space that may be incorporated within the site.

Each option has been scored on a scale of 1 to 10 (1 being unacceptable and 10 being excellent) against each of the criteria. The scale used is based on the City's tender evaluation Qualitative Assessment Rating Scale. Assumptions made as a part of this analysis include the following:

- All site options would be provided as a cleared (with all necessary approvals in place), levelled and serviced freehold lot with access to the road network. Development WA has provided an example licence agreement that would allow the City access for planning and construction activities pending formal site subdivision and title;
- Lot availability for the respective sites being mid to late 2021;
- Cost of land to be based on a Civic and Cultural Zoning; and
- Based on outright acquisition of freehold land (e.g. not leasehold or Crown land).

Options Assessment Outcomes

The outcome of the assessment process is summarised in the table provided in **Attachment 2**. The overall scoring of the options, based on a 1 to 10 scale and with a weighting applied to each criteria is as follows:

Ranking	Option	Score
1	Option 5	85.5
2	Option 1	81
3	Option 4	66
4	Option 3	65.5
5	Option 2	45.5

The individual assessment tables for each option are included within **Attachment 2**.

Criteria Assessment Discussion

Criterion 1 - Proximity to the Train Station and Civic Precinct

A key criteria in the assessment of the site options is locating the AARC as close as possible to the Alkimos train station and civic precinct, as this will greatly improve the level of exposure and accessibility for the community. This will assist in ensuring a high level of utilisation of the AARC, which will not only improve financial viability but also contribute to the activation of the rail and civic precinct (noting the AARC's estimated annual visitation of 738,000 at commencement).

The assessment of this criterion scored Option 5 the highest based on the site being 50m directly adjacent to train station. Options 1, 3 and 4 all scored equally due to being equidistant from the train station, while Option 2 scored the lowest as a result of being the furthest from the train station and civic precinct.

Criterion 2 – Access to Road Network

While proximity to the train station precinct is a key consideration in improving accessibility to the AARC, vehicle access will continue to be an important factor. In this regard, accessibility is considered in the context of the number of roads the site has access to and therefore the opportunity to provide multi vehicle entry/exit points, thereby reducing congestion.

The assessment of this criterion scored Option 1 the highest as a result of the site having potentially three roads, one of which being Romeo Road (a main arterial road) and Tuart Drive (local road – east/west) and a local road on north/south orientation. Option 5 scored the second highest because of having Romeo Road to the south and Tuart Drive to the north. Options 2, 3 and 4, while being adjacent to Marmion Avenue, scored lower on the basis that vehicle access would be from a single road access off Marmion Avenue.

Criterion 3 – Exposure to Passing Traffic

In addition to the benefits that proximity to the train station precinct provides to the AARC in respect to exposure of the facility, consideration of facility exposure due to vehicle movements has been considered. This assessment has been based on the number of VPD passing each of the sites, using current draft traffic modelling based on build out.

The assessment of this criterion scored Options 3 and 4 the highest, with an estimated 49,700 VPD passing the two sites on Marmion Avenue. Option 2 scored the second highest with an estimated VPD of 46,050. Options 1 and 5 scored lower based on Romeo Road having a lower VPD count at 23,000 vehicles.

Criterion 4 – Impact on Residents

A key consideration of the location of a facility such as the AARC is the impact such a facility will have on neighbouring residents. This is in terms of the impact on local road and parking

conditions, noise (mechanical and human), the impact of future construction stages (assuming a staged development of the AARC) and the impact of the mass of the building.

Massing, in architectural terms refers to the structure in three dimensions (form), not just its outline from a single perspective (shape). Massing influences the sense of space, which the building encloses, and helps to define both the interior space and the exterior shape of the building. A key consideration in this respect is the impact the building will have on the view of neighbouring residents and issues of shading or sun block over residential properties.

The assessment of this criterion scored Option 3 the highest, on the basis that it had the least impact on neighbouring residents due to the site being in a commercial/ business area with no adjacent residents. Options 4 and 5 score equal second highest because of there being residents to the south of each site, separated by Romeo Road. Option 1 had a higher degree of exposure to residents to its east and south, while Option 2 scored the lowest because of residential development being immediately to its east.

Criterion 5 – Proximity to Public Open Space

This is considered an important criterion due to the ability for POS to augment the AARC program offerings and enhancement of sense of place for the users of the AARC and the community in general.

The assessment of this criterion scored Options 1 and 5 the highest as both sites are located directly adjacent to the identified area of POS on the Master Plan. Option 2 has limited access to a green corridor to the site's north, while Options 3 and 4 do not have access to any POS and score the lowest at zero.

Criterion 6 – Geothermal Energy Potential

Consideration of potential for the use of geothermal as an energy source for heating of the pools and the air handling within the AARC is important for the ongoing operating costs of the facility. The use of geothermal energy has become a standard practice for facilities of this type, when it is available.

Initial desktop review has indicated a number of existing geothermal bores within the broader vicinity. This indicates a potential for access to geothermal energy, however a more detailed assessment will need to be undertaken. Given the presence of existing bores and noting that the five sites are within 800m of each other, all sites have been rated at 5.

Criterion 7 – Place Principles: Physical Environment

The application of Place Principles is a critical component in ensuring that the development of the AARC supports the effective activation of Alkimos Central and provides a basis for broader place activation and place making activities. Assessment of this criterion is based on the following, which were identified as key elements of successful community hubs in the City's recent Community Hub Review:

- Proximity to local retail/employment nodes (opportunity for cross-pollination and customer base);
- Ability to provide clear street frontage;
- Provision of pedestrian friendly environment; and
- Co-located for multi-modal transport.

The assessment of this criterion scored Option 5 the highest based on the site's direct proximity to retail/ employment nodes, high level of street frontage opportunities, the site's ability to

deliver a pedestrian friendly environment and the site's co-location for multi-modal transport. Option 1 scored second highest, slightly higher than Options 3 and 4, with Option 2 scoring the lowest based on the distance of this site from the train and civic centre.

Land Acquisition

It is envisaged that Option 5 would be acquired by the City in freehold.

The acquisition of the Option 5 site (as the City's preferred location) would be subject to commercial terms and a contract of sale being negotiated between the City and Development WA. Administration anticipates that the contract will be based on a Development WA template document, within the inclusion of special conditions related to the subdivision of the site and other terms negotiated by the parties. The contract will be subject to review by the appropriate legal representatives.

Administration recommends that the Chief Executive Officer is authorised to negotiate the terms of the contract, and to sign the contract, subject to the contract being conditional on Council approval under a subsequent report.

The acquisition price will be determined by negotiation between the City and Development WA. Administration is currently negotiating with Development WA to agree on a valuation methodology. Relevant considerations for the valuation may include the potential that the City's acquisition and development will have a positive impact on the surrounding properties, due to the amenity provided by the AARC.

The progress of the negotiations, and the related valuation process, will be the subject of further briefings to Council Members.

Site Master Plan

Administration is currently in the process of engaging a consultant to undertake the development of a Master Plan for the preferred site, subject to Council endorsement. The purpose of the Master Plan is to consider how the facility can be most effectively located on the site, taking into consideration site conditions and within the context of the broader development of Alkimos Central.

The Master Plan will be based on the facility components as included within the Northern Coastal Growth Corridor Aquatic and Recreation Facility Business Case, as endorsed by Council at its meeting held on 28 July 2020. The Master Plan will take the form of high level relationship diagrams that will seek to:

- Depict the proposed facility components, as they relate to each other and specific site conditions, inclusive of staging; and
- Depict the AARC within the broader town site context, with a focus on depicting how it will interact with other planned facilities within the precinct.

It is anticipated that the Site Master Plan will be completed by mid-November 2020.

Consultation

Consultation has been undertaken with Development WA. Future community engagement will be undertaken as per the City's Community Engagement Policy.

Comment

As noted above, Option 5 is considered the most appropriate site based on:

- The direct proximity of the site to the train and civic precinct;
- High degree of accessibility as a result of its location to the train and civic precinct and access from the road network;
- The ability of the site to deliver key place principles in respect to the physical environment and facilitation of broader place activation and place making;
- Proximity to public open space;
- Limited impact on residents; and
- A reasonable degree of exposure to passing traffic.

Statutory Compliance

As an acquisition of land (rather than a disposal), the purchase of the Option 5 site from Development WA would not attract the operation of Section 3.58 of the *Local Government Act 1995* (the Act).

However, the acquisition of the Option 5, and the related development of the land, may require compliance with section 3.59 of the Act. The proposed acquisition value, when considered in the context of the acquisition price and the City's development plans for the site, would be above the relevant threshold of \$10M prescribed in Regulation 8A of the *Local Government (Functions and General) Regulations 1996 (WA)*.

Compliance with Section 3.59 of the Act requires:

- The preparation of a business plan by the local government, including details of:
 - The expected effect on the provision of facilities and services by the local government; and
 - The expected effect on other persons providing facilities and services in the district; and
 - The expected financial effect on the local government; and
 - The expected effect on matters referred to in the local government's current plan; and
 - The ability of the local government to manage the undertaking or the performance of the transaction;
- Give a State-wide public notice (as defined in the Act), which will include a reference to the business plan and the availability of that plan, and invite submissions; and
- The publication of the business plan on the City's website and the business plan also being available for public inspection.

Further information on whether Section 3.59 applies and how compliance would be addressed (if necessary) would be confirmed once the acquisition price has been negotiated with Development WA and would be addressed in a future report to Council to approve the acquisition.

Strategic Implications

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

“1 Society

1.1 Healthy and Active People

1.1.1 Create opportunities that encourage community wellbeing and active and healthy lifestyles”

Risk Management Considerations

Risk Title	Risk Rating
Long Term Financial Planning	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
Stakeholder Relationships	Moderate
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
Financial Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	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 registers. Action plans have been developed to manage these risks to support existing management systems.

Policy Implications

Nil.

Financial Implications

As noted within report CP01-07/20, the current cost estimate for the development of the full facility is \$58.9M (excluding land acquisition costs). Currently, the Long Term Financial Plan lists the sum of \$35.15M for the project, noting that the Federal Government has to date provided a grant of \$5M and the State Government recently announced a grant of \$10M.

Administration is currently exploring the potential for the Alkimos Eglinton Developer Contribution Plan (**DCP**) to contribute to the funding of the indoor sports hall component of the AARC (noting that this is Administration's preference) subject to the finalisation of the Northern Coastal Growth Corridor Community Facility Plan, review of the Alkimos Eglinton DCP and agreement with relevant landowners.

Voting Requirements



Simple Majority

Recommendation

That Council:-

1. **ENDORSES** Option 5, as per Attachment 1, as the preferred site for the Alkimos Aquatic and Recreation Centre within Alkimos Central;
2. **AUTHORISES** the Chief Executive Officer to progress the land acquisition of Option 5, as per Attachment 1, negotiate commercial terms (including a purchase price), engage property valuations, surveys and due diligence investigations, and execute a sale contract and related documentation, provided that the sale contract will be subject to:
 - a) The approval of Council; and
 - b) The City's compliance with Section 3.59, if applicable having regard to regulation 8A of the *Local Government (Functions and General) Regulations 1996* (WA); and
3. **NOTES** that a Site Master Plan is currently being progressed, with the outcomes of this Master Plan to be reported to Council at a future meeting.


Attachments:


- | | | | |
|---|-----------------------------------|-----------|---------|
| 1  | Attachment 1 - Site Options | 20/383158 | Minuted |
| 2  | Attachment 2 - Assessment Summary | 20/383173 | |

MASTERPLAN



LEGEND

 Options for proposed 3.5ha Site Inclusive of Aquatic and Recreation Facility and Car Parking

 Site boundary

 Walkable Catchment: 400m / 800m

 RAIL Alkimos Rail Station

Assessment Summary

			Option 1		Option 2		Option 3		Option 4		Option 5	
	ASSESSMENT CRITERIA		Score /10	Weighted Score	Score /10	Weighted Score	Score /10	Weighted Score	Score /10	Weighted Score	Score /10	Weighted Score
1	Proximity to the train station & civic precinct	20	8.0	16.0	4.0	8.0	8.0	16.0	8.0	16.0	10.0	20.0
2	Access to road network	10	10.0	10.0	4.0	4.0	4.0	4.0	6.0	6.0	8.0	8.0
3	Exposure to passing traffic	10	7.0	7.0	9.0	9.0	10.0	10.0	10.0	10.0	7.0	7.0
4	Impact on residents	15	7.0	10.5	3.0	4.5	9.0	13.5	8.0	12.0	8.0	12.0
5	Proximity to POS	15	10.0	15.0	3.0	4.5	0.0	0.0	0.0	0.0	10.0	15.0
6	Geothermal potential	10	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0	5.0
7	Place Principles - Physical Environment											
7a	Proximity to local retail/employment nodes (opportunity for cross-pollination & customer base) (5%)		9.0	4.5	8.0	3.0	10.0	5.0	10.0	5.0	9.0	4.5
7b	Ability to provide clear street frontage (5%)		8.0	4.0	5.0	2.5	5.0	2.5	5.0	2.5	9.0	4.5
7c	Provision of pedestrian friendly environment (5%)		9.0	4.5	4.0	2.0	10.0	5.0	10.0	5.0	9.0	4.5
7d	Co-located for multi-modal transport (5%)		9.0	4.5	8.0	3.0	9.0	4.5	9.0	4.5	10.0	5.0
		20		17.5		10.5		17.0		17.0		18.5
	OVERALL TOTAL:	100		81.0		45.5		65.5		66.0		85.5

Option 1

Criteria	Assessment
1. Proximity to the train station and civic precinct;	<ul style="list-style-type: none"> The site is within 300m of the planned train station;
2. Access to Road Network;	<ul style="list-style-type: none"> The site may be able to have direct access from Romeo Road (a main arterial road), Tuart Drive (local road) from the east and west, and local road along its eastern border;
3. Exposure to Passing Traffic	<ul style="list-style-type: none"> The potential traffic exposure of the site (via Romeo Road) is estimated to be 23,000 vehicles per day (vpd).
4. Impact on Residents;	<ul style="list-style-type: none"> Potential impact of the facility's operations on the local road network would be minimal on the basis that the site is accessible via Romeo Road and Tuart Drive Due the size of a facility (approximately 15,000sqm) and height (sport courts etc), the 'massing' of the building will be significant. This would provide a large wall expanse in close proximity to adjacent residents – which is not as attractive and likely cause shading/sun block out over residential properties; Noise attenuation measures would need to be greater to minimise the impact of noise (human and mechanical); Construction of future stages would cause disruption to adjacent residents;
5. Proximity to POS;	<ul style="list-style-type: none"> The site is currently located directly adjacent to an area of proposed public open space (recreation space) – which would enable the City to activate the space and create an enhance sense of Place;
6. Geothermal Energy Potential;	<ul style="list-style-type: none"> Preliminary desk top research has indicted a number of existing bores within the broader vicinity, noting that this is not an indicator of future potential.
7. Place Principles – Physical Environment (1)	<ul style="list-style-type: none"> a) Site is located directly adjacent to the commercial precinct, which includes shopping centre and mixed use commercial activities, which is part of the proposed stage 2 development; b) Street frontage opportunity is on Tuart Drive. Romeo Road and local road on eastern boarder would have limited street frontage opportunities; c) Opportunity to provide pedestrian friendly access via the proposed POS and along Tuart Drive; d) Site is located within 300m of the train station.

Option 2

Criteria	Assessment
1. Proximity to the train station and civic precinct;	<ul style="list-style-type: none"> The site is located in excess of 400m from the train station;
2. Access to Road Network;	<ul style="list-style-type: none"> The site will have access from Brindabella Parkway only (a local road), which will reduce vehicle access;
3. Exposure to Passing Traffic	<ul style="list-style-type: none"> The site borders Marmion Ave, which will provide a visual presence to passing traffic (estimated 46,000 vpd).
4. Impact on Residents;	<ul style="list-style-type: none"> The site is directly adjacent to residential development on the eastern side. It is likely that the facility's operations will impact on the local road network; Due the size of a facility (approximately 15,000sqm) and height (sport courts etc), the 'massing' of the building will be significant. This would provide a large wall expanse in close proximity to adjacent residents –

	<p>which is not as attractive and likely cause shading/sun block out over residential properties;</p> <ul style="list-style-type: none"> Noise attenuation measures would need to be greater to minimise the impact of noise (human and mechanical); Construction of future stages would cause disruption to adjacent residents;
5. Proximity to POS;	<ul style="list-style-type: none"> The site is located adjacent to a green corridor to the north, but not a recreation space.
6. Geothermal Potential;	<ul style="list-style-type: none"> Preliminary desk top research has indicted a number of existing bores within the broader vicinity, noting that this is not an indicator of future potential.
7. Place Principles – Physical Environment (1)	<ul style="list-style-type: none"> a) Site is located adjacent to a commercial precinct, which is part of stage 4 development; - 6 b) Street frontage is limited to Brindabella Parkway only; - 5 c) Limited opportunity to provide pedestrian friendly access due to close proximity to Marmion Ave intersection with Brindabella Parkway; - 4 d) Site is located in excess of 400m from the train station. - 6

Option 3

Criteria	Assessment
1. Proximity to the train station and civic precinct;	<ul style="list-style-type: none"> The site is within 300m of the planned train station;
2. Access to Road Network;	<ul style="list-style-type: none"> The site will have access from Brindabella Parkway only (a local road), which will reduce vehicle access;
3. Exposure to Passing Traffic	<ul style="list-style-type: none"> The site borders Marmion Ave, which will provide a visual presence to passing traffic (estimated 46,000 – 49,700 vpd).
4. Impact on Residents;	<ul style="list-style-type: none"> Residential development is to the north east of the site, separated by Brindabella Parkway. It is expected that the facility's operations will have a limited impact on the local road network; The massing of the building will not adversely impact on residents; Noise attenuation measures (human and mechanical) would need to be taken in respect to the surrounding commercial development; Construction of future stages would not cause disruption to residents, however may affect adjacent commercial operators.
5. Proximity to POS;	<ul style="list-style-type: none"> The site is not located near POS.
6. Geothermal Energy Potential;	<ul style="list-style-type: none"> Preliminary desk top research has indicted a number of existing bores within the broader vicinity, noting that this is not an indicator of future potential.
7. Place Principles – Physical Environment (1)	<ul style="list-style-type: none"> a) Site is located adjacent to a commercial precinct; -10 b) Street frontage is limited to Brindabella Parkway and any future internal road development between this site and the adjacent commercial development; - 5 c) Limited opportunity to provide pedestrian friendly access due to close proximity to Marmion Ave intersection with Brindabella Parkway. Expected high level of pedestrian access via interface with adjacent commercial development; - 10 d) Site is located in excess of 300m from the train station. - 9

Option 4

Criteria	Assessment
1. Proximity to the train station and civic precinct;	<ul style="list-style-type: none"> The site is within 300m of the planned train station;
2. Access to Road Network;	<ul style="list-style-type: none"> The site will need to be accessible from Romeo Road (a main arterial road);
3. Exposure to Passing Traffic	<ul style="list-style-type: none"> The potential traffic exposure of the site (via Marmion Ave) is estimated to be 49,700 (vpd).
4. Impact on Residents;	<ul style="list-style-type: none"> There is residential development to the south, separated by Romeo Road. It is expected that the facility's operations will have a limited impact on the local road network; The massing of the building will not adversely impact on residents; Noise attenuation measures (human and mechanical) would need to be taken in respect to the surrounding commercial development; Construction of future stages would not cause disruption to residents, however may affect adjacent commercial operators.
5. Proximity to POS;	<ul style="list-style-type: none"> The site is not located near POS.
6. Geothermal Energy Potential;	<ul style="list-style-type: none"> Preliminary desk top research has indicted a number of existing bores within the broader vicinity, noting that this is not an indicator of future potential.
7. Place Principles – Physical Environment (1)	<ul style="list-style-type: none"> a) Site is located adjacent to a commercial precinct; -10 b) Street frontage is limited to Romeo Road and any future internal road development between this site and the adjacent commercial development; -5 c) Pedestrian friendly access limited due to close proximity to Marmion Ave intersection with Romeo Road. Expected pedestrian access via interface with adjacent commercial development; -10 d) Site is located in excess of 300m from the train station. - 9

Option 5

Criteria	Assessment
1. Proximity to the train station and civic precinct;	<ul style="list-style-type: none"> The site is within 50m of the planned train station;
2. Access to Road Network;	<ul style="list-style-type: none"> The site may be able to have direct access from Romeo Road (a main arterial road). Access also from Tuart Drive (local road).
3. Exposure to Passing Traffic	<ul style="list-style-type: none"> The potential traffic exposure of the site (via Romeo Road) is estimated to be 23,000 vehicles per day (vpd).
4. Impact on Residents;	<ul style="list-style-type: none"> There is residential development to the south, separated by Romeo Road. It is expected that the facility's operations will have a limited impact on the local road network; The massing of the building will not adversely impact on residents; Noise attenuation measures (human and mechanical) would need to be taken in respect to the surrounding commercial development;

	<ul style="list-style-type: none"> Construction of future stages would not cause disruption to residents, however may affect adjacent commercial operators.
5. Proximity to POS;	<ul style="list-style-type: none"> The site is currently located directly adjacent to an area of public open space (recreation space) – which would enable the City to activate the space and create an enhance sense of Place; This provides an opportunity for the City to look at grey water re-use to water the space.
6. Geothermal Energy Potential;	<ul style="list-style-type: none"> Preliminary desk top research has indicted a number of existing bores within the broader vicinity, noting that this is not an indicator of future potential.
7. Place Principles – Physical Environment (1)	<ul style="list-style-type: none"> a) Site is located adjacent commercial precincts and main civic space; - 9 b) Street frontage opportunity is on Tuart Drive and along railway reserve and civic precinct; - 9 c) Opportunity to provide pedestrian friendly access via civic precinct, railway reserve, the proposed POS and along Tuart Drive; - 9 d) Site is located within 50m of the train station. - 10

Corporate Strategy & Performance

Business & Finance

3.10 Financial Activity Statement for the period ended 31 July 2020

File Ref:	37350 – 20/335615
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	7

Issue

To consider the Financial Activity Statement for the period ended 31 July 2020.

Background

In accordance with *Local Government (Financial Management) Regulations 1996*, the Financial Activity Statement has been prepared in compliance with the following:

- *“Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial activity each month, presented according to nature and type, by program, or by business unit. For the 2020/21 financial year the statement of financial activity will be presented by nature and type.*
- *Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2020/21 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”*

Detail

Financial Activity for the Period Ended 31 July 2020

At the Ordinary Council Meeting on 20 July 2019 (SCS01-07/20), Council adopted the Annual Budget for the 2020-21 financial year. The figures in this report are compared to the adopted Budget.

The Budget changes proposed in the Financial Activity Statement for the period ended 30 June 2020, have been included in the July 2020 Statement as the report was adopted on 11 August 2020.

Overall Comments Month-to-Date

Results from Operations

The Financial Activity Statement report for the month of July 2020 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of \$2.3m.

The favourable variance is due to higher revenue from Fees & Charges, Rates and underspends in Employment Costs and Utility charges.

Description	Current Month - July 2020				Comments
	Actual \$m	Budget \$m	Variance \$m	Variance %	
Operating Revenue	167.6	166.1	1.5	0.9	The favourable variance is due to higher revenue from Fees & Charges and Rates and offset by lower Operating Grants. Please refer to note 1, 2 and 3 for further details.
Operating Expense	(17.7)	(18.6)	0.8	4.4	The favourable variance is due to underspend in Employment Costs and Utility Charges. Please refer to note 4 and 5 for further details.
Result from Operations	149.9	147.5	2.3	- 1.5	

Capital Program

During July 2020, \$1.5m was spent on various capital projects of which \$0.9m was spent on roads and sport facilities (Refer to **Attachment 3** for more details).

Description	Month Actual \$m	Month Budget \$m	% Complete of Month Budget
Expenditure	1.5	4.8	31.4%

Investment Portfolio Performance

Portfolio Value \$m	Monthly Weighted Return	Comments
358.8	1.34%	Portfolio balance has decreased by \$15.1m from June 2020 due to operational requirements during the month. Return is 0.6% above benchmark (12 months UBS Australia Bank Bill Index). (Refer to Attachment 5 for more details)

Detailed Analysis of Statement of Comprehensive Income (**Attachment 1**)

Comments relating to the Statement of Comprehensive Income are provided under the following two sections:

- Current month comparison of Actuals to Budgets; and
- Period to date of Actuals to Budgets being the first month of the financial year, there will be no year to date comments

where the variance is higher than reporting threshold or item of interest to Council.

CITY OF WANNEROO
STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JULY 2020

Description	Current Month				Year to Date				Annual Original Budget	
	Actual	Budget	Variance		Notes	Actual	Budget	Variance		
			\$	%				\$	%	
Revenues										
Rates	134,627,934	134,451,516	176,418	0.1	1	134,627,934	134,451,516	176,418	0.1	135,971,516
Operating Grants, Subsidies & Contributions	97,687	169,797	(72,110)	(42.5)	2	97,687	169,797	(72,110)	(42.5)	11,426,636
Fees & Charges	32,491,474	31,205,970	1,285,504	4.1	3	32,491,474	31,205,970	1,285,504	4.1	44,156,022
Interest Earnings	324,074	275,811	48,263	17.5		324,074	275,811	48,263	17.5	4,416,017
Other Revenue	41,606	13,441	28,165	209.5		41,606	13,441	28,165	209.5	1,015,816
Total Operating Revenue	167,582,776	166,116,535	1,466,241	0.9		167,582,776	166,116,535	1,466,241	0.9	196,986,007
Expenses										
Employee Costs	(6,145,590)	(6,838,142)	692,552	10.1	4	(6,145,590)	(6,838,142)	692,552	10.1	(75,073,152)
Materials & Contracts	(6,797,808)	(6,839,789)	41,981	0.6		(6,797,808)	(6,839,789)	41,981	0.6	(71,049,101)
Utility Charges	(748,170)	(862,741)	114,571	13.3	5	(748,170)	(862,741)	114,571	13.3	(9,976,703)
Depreciation	(3,571,971)	(3,571,971)	0	0.0		(3,571,971)	(3,571,971)	0	0.0	(42,863,029)
Interest Expenses	(343,592)	(341,429)	(2,163)	(0.6)		(343,592)	(341,429)	(2,163)	(0.6)	(4,114,716)
Insurance	(137,133)	(109,137)	(27,996)	(25.7)		(137,133)	(109,137)	(27,996)	(25.7)	(1,327,151)
Total Operating Expenditure	(17,744,263)	(18,563,209)	818,946	4.4		(17,744,263)	(18,563,209)	818,946	4.4	(204,403,852)
RESULT FROM OPERATIONS	149,838,513	147,553,326	2,285,187	1.5		149,838,513	147,553,326	2,285,187	1.5	(7,417,845)
Non Operating Revenue & Expenses										
Non Operating Grants, Subsidies & Contributions	167,930	1,770,413	(1,602,483)	(90.5)	6	167,930	1,770,413	(1,602,483)	(90.5)	11,049,674
Contributed Physical Assets	0	0	0	0.0		0	0	0	0.0	9,092,000
Profit on Asset Disposals	0	0	0	0.0	7	0	0	0	0.0	248,176
Loss on Assets Disposals	0	(13,699,065)	13,699,065	100.0	7	0	(13,699,065)	13,699,065	100.0	(14,821,299)
Town Planning Scheme (TPS) Revenues	1,435,645	138,917	1,296,728	933.5	8	1,435,645	138,917	1,296,728	933.5	10,667,481
Town Planning Scheme (TPS) Expenses	(70,743)	(62,646)	(8,097)	(12.9)		(70,743)	(62,646)	(8,097)	(12.9)	(6,759,073)
Total Non Operating Revenue and Expenses	1,532,831	(11,852,381)	13,385,212	112.9		1,532,831	(11,852,381)	13,385,212	112.9	9,476,959
NET RESULT (OPERATING & NON OPERATING)	151,371,344	135,700,945	15,670,399	11.5		151,371,344	135,700,945	15,670,399	11.5	2,059,114
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0	0
TOTAL COMPREHENSIVE INCOME	151,371,344	135,700,945	15,670,399	11.5		151,371,344	135,700,945	15,670,399	11.5	2,059,114

Revenues

Note 1 Rates

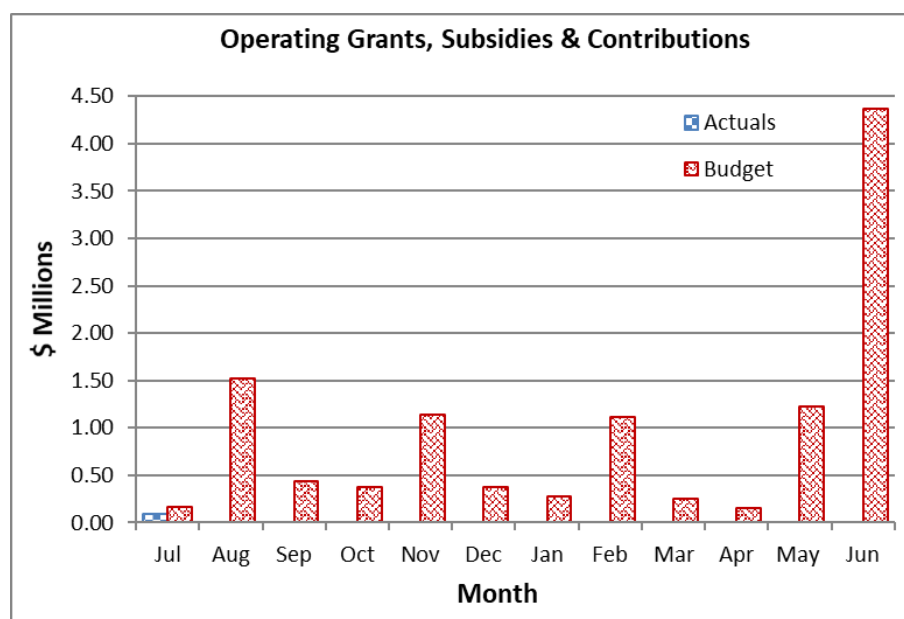
Month to Date - (Actual \$134.6m, Revised Budget \$134.5m)

The variance is favourable by \$176k as a result of additional properties created in rates database with schedule received from Landgate which deferred from when the budget document was compiled and when the Rates were levied.

Note 2 Operating Grants, Subsidies & Contributions

Month to Date - (Actual \$97.7k, Revised Budget \$169.8k)

The variance is unfavourable by \$72k mainly relates to delay in receipt of Town Planning Scheme cash contribution for Clarkson - Butler.



Note 3 Fees and Charges

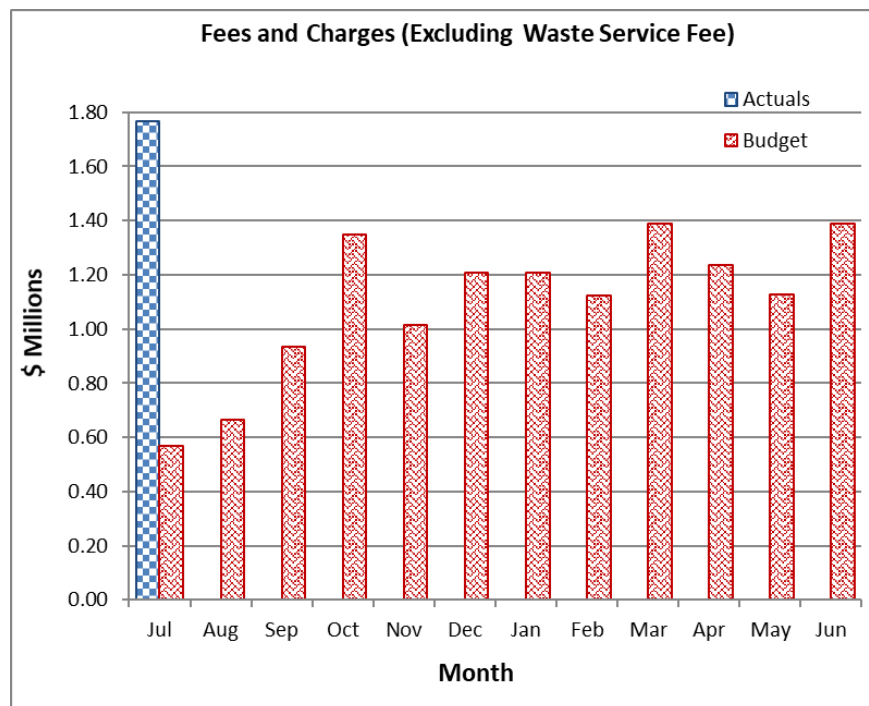
Month to Date - (Actual \$32.5m, Revised Budget \$31.2m)

The City of Wanneroo services, programs and facilities have been reopened gradually in previous months and slowly the Community confidence grew to return after the initial COVID-19 closure to their favourite facilities. At the time of the budget preparation the City had a cautious approach in regards to the timing of the anticipated revenue for 2020/21, which resulted a low base line between July to September 2020 for the estimated income for Fees & Charges.

The favourable variance of \$1.3m for July is summarised as per below:

- \$337k – driven by timing difference in private swimming pool inspection fees, which is issued with Rates notice in July, however budgeted for August 2020;
- \$278k – increase of user or entry fee income driven by public returning to Aquamotion and using all the available facilities within the complex;
- \$222k – increase in facility booking fee income driven by public returning to community centres, Kingsway Stadium, sporting grounds and libraries;
- \$126k – increased revenue from green fees, driving range from Carramar and Marangaroo golf courses is attributable to favourable weather conditions and increased number of players than originally anticipated;

- \$91k – higher than anticipated number of building services applications and development assessments;
- \$85k – domestic waste fee higher than anticipated; and
- \$144k – higher than anticipated various fees and charges.

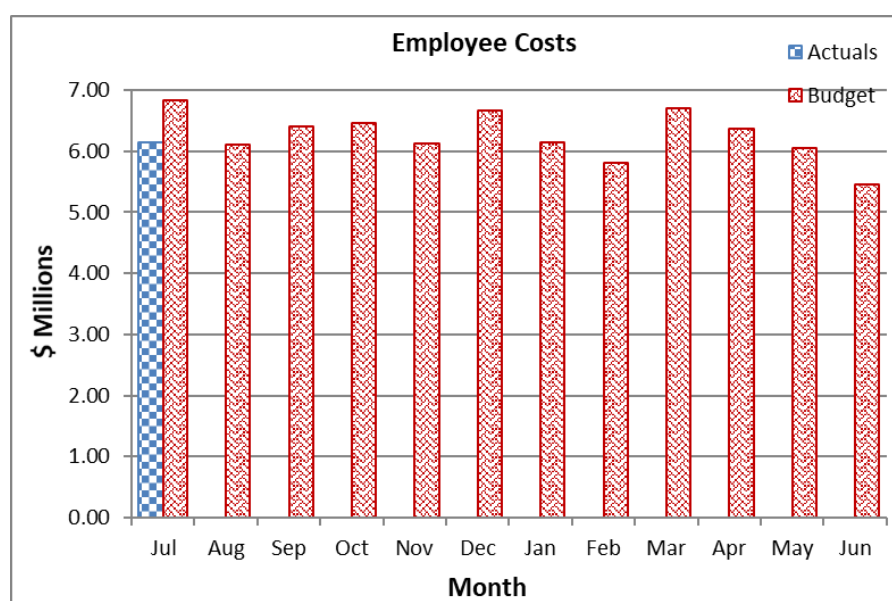


Expenses

Note 4 Employee Costs

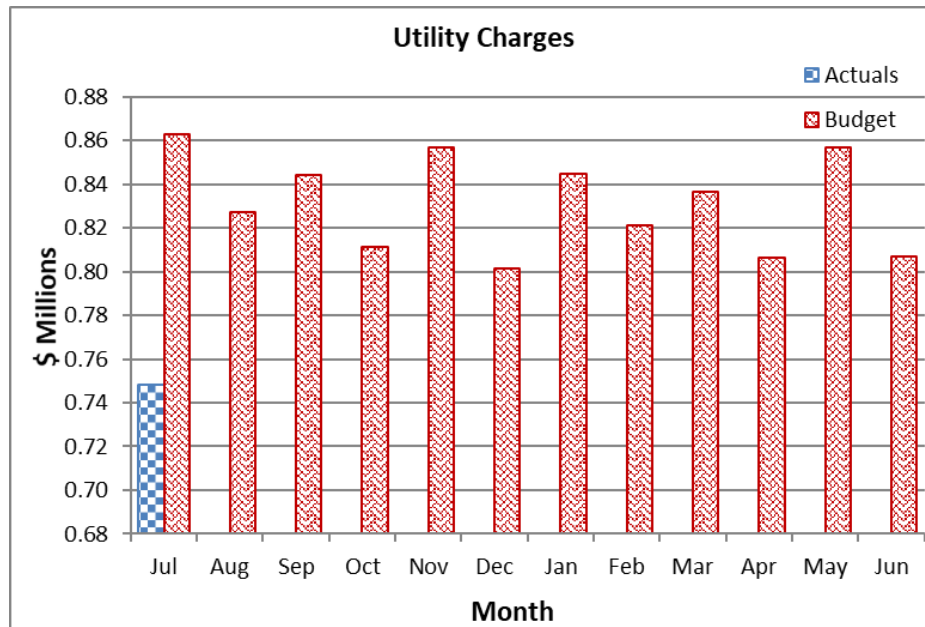
Month to Date - (Actual \$6.1m, Revised Budget \$6.8m)

The variance is favourable by \$692k due to lower employee costs arising from deferred recruitment to fill in vacant roles.



Note 5 Utility Charges**Month to Date - (Actual \$748k, Revised Budget \$863k)**

The variance is favourable by \$114.6k due to lower electricity & gas usage, water consumption, mobile and telephone expenses.

**Non Operating Revenue & Expenses****Note 6 Non Operating Grants, Subsidies & Contributions****Month to Date – (Actual \$168k, Revised Budget \$1.7m)**

The variance is unfavourable by \$1.6m and attributable to:

State Government grants of \$977k:

- \$62k for Wanneroo City Soccer Clubrooms, \$646k for Hartman Drive Duplication and \$30k for 3 Bin Implementation are all restricted grants that have not yet been recognised as income yet.
- \$160k for Splendid Park Skate Park, \$200k for Connolly Drive Duplication and \$25k for Joondalup Drive Intersection Upgrade at Tumbleweed Drive and Joseph Banks Boulevard are not yet received.

Cash Contribution of \$605k:

Cash grants previously received has been treated as a deferred income (contract liability) under AASB 1058 as performance obligations had not been met at the reporting date.

Note 7 Profit / Loss on Asset Disposals**Month to Date – (Combined Actual \$0, Combined Revised Budget \$13.7m)**

The variance is unfavourable by \$13.7m due to delay in land disposal in relation to Main Roads WA taking over ownership of Ocean Reef Road and Gngangara Road. The City is awaiting the appropriate transfer documentation from Main Roads to process the disposal.

Note 8 Town Planning Scheme (TPS) Revenues**Month to Date – (Actual \$1.4m, Revised Budget \$139k)**

The favourable variance of \$1.3m is due to increased income of \$1.2m for headworks levy for TPS for Cell 2, 5, 6 and 7 and higher than anticipated interest income of \$43k for TPS.

Statement of Financial Position (Attachment 2)

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2020

Description	30 June 2020 Estimate \$	31 July 2020 Actual \$	Variance		30 June 2021 Budget Estimate \$	Notes
			\$m	%		
Current Assets	394,090,230	553,488,173	159,397,943	40.4	387,868,977	
Current Liabilities	(78,478,027)	(84,816,716)	(6,338,689)	(8.1)	(50,493,320)	
NET CURRENT ASSETS	315,612,203	468,671,457	153,059,254	48.5	337,375,657	1
Non Current Assets	2,410,618,398	2,408,544,419	(2,073,979)	(0.1)	2,428,370,061	2
Non Current Liabilities	(95,298,049)	(95,262,994)	35,055	0.0	(88,033,657)	3
NET ASSETS	2,630,932,552	2,781,952,882	151,020,330	5.7	2,677,712,061	
TOTAL EQUITY	(2,630,932,552)	(2,781,952,882)	151,020,330	5.7	(2,677,712,061)	

Note 1 - Net Current Assets

When compared to the opening position at 30 June 2020 Net Current Assets have increased by \$153m, which is predominately due to the levying of 2020/21 Rates and Waste Service Fees in July 2020.

Within the Current Assets, Current Receivables of \$190.7m are mainly comprised of collectable Rates and Waste Service Fees debtors of \$164.1m and Emergency Services Levy of \$19m, with the remaining balance attributed to General Debtors of \$7.6m.

Note 2 - Non-Current Assets

Non-Current Assets as at 31 July 2020 have decreased by \$2.1m from 30 June 2020 Actuals. The movement is due to increase in Work in Progress and Asset Acquisition of \$1.5m partially offset by accumulated depreciation of \$3.6m (estimated).

Note 3 - Non-Current Liabilities

Non-Current Liabilities as at 31 July 2020 have decreased by \$35k due to change in the interest bearing liabilities.

The existing loan with the Western Australia Treasury Corporation remains unchanged making up 78% of total Non-Current Liabilities.

Financial Performance Indicators

The ratios will be published as part of the Statutory Financial Statements, which are currently under review.

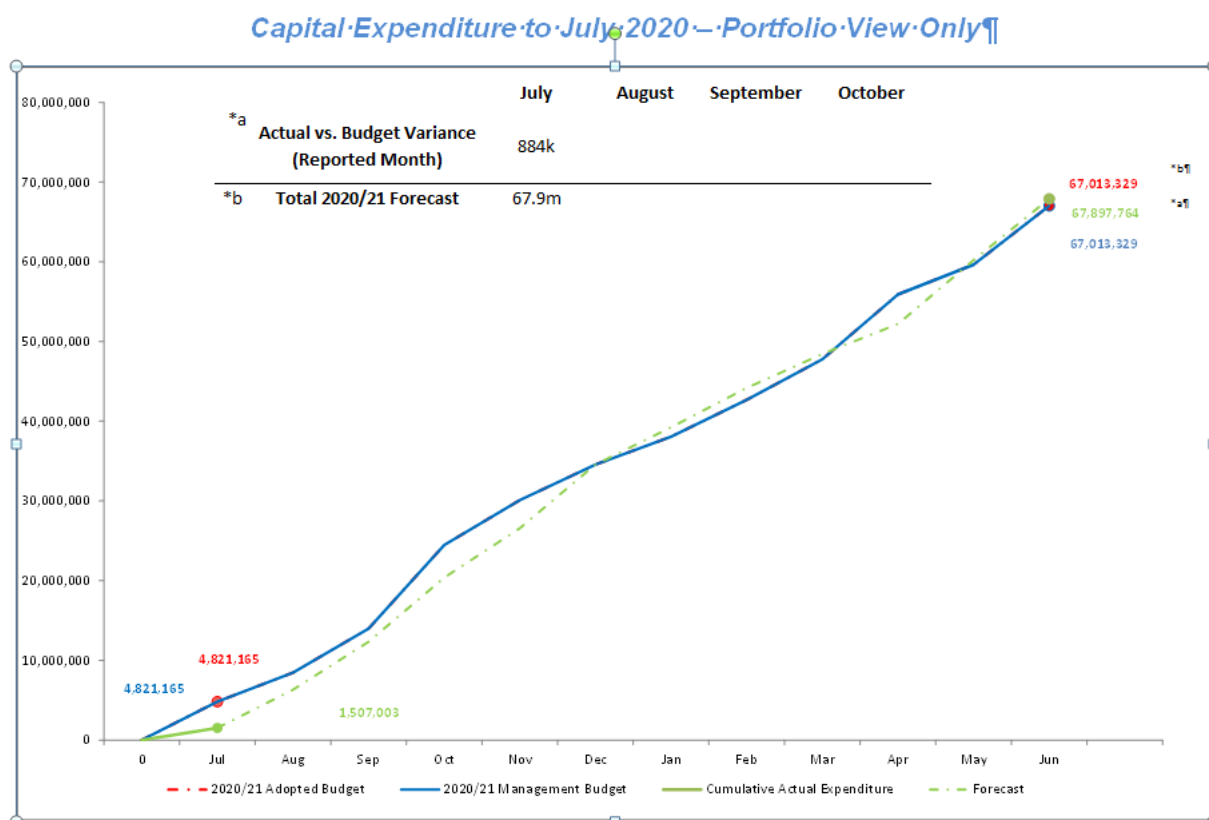
Capital Works Program

The status of the Capital Works Program is summarised by Sub-Program in the table below:

Sub-Program	No. of Projects	Current Month Actual \$	YTD Actual \$	Revised Budget \$	% Spend
Community Buildings	13	18,124	18,124	2,020,232	1%
Community Safety	2	267	267	238,000	0%
Conservation Reserves	4	93,221	93,221	297,000	31%
Corporate Buildings	4	1,584	1,584	145,000	1%
Environmental Offset	6	1,699	1,699	507,600	0%
Fleet Mgt - Corporate	6	-	-	8,036,638	0%
Foreshore Management	10	2,456	2,456	1,864,957	0%
Golf Courses	3	604	604	195,000	0%
Investment Projects	7	2,446	2,446	1,906,796	0%
IT Equipment & Software	17	190,517	190,517	7,555,851	3%
Parks Furniture	11	8,138	8,138	2,499,221	0%
Parks Rehabilitation	1	20	20	1,050,000	0%
Passive Park Development	7	6,305	6,305	1,462,424	0%
Pathways and Trails	4	12,206	12,206	1,038,500	1%
Roads	15	629,481	629,481	10,054,898	6%
Sports Facilities	50	353,707	353,707	18,145,579	2%
Stormwater Drainage	3	8,865	8,865	30,000	30%
Street Landscaping	6	155,228	155,228	1,072,519	14%
Traffic Treatments	12	2,034	2,034	2,207,862	0%
Waste Management	3	25,318	25,318	6,685,252	0%
Grand Total	184	1,508,111	1,508,111	67,013,329	2%

During July 2020, \$1.5m was spent. Details of significant expenditure for the month are included in **Attachment 3**. As at 31 July 2020, the City has spent \$1.5m, which represents 2.25% of the \$67.0m Capital Works Budget.

The City forecast spend of \$67,897,764 represents 101.30% of the 2020/21 management budget.



To further expand on the Capital Works Program information above, updates in key capital projects are selected to be specifically reported on, is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

Capital Changes

It is proposed that the following changes are made to the 2020/21 Capital Works budget.

PR-2794 East Wanneroo Cell 1, Tapping - Upgrade infrastructure – As per Council report PS02-06/20, it is proposed that the 2020/21 budget for this project be reduced by \$27,100. Following the design of the pathway it has been determined that the construction cost will be less than first forecast. The project is fully funded from TPS Cells' 1 and 2.

PR-2955 Halesworth Park, New Sports Facilities – It is proposed to revise the funding sources for this project to allow for the portion of the Federal Government grant that will be received in 2020/21. This will not result in an increase to the budget, but will decrease the drawdown from the City's reserves. In addition, the Community Sporting and Recreation Facility Fund (**CSRFF**) State Government Grant, \$500,000 is now due to be received in 2021/22.

PR-4140 Marmion Avenue Dual Carriageway – It is proposed to add \$245,000 to this project to account for variations requested and paid for by developers. The additional budget will be totally funded by contributions from developers, resulting in no bottom line impact to the budget.

Carry Forward Adjustments

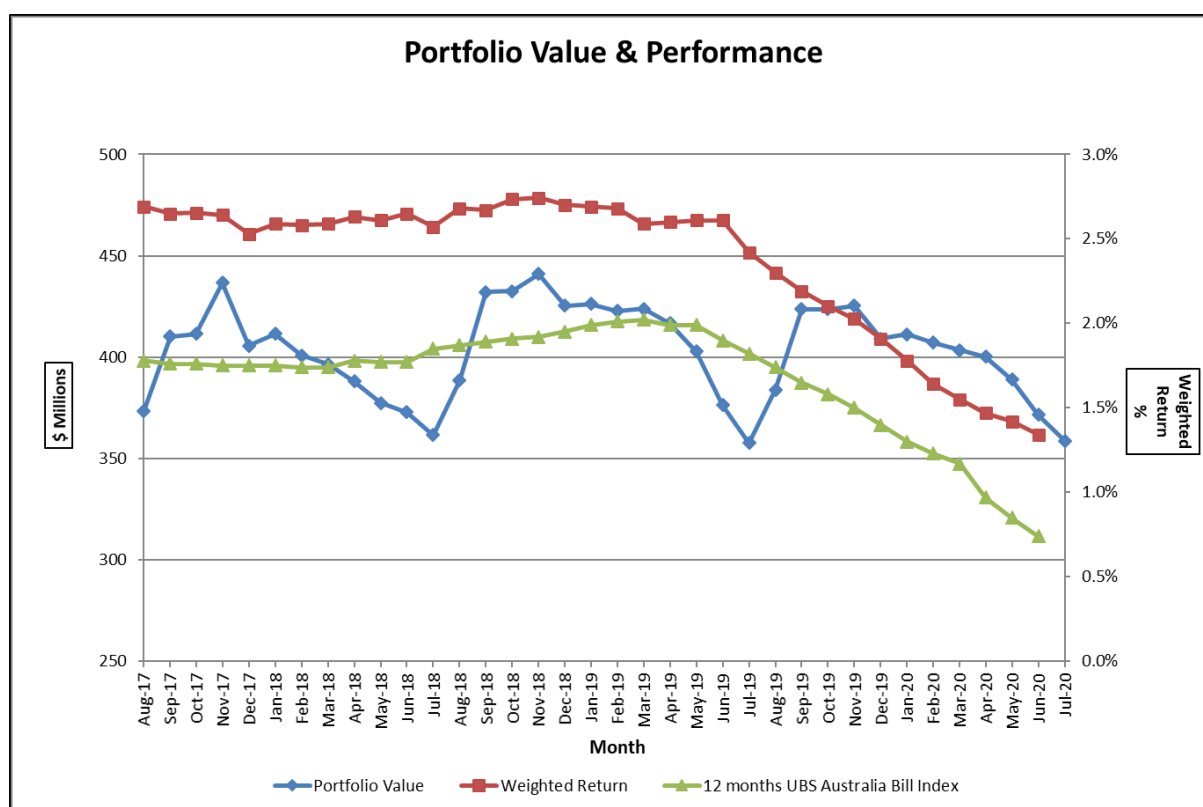
As a part of the annual capital budget development process, Project Managers are required to estimate if there will be any unspent funds at the end of the financial year that will be needed to progress/complete their projects in the following year. These unspent funds are known as carry forwards, and form part of the new financial year's capital program. In 2019/20 the amount of carry forwards was estimated to be \$7.6 million.

It is important to note that the carry forward figure adopted by Council as part of the budget adoption process is an estimate only. Once the previous year's expenditure figures have been finalised, the carry forward estimates need to be adjusted to account for the actual expenditure on each project. After reviewing the carry forwards it is proposed that the revised figure total \$10.2 million.

A list of the changes to the carry forward budget is shown in **Attachment 7**.

Investment Portfolio (Attachment 5)

In accordance with the *Local Government (Financial Management) Regulations 1996* (and per the City's Investment Policy), the City invests solely in Authorised Deposit taking Institutions (ADI's):



At the end of July 2020, the City held an investment portfolio (cash & cash equivalents) of \$358.8m (Face Value), equating to \$361.0m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.60% pa (1.34% pa vs. 0.74% pa), however it is noted that Interest Earnings were budgeted at a 1.00% yield.

As global equities tumble and markets contemplate the economic impact of the COVID-19, markets have begun ramping up rate cut expectations across all major economies. This is affecting the City's ability to attract higher interest rates from ADI's.

Rate Setting Statement (Attachment 6)

The Rate Setting Statement represents a composite view of the finances of the City, identifying the movement in the Surplus/ (Deficit) based on the Revenues (excluding Rates), Expenses, Capital Works and Funding Movements, resulting in the Rating Income required. It is noted that the closing Surplus/ (Deficit) will balance to the reconciliation of Net Current Assets Surplus/ (Deficit) Carried Forward (detailed below):

NET CURRENT ASSETS SURPLUS/(DEFICIT) CARRIED FORWARD

FOR THE PERIOD ENDED 31 JULY 2020

Description	30 June 2020	31 July 2020	30 June 2021
	Estimate \$	Actual \$	Adopted Budget \$
Current Assets			
Cash & Cash Equivalents - Unrestricted	36,970,098	20,217,699	27,315,620
Cash & Cash Equivalents - Restricted	338,057,426	342,200,283	340,214,357
Receivables	18,715,258	190,745,645	20,023,000
Inventory	347,448	324,546	316,000
TOTAL CURRENT ASSETS	394,090,230	553,488,173	387,868,977
Current Liabilities			
Payables	(56,945,209)	(63,601,167)	(29,910,926)
Provisions	(21,532,818)	(21,215,549)	(20,582,394)
TOTAL CURRENT LIABILITIES	(78,478,027)	(84,816,716)	(50,493,320)
Net Current Assets	315,612,203	468,671,457	337,375,657
Adjustments for Restrictions			
Cash & Cash Equivalents - Restricted	(338,057,426)	(342,200,283)	(340,214,357)
Restricted Unspent Grants*	19,006,811	19,006,811	-
TPS accrued Income	(539,046)	(539,046)	-
Provisions Cash Backed	3,977,458	5,895,729	-
TOTAL RESTRICTED ASSETS	(315,612,203)	(317,836,789)	(340,214,357)
Surplus/(Deficit) Carried Forward	0	150,834,668	(2,838,700)

*The change in the AASB Standard 15 has resulted in the City now recognising Grants and Contributions received as a liability when performance obligations have not yet been met.

Consultation

This document has been prepared in consultation with Responsible Officers for review and analysis.

Comment

In reference to Statement of Comprehensive Income in the report, the following colours have been used to categorise three levels of variance:

Revenues:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

Expenses:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

Statutory Compliance

This monthly financial report complies with *Section 6.4 of the Act and Regulations 33A and 34 of the Local Government (Financial Management) Regulations 1996*.

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
Financial Management	Moderate
Accountability	Action Planning Option
Executive Management Team	Manage

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

Policy Implications

- Accounting Policy;
- Investment Policy;
- Reserves Policy; and
- Strategic Budget Policy.

Financial Implications

As outlined in the report and detailed in **Attachments 1 to 7**.

Voting Requirements

Absolute Majority

Recommendation

That Council, by **ABSOLUTE MAJORITY**:

1. **RECEIVES** the Financial Activity Statement and commentaries on variances year to date Budget for the period ended 31 July 2020 consisting of:
 - a) July 2020 year to date Financial Activity Statement;
 - b) July 2020 year to date Net Current Assets Position; and
 - c) July 2020 year to date Material Financial Variance Notes.
2. **APPROVES** the following change to the 2020/21 Capital Work Budget:

Number	From	To	Amount	Description
PR-2794	PR-2794 East Wanneroo Cell 1, Tapping - Upgrade infrastructure	TPS Cell 1	-\$27,100	Construction cost will be less than first forecast.
PR-2955	Federal Gov't Grant	PR-2955 Halesworth Park, New Sports Facilities	\$1,250,000	Change of funding source due to successful Federal Gov't grant.
PR-2955	PR-2955 Halesworth Park, New Sports Facilities	State Gov't Grant	-\$500,000	CSRFF Grant to be received in 2021/22.
PR-2955	PR-2955 Halesworth Park, New Sports Facilities	Strategic Projects/Initiative reserve	-\$750,000	Strategic Projects/Initiative reserve funding is not required as the Federal Gov't grant was successful.
PR-4140	Developer Contributions	PR-4140 Marmion Ave Dual Carriageway	\$245,000	Variation of works, funded by developers.

3. APPROVES the following change to the 2019/20 Carry Forward Adjustments as detailed in Attachment 7, in the 2020/21 Capital Work Budget.

Attachments:

1	Attachment 1 - Statement of Comprehensive Income July 2020	20/346811	Minuted
2	Attachment 2 - Statement of Financial Position July 2020	20/346816	Minuted
3	Attachment 3 - Significant Capital Expenditure July 2020	20/345310	Minuted
4	Attachment 4 - Top Projects 2020-21 July 2020	16/151914[v53]	Minuted
5	Attachment 5 - Investment Report July 2020	20/345317	Minuted
6	Attachment 6 - Rate Setting Statement July 2020	20/346818	Minuted
7	Attachment 7 - 2019-20 Carry Forward Adjustments	20/383542	Minuted

CITY OF WANNEROO

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE

Attachment 1

FOR THE PERIOD ENDED 31 JULY 2020

Description	Current Month					Year to Date				Annual				Notes
	Actual	Budget	Variance		Notes	Actual	Budget	Variance		Original Budget	Revised Budget	Variance		
	\$	\$	\$	%		\$	\$	\$	%	\$	\$	\$	%	
Revenues														
Rates	134,627,934	134,451,516	176,418	0.1	1	134,627,934	134,451,516	176,418	0.1	135,971,516	135,971,516	0	0	1
Operating Grants, Subsidies & Contributions	97,687	169,797	(72,110)	(42.5)	2	97,687	169,797	(72,110)	(42.5)	11,426,636	11,426,636	0	0	2
Fees & Charges	32,491,474	31,205,970	1,285,504	4.1	3	32,491,474	31,205,970	1,285,504	4.1	44,156,022	44,156,023	1	0	3
Interest Earnings	324,074	275,811	48,263	17.5		324,074	275,811	48,263	17.5	4,416,017	4,416,017	0	0	
Other Revenue	41,606	13,441	28,165	209.5		41,606	13,441	28,165	209.5	1,015,816	1,015,817	1	0	
Total Operating Revenue	167,582,776	166,116,535	1,466,241	0.9		167,582,776	166,116,535	1,466,241	0.9	196,986,007	196,986,009	2	0	
Expenses														
Employee Costs	(6,145,590)	(6,838,142)	692,552	10.1	4	(6,145,590)	(6,838,142)	692,552	10.1	(75,073,152)	(75,073,152)	0	0	4
Materials & Contracts	(6,797,808)	(6,839,789)	41,981	0.6		(6,797,808)	(6,839,789)	41,981	0.6	(71,049,101)	(71,049,101)	0	0	
Utility Charges	(748,170)	(862,741)	114,571	13.3	5	(748,170)	(862,741)	114,571	13.3	(9,976,703)	(9,976,703)	0	0	5
Depreciation	(3,571,971)	(3,571,971)	0	0.0		(3,571,971)	(3,571,971)	0	0.0	(42,863,029)	(42,863,029)	0	0	
Interest Expenses	(343,592)	(341,429)	(2,163)	(0.6)		(343,592)	(341,429)	(2,163)	(0.6)	(4,114,716)	(4,114,716)	0	0	
Insurance	(137,133)	(109,137)	(27,996)	(25.7)		(137,133)	(109,137)	(27,996)	(25.7)	(1,327,151)	(1,327,151)	0	0	
Total Operating Expenditure	(17,744,263)	(18,563,209)	818,946	4.4		(17,744,263)	(18,563,209)	818,946	4.4	(204,403,852)	(204,403,852)	0	0	
RESULT FROM OPERATIONS	149,838,513	147,553,326	2,285,187	1.5		149,838,513	147,553,326	2,285,187	1.5	(7,417,845)	(7,417,843)	2	(0)	
Non Operating Revenue & Expenses														
Non Operating Grants, Subsidies & Contributions	167,930	1,770,413	(1,602,483)	(90.5)	6	167,930	1,770,413	(1,602,483)	(90.5)	11,049,674	11,049,674	0	0	6
Contributed Physical Assets	0	0	0	0.0		0	0	0	0.0	9,092,000	9,092,000	0	0	
Profit on Asset Disposals	0	0	0	0.0	7	0	0	0	0.0	248,176	248,176	0	0	7
Loss on Assets Disposals	0	(13,699,065)	13,699,065	100.0	7	0	(13,699,065)	13,699,065	100.0	(14,821,299)	(14,821,299)	0	0	7
Town Planning Scheme (TPS) Revenues	1,435,645	138,917	1,296,728	933.5	8	1,435,645	138,917	1,296,728	933.5	10,667,481	10,667,481	0	0	8
Town Planning Scheme (TPS) Expenses	(70,743)	(62,646)	(8,097)	(12.9)		(70,743)	(62,646)	(8,097)	(12.9)	(6,759,073)	(6,759,073)	0	0	
Total Non Operating Revenue and Expenses	1,532,831	(11,852,381)	13,385,212	112.9		1,532,831	(11,852,381)	13,385,212	112.9	9,476,959	9,476,959	0	0	
NET RESULT (OPERATING & NON OPERATING)	151,371,344	135,700,945	15,670,399	11.5		151,371,344	135,700,945	15,670,399	11.5	2,059,114	2,059,116	2	0	
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0	0	0	0	0	
TOTAL COMPREHENSIVE INCOME	151,371,344	135,700,945	15,670,399	11.5		151,371,344	135,700,945	15,670,399	11.5	2,059,114	2,059,116	2	0	

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2020

Attachment 2

Description	30/06/2020 Estimate \$	31/07/2020 Actual \$	Budget 30/06/2021 Estimate \$
Current Assets			
Cash at Bank	3,469,524	1,409,326	3,308,261
Investments	371,558,000	361,008,656	364,221,716
Receivables	18,715,258	190,745,645	20,023,000
Inventories	347,448	324,546	316,000
	394,090,230	553,488,173	387,868,977
Current Liabilities			
Payables	(56,945,209)	(63,601,167)	(29,910,926)
Provisions	(21,532,818)	(21,215,549)	(20,582,394)
	(78,478,027)	(84,816,716)	(50,493,320)
NET CURRENT ASSETS	315,612,203	468,671,457	337,375,657
Non Current Assets			
Receivables	3,712,310	3,709,191	3,268,165
Investments	19,639,610	19,636,472	20,243,091
Inventories	22,117,151	22,117,151	22,117,151
Land	136,341,325	136,341,325	138,221,721
Buildings	177,291,240	176,783,985	189,295,791
Plant	16,601,893	16,562,713	21,440,107
Equipment	84,970,844	84,763,562	89,942,404
Furniture & Fittings	7,666,913	7,517,910	14,243,635
Infrastructure	1,879,983,413	1,877,314,162	1,867,304,297
Work in Progress	62,293,699	63,797,948	62,293,699
	2,410,618,398	2,408,544,419	2,428,370,061
Non Current Liabilities			
Interest Bearing Liabilities	(74,466,045)	(74,429,145)	(76,334,197)
Provisions & Payables	(20,832,004)	(20,833,849)	(11,699,460)
	(95,298,049)	(95,262,994)	(88,033,657)
NET ASSETS	2,630,932,552	2,781,952,882	2,677,712,061
Equity			
Retained Surplus	(1,257,509,336)	(1,409,830,501)	(1,187,821,113)
Reserves - Cash/Investment Backed	(219,653,541)	(219,474,525)	(333,303,832)
Reserves - Asset Revaluation	(1,061,144,605)	(1,061,144,605)	(1,061,144,605)
Town Planning Schemes	(92,625,070)	(91,503,251)	(95,442,511)
TOTAL EQUITY	(2,630,932,552)	(2,781,952,882)	(2,677,712,061)

Attachment 3**Significant Capital expenditure for July 2020**

- \$602K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gwangara Rd
- \$165K Leatherback Park, Alkimos, New Sports Amenities Building
- \$151K Marmion Avenue, Upgrade Street Landscaping
- \$126K Halesworth Park, Butler, New Sports Facilities
- \$92K Recurring Program, Upgrade Tracks
- \$66K Renew Finance System
- \$54K Recurring Program, Renew IT Equipment and Software

Significant (LTD) commitments in the Capital Works Program as at 31 July 2020

- \$8.16m Halesworth Park, Butler, New Sports Facilities
- \$2.02m Recurring Program, Renew Domestic Waste Vehicles
- \$1.55m Renew Finance System
- \$1.21m Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gwangara Rd
- \$1.21m Leatherback Park, Alkimos, New Sports Amenities Building
- \$1.05m Recurring Program, Renew Transport Infrastructure Assets
- \$841K Three Bin Kerbside Collection System
- \$251K Recurring Program, Renew Heavy Trucks
- \$247K Shelvock Park, New Sports Amenities Building
- \$228K Neerabup Industrial Area, Neerabup, New Development
- \$224K Franklin Road, Rousset Road, Caporn Street, Upgrade Intersection
- \$191K Recurring Program, Renew Park Assets
- \$189K Recurring Program, Renew Light Vehicles
- \$186K Marmion Avenue, Upgrade Street Landscaping
- \$171K Connolly Drive, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave
- \$166K Time Locks in Public Toilets, Various Locations, New Installations
- \$155K Recurring Program, Renew IT Equipment and Software
- \$142K Recurring Program, Renew Community Building Assets
- \$101K Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd

LTD – Life to Date

As at 31 July 2020, the City has spent \$913K (12%) of the \$7.58m carry forward budget from 2019/2020. Significant Actual (YTD) expenditure against carry forward projects include (% shown as Actual expenditure against Carry Forward budget only):

- \$416K Hartman Drive, Upgrade to Dual Carriageway from Hepburn Ave to Gwangara Rd (100%)
- \$151K Marmion Avenue, Upgrade Street Landscaping (34%)
- \$126K Halesworth Park, Butler, New Sports Facilities (14%)
- \$66K Renew Finance System (22%)
- \$54K Recurring Program, Renew IT Equipment and Software (20%)

Top Capital Projects 2020/21 - July 2020

PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under/(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under/(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Council Comments
PMO16052	PR-2616	23740	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	1,135,000	152	1,090,000	44,848	3,985,000	4,006,365	(21,365)					32	Delivery	Stage 2 design in progress and being evaluated for potential cost and time variations.
PMO16061	PR-2955	23756	Halesworth Park, Butler, New Sports Facilities	11,877,994	125,511	11,742,653	9,830	20,824,937	20,822,870	2,067					46	Delivery	Construction of ovals and landscaping is underway.
PMO16175	PR-2664	25883	Southern Suburbs Library, Landsdale, New Building	670,000	6,579	660,000	3,421	7,351,250	7,146,484	204,766					11	Design	Concept design and clearing permit in progress. Youth Innovation scope clarification and grant funding to be confirmed.
PMO17015	PR-1910	33218	Recurring Program, Renew Park Assets	1,730,000	3,249	1,728,900	(2,149)	N.A.	N.A.	N.A.					5	Delivery	Works on track.
PMO18063	PR-4088	30136	Neerabup Industrial Area, Neerabup, New Development	1,129,489	1,846	1,478,521	(350,878)	15,855,000	15,855,002	(2)					18	Delivery	Works on track. Carry forward adjustment for underspend in 2019/20.
PMO19001	PR-2792	32947	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	587,000	0	544,000	43,000	1,644,526	1,633,439	11,087					32	Delivery	Construction in progress.
PMO19002	PR-4172	32950	Hinckley Park, Hocking, Upgrade Passive Park	1,346,227	10,828	1,335,399	(0)	1,423,477	1,400,864	22,613					70	Delivery	Request for Tender closes 25 August 2020.
PMO19007	PR-2990	32965	Leatherback Park, Alkimos, New Sports Amenities Building	1,478,000	164,614	1,313,385	1	1,773,000	1,769,432	3,568					67	Delivery	Construction in progress.
PMO19024	PR-2409	34035	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	500,000	0	500,000	0	1,266,373	1,266,373	(0)					5	Design	Design review required to ensure compliance with current Austroads Standards and AS/NZS.
PMO19041	PR-3018	34175	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnarag Rd	2,516,641	602,387	1,914,000	254	4,700,000	5,027,345	(327,345)					78	Delivery	Works progressing.
PMO20015	PR-4237	39484	Mirraboopa Ave, Rawlinson Drive, Upgrade Intersection	898,005	4,559	888,071	5,375	911,005	911,005	0					33	Delivery	Works progressing.
				23,868,356	919,725	23,194,929	(246,298)	59,734,568	59,839,179	(104,611)							

Schedule Status-Indicator	Budget Indicators (Annual & Total)	Overall Risk Indicator
On Target-Baseline (<10%time increase)	On Target (Variance <10%)	Low
Behind Schedule (10 - 20%time increase)	Almost on Budget (Variance of 10 - 20%)	Medium
Behind Schedule (>20%time increase)	Under / Over Budget (Variance > 20%)	High

Attachment 5

INVESTMENT SUMMARY - As At 31 July 2020

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Current Value \$	YTD Accrued Interest \$		Accrued Interest
Current Account Investment Group										
18,805,000.00	0.20	Commonwealth Bank of Australia Perth	A1	N/A		N/A	18,805,000.00			
10,000,000.00	1.05	Westpac Banking Corporation	A1	19-May-2021	10,000,000.00	19-May-2020	10,021,000.00	8,917.81		21,000.00
10,000,000.00	1.62	Westpac Banking Corporation	A1	24-August-2020	10,000,000.00	23-August-2019	10,070,126.03	13,758.90		70,126.03
10,000,000.00	1.60	Members Equity Bank Melbourne	A2	11-August-2020	10,000,000.00	04-September-2019	10,145,095.89	13,589.04		145,095.89
5,000,000.00	1.60	Members Equity Bank Melbourne	A2	18-August-2020	5,000,000.00	04-September-2019	5,072,547.95	6,794.52		72,547.95
10,000,000.00	1.60	Bank of Queensland	A2	06-August-2020	10,000,000.00	04-September-2019	10,145,095.89	13,589.04		145,095.89
10,000,000.00	1.67	Westpac Banking Corporation	A1	07-September-2020	10,000,000.00	06-September-2019	10,067,257.54	14,183.56		67,257.54
5,000,000.00	1.76	Westpac Banking Corporation	A1	15-September-2020	5,000,000.00	16-September-2019	5,033,030.14	7,473.97		33,030.14
5,000,000.00	1.65	Members Equity Bank Melbourne	A2	22-September-2020	5,000,000.00	24-September-2019	5,070,294.52	7,006.85		70,294.52
5,000,000.00	1.65	Members Equity Bank Melbourne	A2	07-October-2020	5,000,000.00	01-October-2019	5,068,712.33	7,006.85		68,712.33
5,000,000.00	1.55	Bank of Queensland	A2	13-October-2020	5,000,000.00	08-October-2019	5,063,061.64	6,582.19		63,061.64
5,000,000.00	1.55	Bank of Queensland	A2	20-October-2020	5,000,000.00	14-October-2019	5,061,787.67	6,582.19		61,787.67
5,000,000.00	1.58	Westpac Banking Corporation	A1	28-October-2020	5,000,000.00	28-October-2019	5,020,345.20	6,709.59		20,345.20
10,000,000.00	1.63	Westpac Banking Corporation	A1	06-November-2020	10,000,000.00	06-November-2019	10,038,405.48	13,843.84		38,405.48
10,000,000.00	1.50	Bendigo Bank	A2	27-November-2020	10,000,000.00	29-November-2019	10,100,684.93	12,739.73		100,684.93
10,000,000.00	1.55	Rural Bank	A2	07-December-2020	10,000,000.00	05-December-2019	10,101,493.15	13,164.38		101,493.15
10,000,000.00	1.60	Members Equity Bank Melbourne	A2	21-December-2020	10,000,000.00	20-December-2019	10,098,191.78	13,589.04		98,191.78
10,000,000.00	1.55	Members Equity Bank Melbourne	A2	11-January-2021	10,000,000.00	09-January-2020	10,086,630.14	13,164.38		86,630.14
10,000,000.00	1.55	Bank of Queensland	A2	11-January-2021	10,000,000.00	09-January-2020	10,086,630.14	13,164.38		86,630.14
10,000,000.00	1.55	National Australia Bank	A1	14-January-2021	10,000,000.00	13-January-2020	10,084,931.51	13,164.38		84,931.51
10,000,000.00	1.55	Rural Bank	A2	21-January-2021	10,000,000.00	20-January-2020	10,081,958.90	13,164.38		81,958.90
5,000,000.00	1.55	Rural Bank	A2	28-January-2021	5,000,000.00	29-January-2020	5,039,068.49	6,582.19		39,068.49
10,000,000.00	1.50	Bendigo Bank	A2	04-February-2021	10,000,000.00	05-February-2020	10,072,739.73	12,739.73		72,739.73
5,000,000.00	1.52	Rural Bank	A2	11-February-2021	5,000,000.00	12-February-2020	5,035,397.26	6,454.79		35,397.26
10,000,000.00	1.53	Members Equity Bank Melbourne	A2	15-February-2021	10,000,000.00	14-February-2020	10,070,421.92	12,994.52		70,421.92
15,000,000.00	1.52	Rural Bank	A2	23-February-2021	15,000,000.00	24-February-2020	15,098,695.89	19,364.38		98,695.89
10,000,000.00	1.40	Bank of Queensland	A2	09-March-2021	10,000,000.00	09-March-2020	10,055,232.88	11,890.41		55,232.88
10,000,000.00	1.40	Bank of Queensland	A2	09-March-2021	10,000,000.00	11-March-2020	10,054,465.75	11,890.41		54,465.75
5,000,000.00	1.60	Suncorp	A1	18-March-2021	5,000,000.00	19-March-2020	5,029,369.86	6,794.52		29,369.86
10,000,000.00	1.38	Suncorp	A1	07-April-2021	10,000,000.00	06-April-2020	10,043,857.53	11,720.55		43,857.53
10,000,000.00	1.38	Suncorp	A1	07-April-2021	10,000,000.00	06-April-2020	10,043,857.53	11,720.55		43,857.53
10,000,000.00	1.30	Suncorp	A1	16-April-2021	10,000,000.00	17-April-2020	10,037,397.26	11,041.10		37,397.26
20,000,000.00	1.07	National Australia Bank	A1	10-May-2021	20,000,000.00	11-May-2020	20,047,490.41	18,175.34		47,490.41
10,000,000.00	1.01	Westpac Banking Corporation	A1	08-June-2021	10,000,000.00	09-June-2020	10,014,389.04	8,578.08		14,389.04
15,000,000.00	1.01	Westpac Banking Corporation	A1	10-June-2021	15,000,000.00	09-June-2020	15,021,583.56	12,867.12		21,583.56
10,000,000.00	1.00	Westpac Banking Corporation	A1	17-June-2021	10,000,000.00	17-June-2020	10,012,054.79	8,493.15		12,054.79
5,000,000.00	0.95	National Australia Bank	A1	05-July-2021	5,000,000.00	02-July-2020	5,003,773.97	3,773.97		3,773.97
10,000,000.00	0.95	National Australia Bank	A1	13-July-2021	10,000,000.00	07-July-2020	10,006,246.58	6,246.58		6,246.58
5,000,000.00	0.86	Westpac Banking Corporation	A1	28-July-2021	5,000,000.00	28-July-2020	5,000,353.42	353.42		353.42
	Weighted Return									
358,805,000.00	1.34%	Totals					361,008,676.72	399,869.86		2,203,676.72

0.74% 12 month UBS Australia Bank Bill Index for 31 July 2020

0.60% Differential between Council's Weighted Return and UBS Australia Bank Bill Index

Notes: Face Value - refers to the principal amount invested.

Interest Rate - refers to the annual interest rate applicable to the investment.

Borrower - refers to the institution through which the City's monies are invested.

Rating - refers to the Standard & Poor Short Term Rating of the Borrower which, per Council Policy, must be a minimum of A2.

Current Value - refers to the accumulated value of the investment including accrued interest from time invested to current period.

INDIVIDUAL ADI LIMITS - As At 31 July 2020

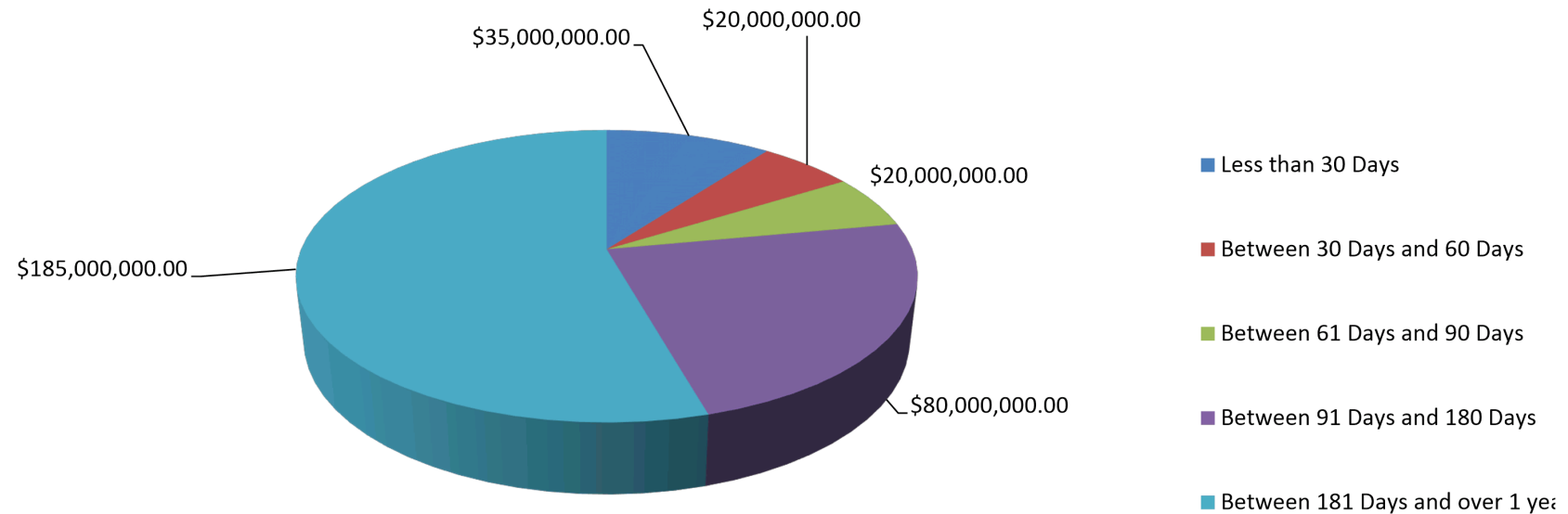
BORROWER	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Commonwealth Bank of Australia Perth	A1	18,805,000.00	179,402,500.00	5.24	50.00
National Australia Bank	A1	45,000,000.00	179,402,500.00	12.54	50.00
Westpac Banking Corporation	A1	90,000,000.00	179,402,500.00	25.08	50.00
Suncorp	A1	35,000,000.00	179,402,500.00	9.75	50.00
Bank of Queensland	A2	50,000,000.00	89,701,250.00	13.94	25.00
Bendigo Bank	A2	20,000,000.00	89,701,250.00	5.57	25.00
Members Equity Bank Melbourne	A2	55,000,000.00	89,701,250.00	15.33	25.00
Rural Bank	A2	45,000,000.00	89,701,250.00	12.54	25.00
Totals		358,805,000.00		100.00	

OVERALL CREDIT PROFILE - As At 31 July 2020

	INVESTMENT RATING	FACE VALUE (\$)	MAXIMUM LIMIT PER INVESTMENT POLICY (\$)	INVESTMENT BALANCE (%)	MAXIMUM LIMIT PER INVESTMENT POLICY (%)
Subtotal of Securities	A1	188,805,000.00	358,805,000.00	52.62	100.00
Subtotal of Securities	A2	170,000,000.00	287,044,000.00	47.38	80.00
Totals		358,805,000.00		100.00	

Maturity Breakdown - As At 31 July 2020

Maturity Profile	Face Value	% Portfolio	Number of Investments	Lowest Amount Invested per Investment	Highest Amount Invested per Investment
Current Account	\$18,805,000.00	5.24%	1.00	\$18,805,000.00	\$18,805,000.00
Less than 30 Days	\$35,000,000.00	9.75%	4.00	\$5,000,000.00	\$10,000,000.00
Between 30 Days and 60 Days	\$20,000,000.00	5.57%	3.00	\$5,000,000.00	\$10,000,000.00
Between 61 Days and 90 Days	\$20,000,000.00	5.57%	4.00	\$5,000,000.00	\$5,000,000.00
Between 91 Days and 180 Days	\$80,000,000.00	22.30%	8.00	\$10,000,000.00	\$10,000,000.00
Between 181 Days and over 1 year	\$185,000,000.00	51.56%	19.00	\$5,000,000.00	\$20,000,000.00
Totals	\$358,805,000.00	100.00%	39.00		



**RATE SETTING STATEMENT
(FINANCIAL ACTIVITY STATEMENT)
FOR THE PERIOD ENDED 31 JULY 2020**

Attachment 6

Description	Year To Date				Annual
	Actual	Budget	Variance		Adopted Budget
	\$	\$	\$	%	\$
Opening Surplus/(Deficit)	0	0	0	0	
OPERATING ACTIVITIES					
Revenues					
Operating Grants, Subsidies & Contributions	97,687	169,797	(72,110)	(42)	11,426,636
Fees & Charges	32,491,474	31,205,970	1,285,504	4	44,156,022
Interest Earnings	324,074	275,811	48,263	17	4,416,017
Other Revenue	41,606	13,441	28,165	210	1,015,816
	32,954,842	31,665,019	1,289,823	4	61,014,491
Expenses					
Employee Costs	(6,145,590)	(6,838,142)	692,552	10	(75,073,152)
Materials & Contracts	(6,797,808)	(6,839,789)	41,981	1	(71,049,101)
Utility Charges	(748,170)	(862,741)	114,571	13	(9,976,703)
Depreciation	(3,571,971)	(3,571,971)	0	0	(42,863,029)
Interest Expenses	(343,592)	(341,429)	(2,163)	(1)	(4,114,716)
Insurance	(137,133)	(109,137)	(27,996)	(26)	(1,327,151)
	(17,744,263)	(18,563,209)	818,946	4	(204,403,852)
Non-Cash Amounts Excluded					
Depreciation	3,571,971	3,571,971	0	0	42,863,029
	18,782,550	16,673,781	2,108,769	13	(100,526,332)
INVESTING ACTIVITIES					
Non Operating Grants, Subsidies & Contributions	167,930	1,770,413	(1,602,483)	(91)	11,049,674
Contributed Physical Assets	0	0	0	0	9,092,000
Profit on Asset Disposals	0	0	0	0	248,176
Loss on Assets Disposals	0	(13,699,065)	13,699,065	100	(14,821,299)
TPS & DCP Revenues	1,435,645	138,917	1,296,728	933	10,667,481
TPS & DCP Expenses	(70,743)	(62,646)	(8,097)	(13)	(6,759,073)
Capital Expenditure	(1,508,111)	(4,821,165)	3,313,054	69	(67,013,329)
Proceeds From Disposal Of Assets	366,444	89,738	276,706	308	1,076,850
	391,164	(16,583,809)	16,974,972	102	(56,459,520)
Non-Cash Amounts Excluded					
Contributed Physical Assets	0	0	0	0	(9,092,000)
Profit on Asset Disposals	0	0	0	0	(248,176)
Loss on Assets Disposals	0	13,699,065	(13,699,065)	(100)	14,821,299
	0	13,699,065	(13,699,065)	(100)	5,481,123
	391,164	(2,884,744)	3,275,907	114	(50,978,397)
FINANCING ACTIVITIES					
Contributions from New Loans	0	0	0	0	2,000,000
Transfers from Restricted Grants, Contributions & Loans	0	56,750	(56,750)	(100)	681,000
Transfers to Restricted Grants, Contributions & Loans	(25,811)	0	(25,811)	(100)	0
Transfers from Reserves	173,850	3,057,098	(2,883,248)	(94)	36,685,179
Transfers to Reserves	0	(2,079,429)	2,079,429	100	(24,953,148)
Transfers from Schemes	1,121,819	563,735	558,084	99	6,764,815
Transfers to Schemes	(4,236,838)	(706,944)	(3,529,894)	(499)	(8,483,333)
	(2,966,980)	891,209	(3,858,189)	(433)	12,694,513
BUDGET (DEFICIT)/SURPLUS	16,206,734	14,680,247	1,526,487	10	(138,810,216)
Amount To Be Raised From Rates	134,627,934	134,451,516	176,418	0	135,971,516
Closing Surplus/(Deficit)	150,834,668	149,131,763	1,702,905	1	(2,838,700)

2019/20 Carry Forward Adjustments

Project Number	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-1031	Recurring Program, New IT equipment and software	\$885,820	\$ 1,364,838	\$ 479,018
PR-1032	Recurring Program, Renew IT equipment and software	\$271,077	\$ 344,183	\$ 73,106
PR-1033	Recurring Program, Upgrade IT equipment and software	\$290,420	\$ 380,420	\$ 90,000
PR-1034	Recurring Program, New Light Vehicles	\$ -	\$ 20,000	\$ 20,000
PR-1040	Recurring Program, Marangaroo Golf Course, Upgrade greens, tees, pathways and signage	\$ -	\$ 5,208	\$ 5,208
PR-1041	Recurring Program, Carramar Golf Course, Upgrade greens, tees, pathways and signage	\$ -	\$ 4,973	\$ 4,973
PR-1056	Recurring Program, Purchase land road reserves	\$80,000	\$ 80,000	\$ -
PR-1087	Recurring Program, Renew transport infrastructure assets	\$ -	\$ 74,256	\$ 74,256
PR-1587	Motivation Dr, Wangara, Renew Lot 15 Environmental Investigation and Remediation	\$125,000	\$ 125,000	\$ -
PR-1659	Recurring Program, Renew Light Vehicles	\$80,000	\$ 150,000	\$ 70,000
PR-1660	Recurring Program, Renew Heavy Trucks	\$734,648	\$ 734,648	\$ -
PR-1680	Recurring Program, Upgrade Tracks	\$ -	\$ 3,540	\$ 3,540
PR-1883	Recurring Program, Upgrade corporate business systems	\$33,000	\$ 134,709	\$ 101,709
PR-1904	Recurring Program, Renew community building assets	\$50,000	\$ 86,189	\$ 36,189
PR-2016	Recurring Program, Renew Foreshore	\$ -	\$ 8,575	\$ 8,575
PR-2094	Recurring Program, New CCTV Network and Supporting Infrastructure	\$ -	\$ 17,645	\$ 17,645
PR-2098	Recurring Program, New corporate business systems	\$186,958	\$ 368,680	\$ 181,722
PR-2332	Extension of existing building Civic Centre, Wanneroo, Upgrade and Extension of Existing Building	\$ -	\$ 877	\$ 877
PR-2455	Clarkson Youth Centre, Clarkson, Upgrade Building and Open Space	\$14,000	\$ 26,205	\$ 12,205
PR-2561	Quinns Beach, Quinns Rocks, New Long Term Coastal Management Works	\$30,000	\$ -	-\$ 30,000
PR-2565	Recurring Program, Renew Leased Building Assets	\$250,000	\$ 250,000	\$ -
PR-2616	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	\$15,000	\$ 24,711	\$ 9,711
PR-2621	Kingsway Olympic Clubrooms, Madeley, New Changerooms and Grandstand	\$9,886	\$ 22,612	\$ 12,726
PR-2664	Southern Suburbs Library, Landsdale, New Building	\$20,000	\$ 70,694	\$ 50,694
PR-2672	Recurring Program, Upgrade Beach Accessways	\$ -	\$ 10,992	\$ 10,992
PR-2682	Casserley Park, Girrawheen, Upgrade Passive Park	\$5,000	\$ 1,000	-\$ 4,000
PR-2797	Connolly Dr, Butler, Upgrade to Dual Carriageway from Lukin Dr to Benenden Ave	\$43,165	\$ 33,395	-\$ 9,770
PR-2820	Kingsway AFL, Madeley, New cricket wicket for WAFL game	\$6,881	\$ 6,732	-\$ 149
PR-2827	Wanneroo Town Centre, New entry statements	\$2,519	\$ 2,519	\$ -
PR-2833	Wangara Industrial Area, Wangara, Upgrade drainage system for remediation and pollution control	\$ -	\$ 4,118	\$ 4,118
PR-2834	Quinns Rocks Catchment, Quinns Rocks, Upgrade Road Drainage System Program	\$10,000	\$ 25,000	\$ 15,000
PR-2955	Halesworth Park, Butler, New Sports Facilities	\$890,000	\$ 1,259,502	\$ 369,502
PR-2968	Koondoola Park, Koondoola, Upgrade sports floodlighting	\$97,000	\$ 22,244	-\$ 74,756
PR-2973	Yellagonga Regional Park, Wanneroo, Upgrade drainage system for remediation and pollution control	\$ -	\$ 15,000	\$ 15,000
PR-2985	Girrawheen Hub, Girrawheen, New community garden	\$36,988	\$ 32,641	-\$ 4,347
PR-3018	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gngangara Rd	\$416,641	\$ 89,042	-\$ 327,599

Project Number	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-3061	Reconciliation Action Plan Community Significance New Park Signage	\$6,233	\$ 6,233	\$ -
PR-3063	Hardcastle Park, Landsdale, Upgrade passive park	\$5,000	\$ 46,380	\$ 41,380
PR-3087	Jimhub Swamp Park, Tapping, Upgrade oval drainage	\$30,000	\$ 38,428	\$ 8,428
PR-4010	Edgar Griffiths Park, Wanneroo, New Sports Amenities Building	\$4,735	\$ 4,735	\$ -
PR-4030	New Enterprise Integration Solution	\$94,835	\$ 42,835	-\$ 52,000
PR-4034	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion	\$80,000	\$ -	-\$ 80,000
PR-4055	Renew Finance System	\$293,609	\$ 1,072,373	\$ 778,764
PR-4065	Moorpark Ave, Yanchep, New Acquisition of Land	\$19,590	\$ 19,590	\$ -
PR-4067	Sovereign Drive, Two Rocks, Renew Foreshore and Dune Environment	\$ -	\$ 15	\$ 15
PR-4068	Renew Assets Management System	\$80,000	\$ 123,665	\$ 43,665
PR-4069	Renew Performance Reporting System	\$16,800	\$ 60,800	\$ 44,000
PR-4070	Renew Reporting Portal	\$269,970	\$ 269,970	\$ -
PR-4071	Renew Customer Request Management System	\$48,230	\$ 88,373	\$ 40,143
PR-4074	Renew Facilities Management System	\$7,000	\$ 8,666	\$ 1,666
PR-4075	New Enterprise Project Management System	\$24,660	\$ 27,500	\$ 2,840
PR-4077	New Human Resources Systems	\$111,811	\$ 48,399	-\$ 63,412
PR-4078	Kingsway Aquatic Play Space, Darch, New play space	\$20,000	\$ 20,000	\$ -
PR-4088	Neerabup Industrial Area, New development	\$148,966	\$ 499,848	\$ 350,882
PR-4102	Shelvock Park, Koondoola, New sports amenities building	\$250,000	\$ 313,072	\$ 63,072
PR-4111	Belhaven Park, Quinns Rocks, New sports amenities building	\$3,954	\$ 4,325	\$ 371
PR-4140	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchep Beach Rd	\$50,000	\$ 248,739	\$ 198,739
PR-4145	Splendid Park, Yanchep, New Skate Park	\$165,000	\$ 250,000	\$ 85,000
PR-4146	Marmion Ave, Various Locations, New Bus Shelters	\$50,000	\$ -	-\$ 50,000
PR-4156	Hainsworth Park, Girrawheen, Upgrade Sports Floodlighting	\$97,000	\$ 10,000	-\$ 87,000
PR-4158	Marmion Avenue, Upgrade Street Landscaping	\$450,000	\$ 374,384	-\$ 75,616
PR-4161	Bin Stores, Upgrade Store Roofs and Enclosures	\$ -	\$ 5,545	\$ 5,545
PR-4169	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	\$ -	\$ 82,151	\$ 82,151
PR-4172	Hinckley Park, Hocking, Upgrade Passive Park	\$ -	\$ 22,613	\$ 22,613
PR-4177	Marangaroo Family Centre Site, Marangaroo, Acquisition of additional land	\$61,717	\$ -	-\$ 61,717
PR-4191	New Christmas Decorations	\$120,000	\$ 160,647	\$ 40,647
PR-4194	Wanneroo Animal Care Centre, New building	\$10,000	\$ 25,738	\$ 15,738
PR-4196	Wanneroo Aquamotion, Wanneroo, New family change area	\$5,000	\$ 22,193	\$ 17,193
PR-4198	Warradale Park, Landsdale, New Eco-Lighting	\$ -	\$ 5,138	\$ 5,138
PR-4209	Joondalup Dr, Banksia Drive, Upgrade Intersection at Tumbleweed Dr and Joseph Blvd	\$25,000	\$ 25,000	\$ -
PR-4210	Beach Emergency Number Signs, Various Locations, New Installations	\$27,926	\$ -	-\$ 27,926
PR-4212	Ridgewood Reserve, Ridgewood, Renew Sports Floodlight Globes	\$55,000	\$ 54,941	-\$ 59
PR-4213	Ferrara Park, Girrawheen, Upgrade sports floodlighting	\$10,000	\$ 11,988	\$ 1,988
PR-4214	Paloma Park, Marangaroo, Upgrade Sports Floodlighting	\$10,000	\$ 12,389	\$ 2,389
PR-4219	Quinns Road, Quinns Rocks, Upgrade traffic treatments Tapping Way roundabout to Marmion Ave	\$4,857	\$ -	-\$ 4,857

Project Number	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-4221	Yanchep Foreshore Reserve, Yanchep, New Fire Access Track	\$6,186	\$ 5,783	-\$ 403
PR-4234	Two Rocks Beach (South), Two Rocks, New Beach Accessway	\$100,000	\$ 65,063	-\$ 34,937
PR-4244	New Leisure Management Software	\$20,000	\$ 100,000	\$ 80,000
PR-4245	Gumblossom Park, Quinns Rocks, New Batting Cage Lighting	\$ -	\$ 2,780	\$ 2,780
PR-4247	Wangara Transfer Station, Wangara, Upgrade site works	\$195,936	\$ 191,892	-\$ 4,044
PR-4248	Gumblossom Park, Quinns Rocks, Upgrade baseball field	\$ -	\$ 1,650	\$ 1,650
PR-4249	Abbeville Park, Mindarie, Upgrade Oval Extension	\$ -	\$ 9,843	\$ 9,843
PR-4251	St Andrews Park, Yanchep, Upgrade Soccer Pitch to New Location	\$3,852	\$ -	-\$ 3,852
PR-4260	Warradale Park	\$ -	\$ 1,406	\$ 1,406
PR-4266	Gumblossom Community Centre, Quinns Rocks, Renew Public Artwork	\$17,750	\$ 17,750	\$ -
		\$ 7,584,620	\$ 10,202,988	\$ 2,618,368

Transactional Finance

3.11 Warrant of Payments for the Period to 31 August 2020

File Ref: 1859V02 – 20/377071
 Responsible Officer: Director Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

To consider of a list of accounts paid for the month of August 2020, including a statement as to the total amounts outstanding at the end of the month.

Background

Local governments are required each month to prepare a list of accounts paid for that month and submit the list to the next Ordinary Council Meeting.

In addition, it must record all other outstanding accounts and include that amount with the list to be presented. The list of accounts paid and the total of outstanding accounts must be recorded in the minutes of the Council meeting.

Detail

The following is the Summary of Accounts paid in August 2020:

Funds	Vouchers	Amount
Director Corporate Services Advance A/C		
Accounts Paid – August 2020		
Cheque Numbers	119885 - 119990	\$328,769.65
EFT Document Numbers	3903 - 3926	<u>\$13,171,761.15</u>
TOTAL ACCOUNTS PAID		<u>\$13,500,530.80</u>
Less Cancelled Cheques		(\$100,918.18)
Manual Journal		(\$103,649.93)
Town Planning Scheme		<u>(\$1,216,813.96)</u>
RECOUP FROM MUNICIPAL FUND		<u>\$12,079,148.73</u>
Municipal Fund – Bank A/C		
Accounts Paid – August 2020		
Recoup to Director Corporate Services Advance A/C		\$12,079,148.73
Direct Payments		\$43,530.24
Payroll – Direct Debits		<u>\$3,526,361.64</u>
TOTAL ACCOUNTS PAID		<u>\$15,649,040.61</u>
Town Planning Scheme		
Accounts Paid – August 2020		
Cell 1		\$9.00
Cell 4		\$26,867.00
Cell 5		\$106,576.41
Cell 8		\$5,645.90
Cell 9		<u>\$1,077,715.65</u>
TOTAL ACCOUNTS PAID		<u>\$1,216,813.96</u>

At the close of August 2020, outstanding creditors amounted to \$2,166,609.63.

Consultation

Nil

Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of August 2020 is presented to the Council for information and recording in the minutes of the meeting, as required by the *Local Government (Financial Management) Regulations 1996*.

Statutory Compliance

Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to list the accounts paid each month, total all outstanding creditors at the month end, and present such information to the Council at its next Ordinary Meeting after each preparation. A further requirement of this section is that the prepared list must be recorded in the minutes of the Ordinary Council Meeting.

Strategic Implications

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

“4 Civic Leadership

4.3 Progressive Organisation

4.3.2 Ensure excellence in our customer service”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council **RECEIVES** the list of payments drawn for the month of August 2020, as summarised below:-

Funds	Vouchers	Amount
Director Corporate Services Advance A/C		
Accounts Paid – August 2020		
Cheque Numbers	119885 - 119990	\$328,769.65
EFT Document Numbers	3903 - 3926	<u>\$13,171,761.15</u>
TOTAL ACCOUNTS PAID		\$13,500,530.80

Less Cancelled Cheques		(\$100,918.18)
Manual Journal		(\$103,649.93)
Town Planning Scheme		<u>(\$1,216,813.96)</u>
RECOUP FROM MUNICIPAL FUND		<u>\$12,079,148.73</u>
Municipal Fund – Bank A/C		
Accounts Paid – August 2020		
Recoup to Director Corporate Services Advance A/C		\$12,079,148.73
Direct Payments		\$43,530.24
Payroll – Direct Debits		<u>\$3,526,361.64</u>
TOTAL ACCOUNTS PAID		<u>\$15,649,040.61</u>
Town Planning Scheme		
Accounts Paid – August 2020		
Cell 1		\$9.00
Cell 4		\$26,867.00
Cell 5		\$106,576.41
Cell 8		\$5,645.90
Cell 9		<u>\$1,077,715.65</u>
TOTAL ACCOUNTS PAID		<u>\$1,216,813.96</u>

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119885	04/08/2020	Scott Munday	\$147.00
		Refund - Development Application - Incomplete	
00119886	04/08/2020	Gary Goss	\$10.80
		Refund - Copies Of Plans - Not Available	
00119887	04/08/2020	Shahla Saad	\$61.65
		Refund - Building Services Levy - Refused	
00119888	04/08/2020	Stephen Bit Shing Wan	\$60.00
		Refund - Holiday Programs - Kingsway Stadium	
00119889	04/08/2020	N Dear	\$110.00
		Reimbursement - Car Clean - Oil Spill From Waste Truck	
00119890	04/08/2020	Ryan Slater	\$61.65
		Refund - Building Services Levy - Refused	
00119891	04/08/2020	Jozef Krysiak	\$166.65
		Refund - Building Application - Application Superseded	
00119892	04/08/2020	Ben Joyner	\$61.65
		Refund - Building Application - Levy Only - Refused	
00119893	04/08/2020	Warren Kyte	\$61.65
		Refund - Building Application - Levy Only - Refused	
00119894	04/08/2020	Museum Petty Cash	\$91.80
		Petty Cash	
00119895	04/08/2020	Telstra	\$34,064.06
		Phone Charges For The City	
00119896	11/08/2020	Kleenheat Gas Pty Ltd	\$5,861.12

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Gas Supplies For The City	
00119897	11/08/2020	Cranetech Australia Pty Ltd	\$763.46
		Vehicle Spare Parts - Fleet	
00119898	11/08/2020	Ralph Beattie Bosworth	\$2,744.50
		Cost Estimate - Dalvick Park - Facilities	
00119899	11/08/2020	Social Pinpoint	\$7,898.00
		Subscription - Small Team - Place Management	
00119900	11/08/2020	Shire of Ashburton	\$7,915.97
		Long Service Leave Reimbursement - Payroll	
00119901	11/08/2020	Ricardo Machado Malveir	\$100.00
		Bond Refund	
00119902	11/08/2020	Ranjan Bhojani	\$350.00
		Bond Refund	
00119903	11/08/2020	Natalee Brown	\$100.00
		Bond Refund	
00119904	11/08/2020	Lawrence Hoxey	\$100.00
		Bond Refund	
00119905	11/08/2020	Jittiporn Kumhuaybong	\$100.00
		Bond Refund	
00119906	11/08/2020	Karen Bentley	\$850.00
		Bond Refund	
00119907	11/08/2020	Ashley Brown	\$350.00
		Bond Refund	
00119908	11/08/2020	Bhawna Goyal	\$350.00
		Bond Refund	
00119909	11/08/2020	Sangita Pancholi	\$20.00
		Refund - Holiday Program Fees - Kingsway	
00119910	11/08/2020	Parinaz Aminfar	\$20.00
		Refund - Holiday Program Fees - Kingsway	
00119911	11/08/2020	Victoria Bovenkerk	\$100.00
		Bond Refund	
00119912	11/08/2020	Faraz Golzar	\$350.00
		Bond Refund	
00119913	11/08/2020	Hajer Miller	\$100.00
		Bond Refund	
00119914	11/08/2020	David Croft	\$850.00
		Bond Refund	
00119915	11/08/2020	Cathie Horvat	\$100.00
		Bond Refund	
00119916	11/08/2020	Muhubo Ashur	\$64.20
		Refund - Copies Of Plans - Not Available	
00119917	11/08/2020	Muhubo Ashur	\$166.65
		Refund - Building Application - Application Incomplete	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119918	11/08/2020	Zahra Alawi	\$36.40
		Hire Fee Refund - Hainsworth	
00119919	11/08/2020	Cveta Savreska	\$66.00
		Refund - Term 1 Swimming Lessons - Cancelled	
00119920	11/08/2020	Jennifer Collins	\$273.45
		Refund - Infringement Notice 5018242 - Withdrawn	
00119921	11/08/2020	Craig & Nicole Lucas	\$360.00
		Vehicle Crossing Subsidy	
00119922	11/08/2020	Cancelled	
00119923	11/08/2020	Buildcom Construction WA Pty Ltd	\$10.00
		Refund - Occupancy Permit Application Fee - Overpaid	
00119924	11/08/2020	Mr Joshua Miller	\$87.00
		Reimbursement - Working With Children Check Renewal To Maintain Current Roll In Learn To Swim Program	
00119925	11/08/2020	Telstra	\$6,887.11
		Phone Charges For The City	
00119926	11/08/2020	Cr F Cvitan	\$4,596.15
		Monthly Allowance	
00119927	11/08/2020	Cr X Nguyen	\$2,690.46
		Monthly Allowance	
00119928	18/08/2020	Jacquie Ashby	\$350.00
		Bond Refund	
00119929	18/08/2020	Kelly Beaver	\$350.00
		Bond Refund	
00119930	18/08/2020	Lauren Wood	\$100.00
		Bond Refund	
00119931	18/08/2020	Quinns Baptist College	\$350.00
		Bond Refund	
00119932	18/08/2020	Tenneille Brooke Diletti	\$100.00
		Bond Refund	
00119933	18/08/2020	Sandra Tchorzewski	\$350.00
		Bond Refund	
00119934	18/08/2020	Natasha Humphrey	\$100.00
		Bond Refund	
00119935	18/08/2020	M Wijerante	\$100.00
		Bond Refund	
00119936	18/08/2020	Karen Julie Malatios	\$850.00
		Bond Refund	
00119937	18/08/2020	Radha Ramarathinam	\$350.00
		Bond Refund	
00119938	18/08/2020	Cancelled	
00119939	18/08/2020	Michelle Ryan	\$147.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Refund - Food Business Registration Fee - Withdrawal Of Application	
00119940	18/08/2020	Dan Le	\$147.00
		Refund - Food Business Registration Fee - Withdrawal Of Application	
00119941	18/08/2020	Jan Keating	\$42.30
		Refund - Copies Of Plans - Unavailable	
00119942	18/08/2020	Marcin Glowacz	\$122.00
		Refund - Building Application - Cancelled	
00119943	18/08/2020	Rates Refund	\$616.37
00119944	18/08/2020	Daniel Searle	\$166.65
		Refund - Building Application - Cancelled	
00119945	18/08/2020	Frank Panaia	\$420.00
		Refund - Occupancy Permit - Application Has Gone Over Legislated Timeframe	
00119946	18/08/2020	Jordan Withey	\$105.00
		Refund - Occupancy Permit - Application Has Gone Over Legislated Timeframe	
00119947	18/08/2020	All Class Tiling Services Pty Ltd	\$9,240.00
		Night Works - Point Drain - Assets	
00119948	18/08/2020	CoreLogic Asia Pacific	\$1,781.87
		RP Data Property Search Annual Subscription - Property	
00119949	18/08/2020	Janissen Electrics	\$1,006.50
		Test Equipotential Bonding - New Drains - Aquamotion - Assets	
00119950	18/08/2020	Cancelled	
00119951	18/08/2020	Road & Traffic Services	\$517.00
		Spotting & Temporary Linemarking - Carramar - Construction	
00119952	18/08/2020	The Distributors Perth	\$556.75
		Snacks & Confectionery - Kingsway Stadium	
00119953	18/08/2020	Toro Australia Pty Ltd	\$402.38
		Vehicle Spare Parts - Fleet	
00119954	18/08/2020	Yanchep Beach Joint Venture	\$98,092.18
		Reimbursement - Local Government Rates - Ground Lease Of Splendid Park - Property	
00119955	18/08/2020	Telstra	\$20,843.18
		Telecommunication Charges For The City	
00119956	18/08/2020	Mrs Colleen Fryters	\$87.00
		Reimbursement - Working With Children Check Renewal - Aquamotion	
00119957	18/08/2020	Miss Darna Curtis	\$255.00
		Reimbursement - Austswim Renewal - Aquamotion	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00119958	18/08/2020	Ms Shannon Miller	\$255.00
		Reimbursement - Austswim Renewal - Aquamotion	
00119959	25/08/2020	Bolinda Digital Pty Ltd	\$55,000.00
		Ebooks & Audiobooks - Library Services	
00119960	25/08/2020	Bolinda Publishing Pty Ltd	\$57.42
		Book Purchases - Library Services	
00119961	25/08/2020	Get Home Safe Limited	\$408.13
		Monthly Software Subscription - ICT	
00119962	25/08/2020	JCS Online Resources Limited	\$6,533.33
		Annual Subscription - Find My Past - Library Services	
00119963	25/08/2020	Kleenheat Gas Pty Ltd	\$14,121.38
		Gas Supplies For The City	
00119964	25/08/2020	Road & Traffic Services	\$1,375.00
		Line Marking Services For The City	
00119965	25/08/2020	Safety Signs Service	\$125.40
		Tearproof Information Tags - Fleet	
00119966	25/08/2020	Trillium Software Pty Ltd	\$5,882.80
		Software Subscription & Support - 22.08.2020 - 21.08.2021 - ICT	
00119967	25/08/2020	Rates Refund	\$1,186.21
00119968	25/08/2020	Alaa Al Yassari	\$350.00
		Bond Refund	
00119969	25/08/2020	Shree Kutchi Leva Patel Community WA Incorporated	\$350.00
		Bond Refund	
00119970	25/08/2020	Sally Watkins	\$100.00
		Bond Refund	
00119971	25/08/2020	Sabrin Ali Alhaj	\$350.00
		Bond Refund	
00119972	25/08/2020	Marie Leeming	\$100.00
		Bond Refund	
00119973	25/08/2020	Mark Harwood	\$100.00
		Bond Refund	
00119974	25/08/2020	Joshua Mannella	\$350.00
		Bond Refund	
00119975	25/08/2020	Jenna-Lee Young	\$100.00
		Bond Refund	
00119976	25/08/2020	Maya Koceska	\$100.00
		Bond Refund	
00119977	25/08/2020	Annette Pezzano	\$2,700.00
		Bond Refund	
00119978	25/08/2020	Doctor Karen Dowd	\$100.00
		Bond Refund	
00119979	25/08/2020	Kylie Williams	\$100.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Bond Refund	
00119980	25/08/2020	Diane Roberts	\$100.00
		Bond Refund	
00119981	25/08/2020	Forward in Faith Ministries Australia	\$350.00
		Bond Refund	
00119982	25/08/2020	M Koceska	\$139.00
		Hire Fee Refund	
00119983	25/08/2020	Aimee C Mooney	\$107.20
		Hire Fee Refund	
00119984	25/08/2020	Purbai V Raghvani	\$350.00
		Bond Refund	
00119985	25/08/2020	GC Construction and Management	\$2,000.00
		Refund - Street & Verge Bond	
00119986	25/08/2020	Mrs Clare Henderson	\$200.00
		Refund - Development Application - Overpaid	
00119987	25/08/2020	Ms Lisa Lu	\$360.00
		Vehicle Crossing Subsidy	
00119988	25/08/2020	Telstra	\$16,626.22
		Phone / Internet Charges For The City	
00119989	25/08/2020	Tydan Constructions Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
00119990	25/08/2020	Wanneroo Youth Centre Petty Cash	\$87.00
		Petty Cash	
		Total Director Corporate Services Advance - Cheques	\$328,769.65
ELECTRONIC FUNDS TRANSFER			
00003903	04/08/2020	Cancelled	
00003904	04/08/2020		
		Advanced Traffic Management	\$2,076.25
		Traffic Control Services For The City	
		Airlite Cleaning	\$236.35
		Cleaning Services - YTRAC - July 2020 - Place Management	
		Animal Pest Management Services	\$1,567.50
		Fox Control - Koondoola Regional Bushland - Conservation	
		Atom Supply	\$235.42
		Face Shield X 6 - Stores	
		Australian Airconditioning Services Pty Ltd	\$99.00
		Airconditioning Maintenance For The City	
		Australian Training Management Pty Ltd	\$1,012.50

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Training - Confined Space Entry & Gas Testing - 3 X Attendees - Fleet	
		Autopro Wanneroo	\$173.40
		Vehicle Spare Parts - Fleet	
		AV Truck Service Pty Ltd	\$129.25
		Vehicle Spare Parts - Fleet	
		Boral Construction Materials Group Ltd	\$2,912.73
		Concrete Mix - Various Locations - Engineering	
		BP Australia Ltd	\$2,400.65
		Fuel Issues - Stores	
		Bridgestone Australia Limited	\$2,189.29
		Tyre Fitting Services For The City	
		Bucher Municipal Pty Ltd	\$2,202.94
		Vehicle Spare Parts - Fleet	
		Canon Australia Pty Ltd	\$335.50
		Repair Scanner - Information Management	
		Car Care Motor Company Pty Ltd	\$1,092.30
		Vehicle Services - Fleet	
		Challenge Batteries WA	\$1,215.50
		Vehicle Batteries - Fleet/Stores	
		Chris Kershaw Photography	\$220.00
		Photography - Halesworth Park Sod Turning - Communications & Brand	
		Clark Equipment Sales Pty Ltd	\$518.64
		Vehicle Spare Parts - Fleet	
		Cooldrive Distribution	\$39.60
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$3,023.35
		Sign - Bin Store - Projects	
		Street Name Plates - Engineering	
		Crown Leadership International Group Pty Ltd	\$878.90
		Webinar - Employment Law On Covid-19 For Employers - People & Culture	
		CSP Group	\$291.90
		Vehicle Spare Parts - Fleet	
		Dave Lanfear Consulting	\$4,757.50
		Feasibility - Wanneroo Recreation Centre - Facilities	
		Consultancy Services - Northern Coastal Growth Corridor - Facilities	
		Deans Auto Glass	\$418.00
		Supply And Fit Windscreen - 96086 - Fleet	
		Direct Communications	\$930.38
		Repair Two Way Radio - Fleet	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Two -Way Radio System - Community Safety	
		Dowsing Group Pty Ltd	\$20,759.37
		Concrete Works - Various Locations - Engineering	
		Drainflow Services Pty Ltd	\$2,640.00
		Roadsweeping Services For The City	
		Drone Shop Perth	\$145.00
		Repair Drone - Rangers	
		Edith Cowan University	\$11,000.00
		Sponsorship - Cyber Check Me Initiative 2020 / 2021 - Advocacy & Economic Development	
		Elliotts Irrigation Pty Ltd	\$83.31
		Reticulation Items - Parks	
		Forrest And Forrest Games	\$8,118.00
		Perform Irrigation Water Analysis - Conservation	
		Geoff's Tree Service Pty Ltd	\$29,013.42
		Tree Pruning - Various Locations - Parks	
		Global Marine Enclosures Pty Ltd	\$2,479.29
		Winter Maintenance - July 2020 - Asset Maintenance	
		GPR Truck Sales & Service	\$175.86
		Vehicle Spare Parts - Fleet	
		Grand Toyota	\$483.46
		Vehicle Spare Parts - Fleet	
		Heatley Sales Pty Ltd	\$427.75
		Stock - Stores Issues	
		Heritage Link	\$3,366.00
		Aboriginal Heritage Management - Strategic Land Use Planning	
		Hose Right	\$141.64
		Supply And Fit Fittings To Trailer - Fleet	
		Integrity Industrial Pty Ltd	\$9,611.14
		Casual Labour For The City	
		James Bennett Pty Ltd	\$1,625.90
		Book Purchases - Library Services	
		Kleenit	\$3,213.66
		Graffiti Removal For The City	
		Komatsu Australia Pty Ltd	\$589.73
		Vehicle Spare Parts - Fleet/Stores	
		Kyocera Document Solutions	\$136.51
		Printer Parts - ICT	
		Lantern Architecture	\$12,342.00
		Concept Design & Quantity Surveying - Heath Park Pavilion - Facilities	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		LD Total	\$22,353.09
		Maintenance - Two Rocks - 11.06.2020 - 10.07.2020 - Parks	
		Weed Control - Various Parks - Parks	
		Leamac Picture Framing	\$486.00
		Framing - Aboriginal Artwork - Youth Services	
		Les Mills Asia Pacific	\$777.39
		Annual License - Aquamotion	
		LG Solutions	\$5,225.00
		Year End Reporting Template - Finance	
		Linemarking WA Pty Ltd	\$2,084.94
		Linemarking Services For The City	
		McLeods	\$3,476.57
		Legal Fees For The City	
		Mindarie Regional Council	\$245,204.77
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$682.00
		Playground Equipment Repairs For The City	
		NAPA - GPC Asia Pacific Pty Ltd	\$1,242.67
		Vehicle Spare Parts - Fleet	
		Natural Area Holdings Pty Ltd	\$3,085.46
		Infill Planting - Lake Badgerup - Assets	
		Nu-Trac Rural Contracting	\$7,796.96
		Beach Cleaning - Quinns Beach - Parks	
		On Tap Plumbing & Gas Pty Ltd	\$11,499.79
		Plumbing Maintenance For The City	
		Open Windows Software Pty Ltd	\$550.00
		Subscription 01.07.2020 - 30.06.2021 - ICT	
		Outdoor World	\$2,000.00
		Refund – Street & Verge Bond	
		Parker Black & Forrest	\$226.60
		2 X Padlocks - St Andrews Park Clubrooms - Building Maintenance	
		Perth Detailing Centre	\$320.00
		Clean And Disinfect Truck - 96117 - Fleet	
		Plantrite	\$233.20
		Plants - Parks	
		Prestige Alarms	\$6,218.06
		Alarm/CCTV Services For The City	
		Programmed Integrated Workforce	\$1,742.61
		Casual Labour For The City	
		Quinns Rock Bush Fire Brigade	\$1,973.40
		Reimbursement - Brigade T-Shirts - Fire Services	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		RAC Motoring & Services Pty Ltd	\$288.00
		Call Out Fees For The City	
		Reliable Fencing	\$2,557.50
		Fencing/Gate Repairs - Various Locations - Parks	
		Roads 2000	\$41,495.64
		Roundabout Upgrade - Joondalup/Tumbleweed Drives - Construction	
		Security Management Australasia Pty Ltd	\$456.50
		VPN Services Renewal - August 2020 - August 2021	
		Sigma Chemicals	\$2,642.20
		Pool Chemical Supplies - Aquamation	
		Skipper Transport Parts	\$1,381.05
		Vehicle Spare Parts - Stores	
		Softfall Guys	\$605.00
		Repair Softfall - Rotary Park - Parks	
		St John Ambulance Western Australia Ltd	\$120.00
		First Aid Training Services For The City	
		Statewide Cleaning Supplies Pty Ltd	\$209.44
		Cleaning Supplies For Depot Store	
		Stewart & Heaton Clothing Company Pty Ltd	\$183.68
		Uniforms - Fire Services	
		StrataGreen	\$709.85
		Bamboo Canes - Parks	
		Long Handle Shovels - Stores	
		Supersealing Pty Ltd	\$6,182.00
		Crack Sealing Works - Montrose Avenue - Engineering	
		Taman Tools	\$484.00
		Core Drill Bit X 2 - Engineering	
		Terravac Vacuum Excavations Pty Ltd	\$946.00
		Vacuum Excavation - Sunken Bitumen - Ashby Operations Centre - Engineering	
		Tim Eva's Nursery	\$4,636.50
		Plants - Parks	
		Trisley's Hydraulic Services Pty Ltd	\$616.00
		Supply Complete Filter Assembly X 3 - Aquamation	
		Turf Care WA Pty Ltd	\$141,464.01
		Turfing Works For The City	
		Maintenance - Carramar Golf Course June 2020 - Parks	
		Maintenance - Marangaroo Golf Course June 2020 - Parks	
		Viva Energy Australia Pty Ltd	\$53,671.65

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Fuel Issues For The City July 2020	
		WA Limestone Company	\$2,253.97
		Supply Limestone - Joondalup/ Tumbleweed - Construction	
		Wacker Neuson Pty Ltd	\$491.08
		Vehicle Spare Parts - Fleet	
		Wanneroo Business Association Incorporated	\$1,521.78
		Licence Fee - 17.03.2020 - 30.06.2020 - Economic Development	
		Wanneroo Electric	\$983.84
		Electrical Maintenance For The City	
		West Coast Turf	\$8,903.40
		Lay Turf - Carramar Golf Course - Parks	
		William Buck Consulting (WA) Pty Ltd	\$2,200.00
		Probity Oversight For Tender 20016 - Contracts	
		Yanchep Surf Lifesaving Club	\$2,000.00
		Shortfall Balance Of Payment For Beach Safety Services - Facilities	
00003905	04/08/2020		
		City of Wanneroo - Municipal Bank Account	
		Credit Cards & Banks Fees - June 2020 \$22,282.30 Breakdown On Page 53	
00003906	04/08/2020		
		Alinta Gas	\$146.60
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$83.40
		Payroll Deductions	
		Australian Taxation Office	\$22,012.00
		Payroll Deductions	
		BGC Residential Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Blueprint Homes (WA) Pty Ltd	\$158.35
		Refund - Street & Verge Bond	
		Celebration Homes Pty Ltd	\$1,882.57
		Refund - 2 Street & Verge Bonds	
		CFMEU	\$60.00
		Payroll Deductions	
		Child Support Agency	\$1,664.34
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$2,305.00
		Payroll Deductions	
		City of Wanneroo - Social Club	\$708.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Payroll Deductions	
		Fleet Network	\$827.84
		Payroll Deductions	
		Halpd Pty Ltd Trading As Affordable Living Homes	\$2,000.00
		Refund - Street & Verge Bond	
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Homebuyers Centre	\$30,000.00
		Refund - 15 Street & Verge Bonds	
		Landgate	\$18,259.20
		Valuation Roll & Mining Tenements, Gross Rental Valuations, Road Name Change - Rates/Property	
		LD & D Australia Pty Ltd	\$383.15
		Milk Deliveries For The City	
		LGISWA	\$180,390.57
		Insurance Premiums For The City	
		LGRCEU	\$1,650.26
		Payroll Deductions	
		Maxxia Pty Ltd	\$7,553.35
		Payroll Deductions	
		Miss Kelly Donker	\$2,892.15
		Study Assistance - Managing People And Organisations	
		Mr & Mrs F & R Seragusana	\$14,563.60
		Subdivision Payment - WAPC 148068 Planning And Sustainability	
		Rates Refund	\$190.00
		Mr Martyn Holland	\$80.00
		Dog Registration Refund - Deceased	
		Rates Refund	\$2,825.13
		Mrs Barbara Randall	\$200.00
		Dog Registration Refund - Sterilised	
		Ms Audrey Yen	\$30.00
		Dog Registration Refund - Sterilised	
		Ms Joanne Hope	\$30.00
		Dog Registration Refund - Sterilised	
		Ms Kerri Knox	\$2,000.00
		Refund - Street & Verge Bond	
		Ms Naomi Hughes	\$75.00
		Dog Registration Refund - Sterilised	
		Paywise Pty Ltd	\$1,849.28
		Payroll Deductions	
		Smartsalary	\$8,419.08
		Payroll Deductions	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		SSB Pty Ltd	\$469.77
		Refund - Street & Verge Bond	
		Summerbreeze Developments Pty Ltd	\$89,294.40
		Subdivision Payment - WAPC147273/149850 - Planning And Sustainability	
		Urban Development Institute of Australia WA Division Incorporated	\$99.00
		Industry Breakfast - Ready To Rebuild 05.08.2020 - M Dickson - Planning	
		Ventura Home Group Pty Ltd	\$672.02
		Refund - Building Services Levy - Application Cancelled	
		Water Corporation	\$12,460.94
		Water Supplies For The City	
00003907	06/08/2020		
		Wanneroo Bush Fire Brigade Social Club	\$9,000.00
		Awards Night August 2020 - City Of Wanneroo Contribution - Place Management	
00003908	11/08/2020		
		Geared Construction Pty Ltd	\$37,774.00
		Timelock Installation - Charnwood & St Andrews Parks - Projects	
		Ms Melissa Mauchien	\$499.00
		Reimbursement - Damaged Basketball Stand By Waste Truck - Waste Services	
00003909	11/08/2020		
		Officeworks Superstores Pty Ltd	\$5,651.80
		Samsung Galaxy Tablet - ICT	
		Spring Water Cooler Bottle - Community Safety	
00003910	11/08/2020		
		Synergy	\$563,822.17
		Power Supplies For The City	
00003912	11/08/2020		
		ABM Landscaping	\$1,100.00
		Repair Paving At Ningaloo Bend - Engineering	
		Acurix Networks Pty Ltd	\$4,452.80
		Monthly Monitoring Charges - ICT	
		Adform Engraving & Signs	\$169.40
		7 Magnetic Name Badges - Fire Services	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Advanced Traffic Management	\$27,949.37
		Traffic Control Services For The City	
		Advanteering - Civil Engineers	\$3,593.70
		Lay Mulch - Splendid Park Skate Park - Assets	
		AE Hoskins Building Services	\$91,014.00
		Roof Repairs - Jindalee Beach Kiosk - Assets	
		Anne Yardley	\$600.00
		Oral History Workshop - Cultural Services	
		Armaguard	\$419.19
		Cash Collection Services For The City	
		ASB Marketing Pty Ltd	\$847.50
		Acrod Parking Cards - Community Services	
		Atom Supply	\$303.38
		Safety Glasses - Stores Stock	
		Ausfleet Software	\$16,830.00
		Ausfleet Software Modules, Licences, Hosting & Development Services - ICT	
		Australasian Performing Right Association	\$16,929.21
		Annual Music Licence Fee - Onemusic Australia - Facilities	
		Autosmart North Metro Perth	\$697.40
		Floor Smart & Plus 10 - Fleet	
		AV Truck Service Pty Ltd	\$286.67
		Vehicle Spare Parts - Fleet	
		Barra Civil & Fencing	\$20,889.00
		Install Garrison Fencing - Aquamotion - Assets	
		Replace Gates And Fencing - Aquamotion - Assets	
		Battery World Joondalup	\$49.90
		Battery - Aquamotion	
		Benara Nurseries	\$62,274.30
		Various Plants - Parks	
		Binley Fencing	\$613.80
		Temporary Fencing - Lighthouse Park - Parks	
		Temporary Fencing - Franklin Road And Rousset Road - Construction	
		Bladon WA Pty Ltd	\$37.32
		Embroidery - Staff Uniforms - Council & Corporate Support	
		BOC Limited	\$60.97
		Nitrogen/Oxygen Bottles For The City	
		Boral Construction Materials Group Ltd	\$1,765.37

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Concrete Mix - Various Locations - Engineering	
		Bridgestone Australia Limited	\$6,525.48
		Tyre Fitting Services For The City	
		Bring Couriers	\$656.50
		Courier Services - Health	
		Bucher Municipal Pty Ltd	\$7,595.47
		Vehicle Spare Parts - Fleet	
		Cabcharge	\$6.00
		Account Keeping Fee	
		Call Associates Pty Ltd	\$5,001.70
		Messages Charge July 2020 - ICT	
		Canon Production Printing Australia Pty Ltd	\$530.42
		Colour Printer/Scanner Charges - Assets	
		Car Care Motor Company Pty Ltd	\$3,404.20
		Vehicle Services - Fleet	
		CDM Australia Pty Ltd	\$8,800.00
		Transition Of City's Devices From Windows 7 To Windows 10 - ICT	
		Challenge Batteries WA	\$470.80
		Vehicle Batteries - Fleet	
		Cherry's Catering	\$1,500.00
		Catering - Council Dinner - 28.07.2020 - Hospitality	
		Civica Pty Ltd	\$3,016.04
		BIS Excel Report Writer - ICT	
		Clinipath Pathology	\$506.97
		Medical Fees For The City	
		CNW Electrical Wholesale & Energy Solutions	\$77.47
		Halogen Globes - Cultural Development	
		Coates Hire Operations Pty Ltd	\$2,086.94
		Lighting Tower - Joondalup Drive - Construction	
		Coca Cola Amatil Pty Ltd	\$698.24
		Beverages - Kingsway Stadium	
		Commercial Aquatics Australia	\$539.00
		Install New Transfer Blower - Aquamotion	
		Cooldrive Distribution	\$1,229.02
		Vehicle Spare Parts - Fleet	
		Corsign (WA) Pty Ltd	\$2,741.97
		Signs - Black Spot Program X 3 & Project Managed By City Of Wanneroo X 3 - Assets	
		Signs - Animals Crossing - Assets	
		Sign - Emergency Assembly Point- Assets	
		Street Name Plates - Engineering	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		CS Legal	\$1,397.45
		Court Fees - Rating Services	
		Daimler Trucks Perth	\$760.40
		Vehicle Spare Parts - Fleet	
		Data #3 Limited	\$782,816.67
		Software Licences - ICT	
		Dave Lanfear Consulting	\$4,807.00
		Lawn Bowls Facilities Needs Assessment - Facilities	
		Master Plan Administration Works - Wanneroo Raceway - Road And Traffic	
		DC Golf	\$54,313.20
		Commission Fees - Carramar Golf Course July 2020 - Property	
		DDLS Australia Pty Ltd	\$1,738.00
		Training - Prince2 Foundation - ICT	
		Deans Auto Glass	\$825.00
		Replace Window Tint - Fleet	
		Dell Australia Pty Ltd	\$170.50
		Repair Service - ICT	
		Drainflow Services Pty Ltd	\$63,883.15
		Road Sweeping/Drain Cleaning Services - Engineering	
		Edge People Management	\$1,083.26
		Ergonomic Assessments & Review Job Dictionaries - OSH	
		Edith Cowan University	\$29,009.48
		Water Quality Mapping And Monitoring Program - Yellagonga - Land Development	
		Ellenby Tree Farms	\$616.00
		Supply Plants - Projects	
		Elliotts Irrigation Pty Ltd	\$5,082.92
		Irrigation Parts - Parks	
		Environmental Industries Pty Ltd	\$1,070.39
		Landscape Maintenance - Arterial Roads - Parks	
		Equifax Australasia Credit Rating Pty Ltd	\$829.62
		Financial And Performance Assessment - Contracts	
		Flick Anticimex Pty Ltd	\$3,771.01
		Sanitary Waste Services - Building Maintenance	
		Focus Consulting WA Pty Ltd	\$3,300.00
		Consultancy Services - Warradale Park - Projects	
		Forestvale Trees Pty Ltd	\$2,013.00
		Plants - Parks	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Geoff's Tree Service Pty Ltd	\$72,543.60
		Pruning Works For The City	
		Grand Toyota	\$108.30
		Vehicle Spare Parts - Fleet	
		Greens Hiab Service	\$574.75
		Move Goal Posts - Ridgewood Park - Parks	
		GSR Laser Tools	\$137.50
		Wooden Survey Stakes - Surveyors	
		Hanson Construction Materials Pty Ltd	\$760.54
		Drainage Items - Engineering	
		Heatley Sales Pty Ltd	\$493.13
		Safety Boots - Stores	
		Hemsley Paterson	\$2,200.00
		Valuations - Jindalee Beach - Property	
		Hickey Constructions Pty Ltd	\$6,732.00
		Repair / Modify Railing - Spinifex Park - Parks	
		Install New Garden Kerbing - Wanneroo Community Centre - Parks	
		Hitachi Construction Machinery Pty Ltd	\$260.84
		Vehicle Filters For Depot Store	
		Hose Right	\$925.09
		Vehicle Spare Parts - Fleet	
		i3 Consultants WA	\$3,018.95
		Road Safety Audit (Pre-Opening) - Roundabout - Hepburn - Assets	
		Iconic Property Services Pty Ltd	\$3,945.20
		Cleaning Services For The City	
		Identity Perth	\$679.25
		Budget Campaign Animated Explainer Video - Communications And Brand	
		Imagesource Digital Solutions	\$214.50
		Merisa Replacement Banner - Library Services	
		Instant Gardens	\$1,000.00
		Refund – Street & Verge Bond	
		Integrity Industrial Pty Ltd	\$33,751.34
		Casual Labour For The City	
		Interfire Agencies Pty Ltd	\$296.29
		Helmet - Fire Services	
		Ixom Operations Pty Ltd	\$387.38
		Disinfection Of Pools Chlorine Gas Supply - Aquamotion	
		James Bennett Pty Ltd	\$344.01
		Book Purchases - Library Services	
		JDSI Consulting Engineers	\$7,803.53

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Professional Services - Butler North District Open Space - Facility Projects	
		Kerb Direct Kerbing	\$3,226.45
		Asset Renewal Program - Bennet - Assets	
		Kevrek	\$773.63
		Crane Service - Fleet	
		Kleenit	\$1,035.10
		Graffiti Removal For The City	
		LD Total	\$19,148.58
		Landscape Maintenance For The City	
		Linemarking WA Pty Ltd	\$5,329.50
		Install Omni Flex Guide Posts - Perry Road - Engineering	
		Major Motors	\$2,308.13
		Vehicle Spare Parts - Fleet	
		Marketforce Pty Ltd	\$4,059.48
		Advertising Services For The City	
		Mayday Earthmoving	\$1,100.00
		Heavy Equipment Hire - Engineering	
		McCorkell Constructions Pty Ltd	\$105.00
		Refund - Occupancy Permit Application - Paid Twice	
		McIntosh & Son	\$461.68
		Vehicle Spare Parts - Fleet	
		Menchetti Consolidated Pty Ltd	\$3,424.84
		Upgrade Passive Park - Hardcastle Park - Assets	
		Midalia Steel Pty Ltd	\$143.54
		Vehicle Spare Parts - Fleet	
		Mindarie Regional Council	\$316,528.63
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$2,919.40
		Playground Repairs - Various Locations - Parks	
		NAPA - GPC Asia Pacific Pty Ltd	\$222.42
		Vehicle Spare Parts - Fleet	
		Nastech (WA) Pty Ltd	\$5,131.50
		Survey - Koondoola Park Reserve - Property	
		Noma Pty Ltd	\$660.00
		Professional Services - Design Review Panel - Approval Services	
		Novus Autoglass	\$80.00
		Chip Repair - WN 34152 - Fleet	
		On Tap Plumbing & Gas Pty Ltd	\$13,427.78
		Plumbing Maintenance For The City	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Paperbark Technologies Pty Ltd	\$1,165.00
		Structural Report - 2 Jarrah Trees - Parks	
		Pathogen Testing - Old Nursery Park - Parks	
		Parker Black & Forrest	\$292.60
		Locking Services For The City	
		Penske Power Systems Pty Ltd	\$869.00
		Stock - Stores Issues	
		Plantrite	\$6,821.15
		1st Parks Tubestock Pre-Payment - Parks Maintenance	
		Playground Safety Inspectors Australia Pty Ltd	\$2,750.00
		Registration - Certified Playground Safety Inspector - 27 - 29.10.2020 - Parks	
		Prestige Alarms	\$110.00
		Safer Suburbs CCTV - Clarkson Town Centre - Community Safety	
		Print Smart Online Pty Ltd	\$732.40
		Printing - Flyers - Aquamotion	
		Programmed Integrated Workforce	\$1,629.50
		Casual Labour For The City	
		Publik Group	\$838.87
		Sign Frame - Kangaroo Paw - Library Services	
		Quinns Rock Bush Fire Brigade	\$140.50
		Reimbursement - Catering For Recruit Course 27.06.2020 - Fire Services	
		RAC Motoring & Services Pty Ltd	\$805.00
		Callout - WN 33486 - Fleet	
		Subscription Renewal Of Road Side Assistance - Fleet	
		Reliable Fencing	\$13,120.25
		Fencing Works - Various Locations - Parks	
		RJ Vincent & Co	\$683,152.72
		Payment Certificate 7 & 8 - Hartman Drive Duplication - Assets	
		Roads 2000	\$40,262.78
		Roadworks For The City	
		Sanzap Pty Ltd	\$7,645.00
		Annual Licence & Support Fee - City Of Wanneroo Mobile Apps - ICT	
		Scoop Digital Pty Ltd	\$21,890.00
		Setup Fee - Community Directory - ICT	
		Scott Print	\$11,165.00
		Printing - Rates Flyers/Brochures - Finance	
		Seabreeze Landscape Supplies	\$148.50

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Landscape Supplies - Sand - Parks	
		Sigma Chemicals	\$778.25
		Pool Chemicals - Aquamotion	
		SJ McKee Maintenance Pty Ltd	\$2,094.40
		Repair Works - Various Locations - Waste	
		Skipper Transport Parts	\$2,289.30
		Vehicle Spare Parts - Fleet	
		Smartbuilt Perth Pty Ltd	\$144.48
		Pest Control Services For The City	
		Sonic Healthplus Pty Ltd	\$854.70
		Medical Fees For The City	
		Sports Marketing Australia Pty Ltd	\$605.00
		Events Placement Fee - 2020 WA Bodyboard State Titles - Advocacy & Economic Development	
		Sports World of WA	\$690.25
		Goggles - Aquamotion	
		St John Ambulance Western Australia Ltd	\$520.24
		First Aid Supplies For The City	
		Stewart & Heaton Clothing Company Pty Ltd	\$735.76
		Uniforms - Fire Services	
		StrataGreen	\$848.15
		Mulch Forks - Parks	
		Strategic DCP Consulting	\$4,350.50
		Consulting Services - Town Planning	
		Suez Recycling & Recovery Pty Ltd	\$202,331.62
		Waste Collection - Waste	
		Supreme Dry Cleans and Laundrette	\$510.00
		Laundry - Sports Bibs - Kingsway Stadium	
		Systems Edge Management Services Pty Ltd	\$3,080.00
		Consultancy - Aquatic And Recreation Facility - Facilities	
		Terravac Vacuum Excavations Pty Ltd	\$3,932.06
		Location Of Services - Caporn/Franklin - Construction	
		Location Of Services - Seurat Loop - Construction	
		The Hire Guys Wangara	\$110.00
		Arrow Board Hire - Waste Services	
		The Northern Guide	\$1,320.00
		Advertising - Communications And Brand	
		TJ Depiazzi & Sons	\$177,319.45
		Mulch Deliveries For The City	
		Total Landscape Redevelopment Service Pty Ltd	\$913.66

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Replace Moving Parts - All Access Carousel - Rotary Park - Assets	
		Trisley's Hydraulic Services Pty Ltd	\$3,762.00
		Install Isolation Valves - Aquamotion	
		Triton Electrical Contractors Pty Ltd	\$2,442.00
		Electrical Works - Various Locations - Parks	
		Turf Care WA Pty Ltd	\$231.00
		Apply Spearhead - Belhaven - Parks	
		Vermeer (WA & NT)	\$679.62
		Vehicle Spare Parts - Fleet	
		Vocus Communications	\$247.50
		NBN Connection - YTRAC - ICT	
		WA Hino Sales & Service	\$1,730.35
		Vehicle Spare Parts/Repairs - Fleet	
		WA Limestone Company	\$239.36
		Limestone Delivery - Assets	
		Wanneroo Agricultural Machinery	\$152.85
		Vehicle Spare Parts - Fleet	
		Wanneroo Central Bushfire Brigade	\$500.00
		Reimbursement - Controlled Burn - August 2020 - Fire Services	
		Wanneroo Electric	\$6,070.39
		Electrical Maintenance For The City	
		Wanneroo Fire Support Brigade	\$327.95
		Reimbursement - Catering For WAERN Course - Fire Services	
		West Australian Newspapers Ltd	\$1,100.00
		Digital Banner - Communications And Events	
		West Coast Turf	\$12,506.34
		Turfing Works For The City	
		Western Australian Local Government Association	\$926.00
		Training - Understanding Financial Reports & Budgets 08.06.2020 - Corporate Support	
		Training - Managing Contracts - 1 Attendee - 27/10/2020 - Facilities	
		Training - Planning & Specification Development - 1 Attendee - 23/10/2020 - Facilities	
		WEX Australia Pty Ltd	\$848.07
		Fuel - July 2020	
		William Buck Consulting (WA) Pty Ltd	\$7,150.00
		Probity Adviser Services - Contracts & Procurement	
		Work Clobber	\$125.10
		PPE - Various Employees	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Workpower Incorporated	\$15,709.98
		Landscape Maintenance Works - Offset Sites - Conservation	
		Yanchep Beach Joint Venture	\$8,806.71
		Rental, Variable Outgoings, Rates And Taxes - Yanchep Hub - Property	
		Yanchep News Online	\$850.00
		Seven Week Wanneroo Link & Wanneroo 2020 / 2021 Budget Rates Ad Campaign - Communications & Brand	
00003913	11/08/2020		
		Alinta Gas	\$19.50
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$83.40
		Payroll Deductions	
		Australian Services Union	\$1,394.60
		Payroll Deductions	
		Australian Taxation Office	\$1,156,104.00
		Payroll Deductions	
		BGC Residential Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Blueprint Homes (WA) Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Celebration Homes Pty Ltd	\$4,322.14
		Refund - Building Services Levy Only - Cancelled	
		Refund – 2 Street & Verge Bonds	
		CFMEU	\$60.00
		Payroll Deductions	
		Child Support Agency	\$1,698.91
		Payroll Deductions	
		City of Wanneroo - Payroll Rates	\$3,065.00
		Payroll Deductions	
		City of Wanneroo - Social Club	\$700.00
		Payroll Deductions	
		Cr Lewis Flood	\$163.39
		Travel Allowance July 2020	
		Dale Alcock Homes Pty Ltd	\$12,000.00
		Refund – 6 Street & Verge Bonds	
		Decipha Pty Ltd	\$2,064.79
		Mailing Charges For The City	
		Department of Planning, Lands and Heritage	\$6,517.85
		Advertise Excision - Marangaroo Golf Course Class A Reserve - Property	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Application Fee Accepted On Behalf Of The Development Assessment Panel - Applicant: Planning Solutions - Reference: DAP/20/01827 - Value: \$2,000,000 - Address: 145 Leatherback Boulevard - Proposal: Child Care Centre	
		Department of Transport	\$1,162.80
		Vehicle Ownership Search - Community Safety	
		Fleet Network	\$2,324.96
		Payroll Deductions	
		Input Tax Credits 04.08.2020 - Finance	
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Homebuyers Centre	\$2,711.25
		Refund - Building Application - Withdrawn	
		JCorp Pty Ltd	\$73.00
		Refund - Planning Request - Charged In Error	
		LD & D Australia Pty Ltd	\$386.10
		Milk Deliveries For The City	
		LGRCEU	\$1,629.76
		Payroll Deductions	
		Maxxia Pty Ltd	\$7,542.20
		Payroll Deductions	
		Miss Christine Chatterton	\$360.00
		Vehicle Crossing Subsidy	
		Mr Cristian Moraru	\$360.00
		Vehicle Crossing Subsidy	
		Mr Graham Lloyd	\$360.00
		Vehicle Crossing Subsidy	
		Mr He-Wun Kim	\$360.00
		Vehicle Crossing Subsidy	
		Mr Kenneth Dalton	\$160.00
		Volunteer Payment	
		Mr Kevin Rickson	\$360.00
		Vehicle Crossing Subsidy	
		Mr Michael Drake	\$360.00
		Vehicle Crossing Subsidy	
		Mr Paul Rogers	\$360.00
		Vehicle Crossing Subsidy	
		Mr Raymund Cortes	\$360.00
		Vehicle Crossing Subsidy	
		Mr Tian Kotze	\$735.00
		Reimbursement - Chartered Accountant Annual Subscription	
		Ms Kerry-Anne Stevens	\$20.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Dog Registration Refund - Deceased	
		Ms Susan Potter	\$2,025.00
		Reimbursement - Study Assistance	
		Ms Yvonne Coetzee	\$194.60
		Refund - Hire Fees	
		Paywise Pty Ltd	\$1,856.83
		Payroll Deductions	
		Residential Building WA Pty Ltd	\$2,963.11
		Refund - Verge Licence Application Fee - Duplicate	
		Refund - Building Application - Rejected	
		Satterley Property Group	\$157,656.40
		Bond Refund - WAPC 157558 & 158133 - Eden Beach Stage 19 Jindalee	
		Smartsalary	\$8,146.51
		Payroll Deductions	
		SSB Pty Ltd	\$6,000.00
		Refund – 3 Street & Verge Bonds	
		Urban Development Institute of Australia WA Division Incorporated	\$2,550.00
		Membership - 01.07.2020 - 30.06.2021 - Office Of The CEO	
		Registration - Online Webinar - WA's Greenfield Development Market - Place Management	
		Water Corporation	\$14,990.32
		Water Supplies For The City	
00003914	11/08/2020		
		City of Wanneroo - Rates	\$514.00
		Rates Assessment - 2451389 \$331 & 2400253 \$183 - Mayor Roberts	
		Cr Brett Treby	\$2,690.46
		Monthly Allowance	
		Cr Christopher Baker	\$2,690.46
		Monthly Allowance	
		Cr Domenic Zappa	\$2,690.46
		Monthly Allowance	
		Cr Dot Newton	\$2,690.46
		Monthly Allowance	
		Cr Glynis Parker	\$2,690.46
		Monthly Allowance	
		Cr Huu Van Nguyen	\$2,690.46
		Monthly Allowance	
		Cr Jacqueline Huntley	\$2,690.46
		Monthly Allowance	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Cr Lewis Flood	\$2,690.46
		Monthly Allowance	
		Cr Linda Aitken	\$2,690.46
		Monthly Allowance	
		Cr Natalie Sangalli	\$2,690.46
		Monthly Allowance	
		Cr Paul Miles	\$2,690.46
		Monthly Allowance	
		Cr Sonet Coetzee	\$2,690.46
		Monthly Allowance	
		Mayor Tracey Roberts	\$11,144.47
		Monthly Allowance	
00003915	12/08/2020		
		National Australia Bank	
		Reporting Period 29.02.2020 - 27.03.2020 \$33,896.53 Breakdown On Page 44	
		Reporting Period 28.03.2020 - 28.04.2020 \$28,217.28 Breakdown On Page 44	
00003916	12/08/2020		
		Australia Post	\$10,290.14
		Postage Charges For The City July 2020	
00003917	14/08/2020		
		Department of Mines, Industry Regulation & Safety	\$79,702.31
		Collection Agency Fee Payments - Finance	
00003918	18/08/2020		
		Bistel Construction Pty Ltd	\$292,560.15
		Leatherback Sports Amenities Building - Projects	
		Geared Construction Pty Ltd	\$16,453.25
		Timelock Installation - Ridgewood Park Toilets - Projects	
00003919	18/08/2020		
		Synergy	\$6,369.92
		Power Supplies For The City	
00003920	18/08/2020		
		Alinta Gas	\$2,479.10
		Gas Supplies For The City	
		Building & Construction Industry Training Board	\$32,014.49

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Collection Approved Levy Payments 01.07.2020 - 31.07.2020 - Finance	
		Cr Glynis Parker	\$281.95
		Travel Allowance August 2020	
		Cr Jacqueline Huntley	\$780.00
		Refund - Hire Fees	
		Landgate	\$7,770.27
		Gross Rental Valuations - Rates	
		LD & D Australia Pty Ltd	\$284.65
		Milk Deliveries For The City	
		Mr Scott Cairns	\$665.00
		Reimbursement Of Mobile Phone Usage - 14 Months	
		The Trustee For Soft Furnishings Australia Trust	\$7,594.40
		Install Curtains - Civic Centre Building Maintenance	
		Trailer Parts Pty Ltd	\$46.99
		Vehicle Spare Parts - Fleet	
		Urban Development Institute of Australia WA Division Incorporated	\$540.00
		Registration - Industry Luncheon Medium Density Design Code 11.09.2020 - 3 Attendees - Strategic Land	
		Water Corporation	\$5,219.76
		Water Charges For The City	
00003921	19/08/2020		
		Action Glass & Aluminium	\$3,226.71
		Glazing Services For The City	
		Adelphi Apparel	\$550.00
		Staff Uniforms - Rangers	
		Advanced Traffic Management	\$12,744.88
		Traffic Control Services For The City	
		Advanteering - Civil Engineers	\$316,234.50
		Progress Claim 5 - Splendid Park Skate Park - Assets	
		Alexander House of Flowers	\$125.00
		Large Mixed Arrangement - M Brewer - Office Of The Mayor	
		Alina Behan	\$10,800.00
		Consulting Support - Preparation Of Specific Actions - Assets	
		Ascender Peoplestreme Pty Ltd	\$155,073.60
		Go1 Premium - 01.07.2020 - 30.06.2021 - ICT	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Peoplestreme Learning And Development Module - ICT	
		Atom Supply	\$440.00
		Stock - Stores Issues	
		Aussie Natural Spring Water	\$63.00
		Bottled Water - Rangers	
		Australian Airconditioning Services Pty Ltd	\$19,623.61
		Airconditioning Maintenance For The City	
		Autopro Wanneroo	\$173.40
		Vehicle Spare Parts - Fleet	
		Ball & Doggett Pty Ltd	\$351.22
		Paper Supplies - Print Room	
		Boral Construction Materials Group Ltd	\$4,239.12
		Concrete Mix - Various Locations - Engineering	
		Brian Zucal & Associates	\$1,650.00
		Valuation Request - Proposed Community Sites - Planning	
		Bridgestone Australia Limited	\$11,759.16
		Tyre Fitting Services For The City	
		Bring Couriers	\$916.34
		Courier Services - Health	
		Bucher Municipal Pty Ltd	\$31,577.74
		Vehicle Spare Parts - Stores/Fleet	
		Budo Group Pty Ltd	\$3,014.00
		Linemarking - Templeton Park Basketball Court - Projects	
		Car Care Motor Company Pty Ltd	\$874.60
		Vehicle Services - Fleet	
		Carramar Resources Industries	\$112.20
		Refuse Disposal - Concrete - Construction	
		Cat Welfare Society Incorporated	\$2,225.00
		Daily Impound Fees - Rangers	
		CDM Australia Pty Ltd	\$52,566.80
		Dell Computers & Precision 5820 Towers - ICT	
		Challenge Batteries WA	\$198.00
		Vehicle Batteries - Fleet	
		Cherry's Catering	\$2,816.09
		Catering Services For The City	
		Civica Pty Ltd	\$5,504.27
		Authority 7.1 Upgrade Licensing - ICT	
		Clark Equipment Sales Pty Ltd	\$136.75
		Vehicle Spare Parts - Fleet	
		Cleverpatch Pty Ltd	\$315.95
		Toys & Creche Supplies - Aquamotion	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Coates Hire Operations Pty Ltd	\$1,113.81
		Equipment Hire For The City	
		Coca Cola Amatil Pty Ltd	\$304.67
		Beverages - Kingsway Stadium	
		Community Greenwaste Recycling Pty Ltd	\$1,709.62
		Green Waste Recycling - Parks	
		Corsign (WA) Pty Ltd	\$585.20
		Signs - Danger - James Spiers Park - Parks	
		Signs - Contractor Magnetics - Engineering	
		Cossill & Webley Consulting Engineers	\$21,382.90
		Consulting Engineering Services - Hartman Drive Duplication - Projects	
		Couplers Malaga	\$186.85
		Hose Fittings For Water Cart - Assets	
		CR Kennedy & Co Pty Ltd	\$3,003.00
		Smartnet - WA RTK Unlimited 1 Year Subscription - Surveys	
		Creating Communities Australia Pty Ltd	\$632.50
		Community Facility Study - East Landsdale - Strategic Land Use Planning	
		Critical Fire Protection & Training Pty Ltd	\$3,558.50
		Fire Detection Equipment Maintenance/Testing - Building Maintenance	
		CS Legal	\$500.01
		Court Fees - Rating Services	
		Cutting Edges Pty Ltd	\$82.68
		Vehicle Spare Parts - Fleet	
		DC Golf	\$49,675.50
		Marangaroo Golf Course Commission Fees - July 2020 - Property	
		Direct Communications	\$1,190.75
		Install Tablet Mount - Rangers	
		Dowsing Group Pty Ltd	\$60,352.33
		Concrete Works - Various Locations - Assets	
		Drainflow Services Pty Ltd	\$29,458.00
		Road Sweeping / Drain Cleaning - Various Locations - Engineering/Waste	
		Drovers Vet Hospital Pty Ltd	\$1,445.64
		Veterinarian Services For The City	
		Dual Autos Pty Ltd	\$183.50
		Vehicle Spare Parts / Service - Fleet	
		Ecoscape Australia Pty Ltd	\$8,996.63
		Concept Designs & Final Report - Bird Viewing Structures - Yellagonga Regional Park - Assets	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Edge People Management	\$2,782.72
		Case Management Monitoring - August 2020 - People & Culture	
		Elliotts Irrigation Pty Ltd	\$2,845.04
		Irrigation Design - Jenolan Way Community Centre - Assets	
		Reinstate Irrigation - Shelvock Park - Projects	
		Embroidme Malaga	\$369.05
		Polo Shirts With Team Logo - Capability And Culture	
		Emerge Environmental Services Pty Ltd	\$2,169.75
		Foreshore Management Plan - Two Rocks Beach - Strategic Land Use Planning	
		Enlighten Press	\$383.76
		Books - Library Services	
		Environmental Industries Pty Ltd	\$8,523.63
		Landscape Maintenance - Ocean Reef/Pinjar - July 2020 - Parks	
		Equifax Australasia Credit Rating Pty Ltd	\$829.62
		Financial Assessment - Scott Print - Contracts & Procurement	
		Galt Geotechnics	\$7,590.00
		Geotechnical Investigation - Abbeville Park Extension - Projects	
		Geared Construction Pty Ltd	\$880.00
		Access Upgrade Works - Jenolan Way - Assets	
		Geoff's Tree Service Pty Ltd	\$75,652.19
		Pruning Works - Various Locations - Parks	
		Global Marine Enclosures Pty Ltd	\$2,479.29
		Winter Maintenance - August 2020 - Asset Maintenance	
		Grant Thornton Australia	\$1,100.00
		Audit Grant Acquittal - Belhaven Sports Amenities Building - Finance	
		Guardian Doors	\$618.86
		Service Manual Roller Door - Margaret Cockman Pavilion - Building Maintenance	
		Repair Door - Clarkson Bushfire Brigade - Building Maintenance	
		Replace Clear Cover Over Electrics - Basement Carpark Roller Door - Civic Centre - Building Maintenance	
		Investigate Rollershutter - Fault - Girrawheen Hub - Projects	
		Hall & Wilcox	\$2,521.20

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Legal Fees For The City	
		Hickey Constructions Pty Ltd	\$4,928.00
		Repair Bench Seat - Ocean Keys - Engineering	
		Repair Limestone Wall - Yanchep Surf Club - Engineering	
		HS Hyde & Son	\$7,980.50
		Repair Internal/External Cracking - Buckingham House - Building Maintenance	
		Iconic Property Services Pty Ltd	\$28,898.94
		Cleaning Services For The City	
		Imagesource Digital Solutions	\$2,635.60
		Prescribed Burn Sign - Community Safety	
		Window Graphics - Cultural Development	
		Independent Valuers of Western Australia	\$550.00
		Valuation Services - Lot 8000 Splendid Avenue - Property	
		Integrity Industrial Pty Ltd	\$34,206.35
		Casual Labour For The City	
		Iron Mountain Australia Group Pty Ltd	\$5,218.46
		Document Management Services	
		Irrigation Australia	\$714.00
		Annual Corporate Membership - Parks	
		J Blackwood & Son Ltd	\$1,509.72
		Stock - Stores Issues	
		James Bennett Pty Ltd	\$1,891.94
		Book Purchases - Library Services	
		Jaycar Pty Ltd	\$31.85
		Vehicle Spare Parts - Fleet	
		JDSI Consulting Engineers	\$2,178.00
		Drainage Assessment - Shelvock Park - Projects	
		JH Fluid Transfer Solutions Pty Ltd	\$200.20
		Fire Extinguisher Covers - Fleet Maintenance	
		Kelyn Training Services	\$4,705.00
		Traffic Control Courses - Assets	
		Kerb Direct Kerbing	\$39,742.54
		Kerbing Works - Various Locations - Assets/Engineering	
		Kevrek	\$1,523.83
		Service Crane - 96383 - Fleet	
		Kleenit	\$1,489.89
		Graffiti Removal Services For The City	
		Komatsu Australia Pty Ltd	\$847.46
		Vehicle Spare Parts - Fleet/Stores	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Konecranes Pty Ltd	\$825.00
		Crane Maintenance - Fleet	
		Kyocera Document Solutions	\$952.33
		Photocopier Meter Reading For The City	
		Landcare Weed Control	\$16,584.13
		Landscape Maintenance For The City	
		Laundry Express	\$715.68
		Cleaning Of Linen - Council & Corporate Support	
		Lee Syminton	\$13,200.00
		Feasibility, Concept Design & Costings - Kingsway Regional Sporting Complex Unisex Changerooms - Facilities	
		Les Mills Asia Pacific	\$836.84
		Monthly Licence Fees - Aquamotion	
		Linemarking WA Pty Ltd	\$498.35
		Linemarking - Joondalup Drive - Construction	
		Local Health Authorities Analytical Committee	\$26,118.71
		Analytical Services 2020 / 2021 - Health Services	
		Lyons Airconditioning Services (WA) Pty Ltd	\$3,311.50
		Replace Rooftop Airconditioner - 96107 - Fleet	
		Magia Solutions Pty Ltd	\$3,432.00
		Integration Consultant - Customer And Information Services	
		Major Motors	\$4,962.40
		Vehicle Spare Parts - Fleet	
		Marketforce Pty Ltd	\$1,676.25
		Advertising Services For The City	
		Mayday Earthmoving	\$2,167.00
		Heavy Equipment Hire For The City	
		Messages On Hold	\$789.99
		Messages On Hold Services - Communication & Brand	
		Michael Page International (Australia) Pty Ltd	\$2,473.97
		Casual Labour For The City	
		Midalia Steel Pty Ltd	\$39.23
		Steel Supplies - Fleet	
		Mindarie Regional Council	\$263,684.57
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$2,568.50
		Playground Equipment Repairs For The City	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Moore Stephens (WA) Pty Ltd As Agent	\$242.00
		Training - 2020 Walga Grants - 1 Attendee - Finance	
		Nastech (WA) Pty Ltd	\$990.00
		Re-Peg Of Lots 9 & 10 Safari Road - Property	
		Neverfail Springwater Limited	\$31.20
		Water Supply - Print Room	
		NVMS Pty Ltd	\$607.20
		1 Year Licence Renewal - Sound Meter - Health	
		Officeworks Superstores Pty Ltd	\$1,596.01
		Velocity Cupboard - WLCC - Cultural Services	
		On Tap Plumbing & Gas Pty Ltd	\$5,971.08
		Plumbing Maintenance For The City	
		Paperbark Technologies Pty Ltd	\$2,995.00
		Arboricultural Report - Aquamotion Change Room Project - Assets	
		Arboricultural Report - Water Supply Main Line - Assets	
		Tree Risk Assessment - Balladong Loop - Parks	
		Arborist Review - Ridgewood Floodlighting - Facilities	
		Parker Black & Forrest	\$2,805.00
		Locking Services For The City	
		Perth Detailing Centre	\$291.00
		Cleaning Of Community Transport Buses - Community Development	
		Plantrite	\$802.23
		Supply Plants - Parks	
		Prestige Alarms	\$8,633.60
		Alarm / CCTV Works For The City	
		Print Smart Online Pty Ltd	\$1,175.77
		Printing - A4 Abandoned Vehicle Pads X 20 - Rangers	
		Printing - 1000 Mayor Certificates - Office Of The Mayor	
		Programmed Integrated Workforce	\$2,132.97
		Casual Labour For The City	
		Randal	\$92.40
		Financial Review - Office Of The CEO	
		Reliable Fencing	\$495.00
		Repair Fencing - Mather Reserve - Assets	
		Ricoh Australia Pty Ltd	\$6,924.97
		Printer Charges - Print Room	
		Roads 2000	\$285,285.88

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Road Works For The City	
		Royal Wolf Trading Australia Pty Ltd	\$600.58
		Monthly Cabin Hire Charges - Fire Services	
		RW Quantity Surveyors	\$1,760.00
		Surveying & Cost Management - Leatherback Park Sports Amenities - Facility Projects	
		Safeway Building & Renovations Pty Ltd	\$27,500.00
		Install New Drains & Tiling - Aquamotion - Assets	
		Scott Print	\$170.50
		Printing - Budget Flyers - Communications & Brand	
		Security Management Australasia Pty Ltd	\$49.50
		Alarm Monitoring - June 2020 - Emergency Services	
		Shred-X	\$184.80
		Security Shredding For The City - ICT	
		Silver Squid Productions	\$269.50
		Photography - Marmion Avenue Duplication Project - Communications & Brand	
		SJ McKee Maintenance Pty Ltd	\$1,479.50
		Repair Works - Various Locations - Waste	
		Skipper Transport Parts	\$202.95
		Vehicle Spare Parts - Fleet/Stores	
		Smartbuilt Perth Pty Ltd	\$349.59
		Pest Control Services For The City	
		St John Ambulance Western Australia Ltd	\$459.00
		First Aid Training Services For The City	
		Statewide Pump Services	\$1,870.00
		Pump Inspections July 2020 - Building Maintenance	
		Stewart & Heaton Clothing Company Pty Ltd	\$1,500.30
		Staff Uniforms - Community Safety	
		Suez Recycling & Recovery (Perth) Pty Ltd	\$234,333.62
		Recycling Tip Fees - July 2020 - Waste	
		Supersealing Pty Ltd	\$836.00
		Repair Crack Sealing Works - Ocean Reef Road Landsdale - Engineering	
		The CSG Property Trust	\$607,448.25
		Acquisition Of Public Open Space - Huntington Parkway Landsdale - Planning	
		The Trustee for The Queensway Unit Trust	\$516,661.59
		Payment Of Public Open Space Development - 547 Alexander Drive - Planning	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		The Trustee for TLC Solutions Australia Unit Trust	\$3,960.00
		Facilitation Of Operational Leadership Program 27 - 27.02.2020 - People & Culture	
		Thirty4 Pty Ltd	\$211.20
		Qnav Mobile Data Subscription - August 2020 - Community Safety	
		Toll Transport Pty Ltd	\$13.05
		Courier Services - Stores	
		Total Landscape Redevelopment Service Pty Ltd	\$1,573.00
		Additional Trees & Landscaping - Hepburn/Highclere - Assets	
		Trophy Shop Australia	\$518.90
		Name Badges - Various Employees	
		2020 School Leadership Medals - Youth Services	
		Turf Care WA Pty Ltd	\$8,125.15
		Turfing Works For The City	
		Ungerboeck Systems International Pty Ltd	\$83,033.50
		Annual Software & Licence Costs - ICT	
		Valvoline (Australia) Pty Ltd	\$4,349.29
		Vehicle Oil - Stores	
		WA Hino Sales & Service	\$1,970.98
		Vehicle Spare Parts - Stores	
		Vehicle Spare Parts - Stores	
		WA Limestone Company	\$7,677.79
		BSL Mix - Franklin Park - Assets	
		Limestone - Ferrara Park - Engineering	
		Wanneroo Central Bushfire Brigade	\$1,088.79
		Reimbursement - Cleaning Supplies - Fire Services	
		Controlled Burns - 55 Franklin Road, 11 Rustic Gardens - Community Safety	
		Reimbursement - Stationery & Office Supplies - Fire Services	
		Wanneroo Electric	\$3,799.68
		Electrical Maintenance For The City	
		Water Technology Pty Ltd	\$3,559.78
		Mindarie Breakwater Study Stage 3 - Engineering	
		Waterproofing Works Epoxy Grout Specialist	\$14,435.00
		Replace Tiles - Mindarie Marina - Engineering	
		West Coast Turf	\$3,524.40
		Upgrade Drainage & Turf Works - Smales Road - Assets	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Western Australian Local Government Association	\$151,585.81
		Annual Subscriptions - 2020 / 2021	
		Western Australian Treasury Corporation	\$932,472.67
		Loan Interest Payment 01.09.2020 - Finance	
		Western Resource Recovery Pty Ltd	\$2,832.50
		Empty Washdown Bay - Fleet Workshop - Building Maintenance	
		Service Grease Traps - Civic Centre - Building Maintenance	
		Winc Australia Pty Limited	\$5,489.17
		Stationery For The City - July 2020	
		Work Clobber	\$125.10
		PPE - Assets Employees	
		Wrenoil	\$206.25
		Oil Waste Disposal - Waste Services	
		Zenien	\$439.94
		ICT Consulting - Girrawheen Hub - Place Management	
		Zetta Group	\$13,988.15
		Managed Service Fees - ICT	
00003922	24/08/2020		
		BP Australia Ltd	\$71,811.87
		Fuel Issues For The City	
		Geared Construction Pty Ltd	\$37,774.00
		Timelock Installation - Kingsbridge Park - Assets	
		Timelock Installation - Richard Aldersea Park - Assets	
		Perth Energy Pty Ltd	\$126,051.05
		Power Supplies For The City	
		RJ Vincent & Co	\$120,615.64
		Payment Certificate 2 - Halesworth Park - Assets	
		Solution 4 Building Pty Ltd	\$126,962.00
		Shelvock Park Sports Amenities Building - Assets	
00003923	25/08/2020		
		Synergy	\$10,991.20
		Power Supplies For The City	
00003924	25/08/2020		
		ABM Landscaping	\$65,959.74
		Paving - Joondalup Drive - Assets	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Advanced Traffic Management	\$30,309.96
		Traffic Control Services For The City	
		AFGRI Equipment Australia Pty Ltd	\$1,439.24
		Mower Blades - Stores	
		Air Communications	\$20,435.80
		Annual Maintenance Renewal - ICT	
		Air Liquide Australia	\$285.12
		Gas Cylinder Hire - Stores	
		Airlite Cleaning	\$236.35
		Cleaning Services - YTRAC - August 2020 - Place Management	
		Alexander House of Flowers	\$130.00
		Flowers For Office Of The Mayor	
		Australian Airconditioning Services Pty Ltd	\$215.05
		Airconditioning Maintenance For The City	
		Autopro Wanneroo	\$185.80
		Vehicle Spare Parts - Fleet	
		Autosmart North Metro Perth	\$731.50
		Floorsmart Cleaner - Fleet	
		Azure Painting Pty Ltd	\$5,830.00
		Painting Hand Rails - Yanchep Surf Club - Engineering	
		Barra Civil & Fencing	\$21,127.70
		Replace Sump Fencing - Kaiber Close - Engineering	
		Replace Sump Fencing - Meldrum Way - Engineering	
		Bee Advice	\$200.00
		Remove Bee Hive - Marangaroo Golf Course - Parks	
		Benara Nurseries	\$3,332.96
		Plants - Parks	
		Better Pets and Gardens Wangara	\$243.59
		Animal Care Centre Supplies - Community Safety	
		Bidfood Perth	\$1,820.82
		Tea/Coffee Supplies - Stores	
		Binley Fencing	\$641.83
		Temporary Fence - James Spiers Park - Parks	
		Boral Construction Materials Group Ltd	\$3,934.74
		Concrete Mix - Various Locations - Engineering	
		Boss Bollards	\$1,089.00
		Replace Bollards - Kingsway - Engineering	
		Bridgestone Australia Limited	\$8,031.07
		Tyre Fitting Services For The City	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Canon Australia Pty Ltd	\$335.50
		Service Call Out Fee - Wanneroo - Customer Relations Centre	
		Car Care Motor Company Pty Ltd	\$1,335.80
		Vehicle Services For The City	
		Carramar Resources Industries	\$2,008.89
		Disposal Of Rubble - Assets	
		Castledine Gregory	\$18,120.25
		Legal Fees For The City	
		Cherry's Catering	\$3,305.42
		Catering Services For The City	
		Clayton Utz	\$22,257.29
		Legal Fees For The City	
		Cleanaway Equipment Services Pty Ltd	\$394.09
		Monthly Charge Parts Washer - Fleet	
		Coca Cola Amatil Pty Ltd	\$225.35
		Beverages - Kingsway	
		Community Greenwaste Recycling Pty Ltd	\$784.52
		Waste Recycling - Engineering	
		Corsign (WA) Pty Ltd	\$2,786.19
		Street Sign Replacement - Wanneroo - Engineering	
		Street Name Plates - Engineering	
		Signs - Authorised Vehicles Only - Engineering	
		Cossill & Webley Consulting Engineers	\$10,450.00
		Consulting Engineering Services - Connolly Drive Duplication - Assets	
		Courtney Aaron	\$470.00
		Artwork - Moodjar Wanneroo - Communications & Brand	
		Department Of Biodiversity, Conservation And Attractions	\$2,200.00
		Contribution 2020 / 2021 - Reel It In Project - Waste	
		Department of the Premier and Cabinet	\$367.95
		Advertising Services For The City	
		Digital Education Services	\$52.45
		Purchase Of DVDs - Library Services	
		Donald Cant Watts Corke (WA) Pty Ltd	\$3,850.00
		Quantity Surveying - Alkimos, Eglinton, Yanchep Two Rocks Community Facilities - Planning	
		Dowsing Group Pty Ltd	\$16,952.35
		Concrete Works - Various Locations - Engineering	
		Drainflow Services Pty Ltd	\$2,956.80

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Road Sweeping / Drain Cleaning Services For The City	
		Ecospill Pty Ltd	\$2,079.00
		Eco Spill Absorbent - Engineering	
		Edge People Management	\$332.74
		Ergonomic Assessments - OSH	
		Elliotts Irrigation Pty Ltd	\$1,799.15
		Reticulation Parts Replacement - Parks	
		Environmental Industries Pty Ltd	\$36,540.46
		Landscape Maintenance For The City	
		Ergolink	\$501.65
		Corded Mouse - Waste	
		Rollermouse Free 3 Corded Input Device - Accounts Payable	
		Geoff's Tree Service Pty Ltd	\$77,331.85
		Pruning Services For The City	
		Grand Toyota	\$552.44
		Vehicle Spare Parts - Fleet	
		Hang Art Pty Ltd	\$968.00
		Artwork Delivery Return - Even Keel Exhibition - Cultural Development	
		Heatley Sales Pty Ltd	\$4,591.20
		Stock - Stores Issue	
		Hickey Constructions Pty Ltd	\$407.00
		Stairway Missing Section Replacement - Jindalee - Engineering	
		Hitachi Construction Machinery Pty Ltd	\$79.89
		Vehicle Filters - Stores	
		HopgoodGanim	\$10,085.90
		Legal Fees For The City	
		Hose Right	\$2,230.69
		Vehicle Hoses - Fleet	
		Hydra Storm	\$2,431.00
		Wave Grates - Engineering	
		Iconic Property Services Pty Ltd	\$2,114.40
		Cleaning Services For The City	
		IMCO Australasia Pty Ltd	\$7,216.00
		Concrete Repair Kits - Engineering	
		Integrity Industrial Pty Ltd	\$34,211.80
		Casual Labour For The City	
		J Blackwood & Son Ltd	\$938.24
		Stock - Stores Issue	
		James Bennett Pty Ltd	\$1,279.13
		Book Purchases - Library Services	
		JH Fluid Transfer Solutions Pty Ltd	\$300.53
		Vehicle Hoses - Fleet	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Kerb Direct Kerbing	\$1,716.66
		Replace Kerbing - Castellon Entrance - Engineering	
		Kleenit	\$1,586.55
		Graffiti Removal For The City	
		Bollard Repair - Dundobar Road - Engineering	
		Komatsu Australia Pty Ltd	\$3,520.00
		Oil Sample Kit X 100 - Stores	
		Laundry Express	\$79.31
		Cleaning Of Overalls - Parks	
		LD Total	\$27,925.56
		Landscape Maintenance For The City	
		Marketforce Pty Ltd	\$325.29
		Advertising Services For The City	
		Mastec Australia Pty Ltd	\$139,246.80
		2310 360 Litre Bins - Yellow Lids - Waste Services	
		Mayday Earthmoving	\$34,441.00
		Heavy Equipment Hire For The City	
		McIntosh & Son	\$69.06
		Vehicle Spare Parts - Stores	
		Mindarie Regional Council	\$6,642.64
		Refuse Disposal For The City	
		Miracle Recreation Equipment Pty Ltd	\$3,217.50
		Playground Equipment Repairs - Various Locations - Parks	
		Modern Motor Trimmers	\$110.00
		Vehicle Seat Repairs - Fleet	
		NAPA - GPC Asia Pacific Pty Ltd	\$57.48
		Vehicle Spare Parts - Fleet	
		Northern Lawnmower & Chainsaw Specialists	\$808.00
		Stock - Stores Issue	
		NTT Australia Pty Ltd	\$70,876.67
		Microsoft Project Online Licences - ICT	
		Officeworks Superstores Pty Ltd	\$1,152.60
		170 A4 Certificate Frames - Office Of The Mayor	
		On Tap Plumbing & Gas Pty Ltd	\$15,260.29
		Plumbing Maintenance For The City	
		OSHGroup Pty Ltd	\$2,921.25
		Fitness For Work Assessment & Report - People & Culture	
		Paperbark Technologies Pty Ltd	\$5,387.50
		Tree Survey & Assessments - Various Locations - Engineering / Parks / Assets	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Parker Black & Forrest	\$1,760.00
		Locking Services For The City	
		Penske Power Systems Pty Ltd	\$472.96
		Vehicle Spare Parts - Stores	
		Prestige Alarms	\$3,324.87
		Alarm / CCTV Services For The City	
		Programmed Integrated Workforce	\$2,540.54
		Casual Labour For The City	
		Reliable Fencing	\$10,138.19
		Repair Chaingate - McCoy Park - Parks	
		Install Bollards - Rosslare - Parks	
		Replace Sump Fence - Burbanks Elbow - Engineering	
		Install Bollards & Chain - Appleby Park - Parks	
		Roads 2000	\$34,449.53
		Road Works For The City	
		Safeman WA Pty Ltd	\$275.00
		Safety Boots - Stores	
		Safety World	\$139.70
		Safety Boots - Assets	
		Safetyquip	\$110.24
		Disposable Gloves - IM	
		Sanax Medical And First Aid Supplies	\$2,717.70
		Hand Sanitiser - Stores	
		Scott Print	\$5,086.40
		Printing - Fire Notice With Rates - Community Safety	
		Printing - Cat Brochures - Community Safety	
		Sifting Sands	\$2,504.36
		Sand Cleaning - Various Locations - Parks	
		Site Environmental & Remediation Services Pty Ltd	\$1,952.06
		Asbestos Removal - Wanneroo Two Rocks - Conservation	
		SJ McKee Maintenance Pty Ltd	\$363.00
		Clean Driveway - Kingsway - Waste	
		Skipper Transport Parts	\$461.60
		Vehicle Spare Parts - Stores	
		Skyline Landscape Services (WA)	\$393.25
		Weed Control - Hollosy Way & Caporn Street - Parks	
		Smartbuilt Perth Pty Ltd	\$2,386.53
		Pest Control Services For The City	
		St John Ambulance Western Australia Ltd	\$1,509.61

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		First Aid Supplies / Training Services For The City	
		StrataGreen	\$410.07
		Turf Doctor Equipment - Parks	
		Tamala Park Regional Council	\$1,130.00
		GST Payable For July 2020 Pursuant To Section 153B Of Agreement - Finance	
		Taylor Robinson Chaney Broderick	\$660.00
		Professional Services - Design Review Panel Meeting 23.07.2020 - Southern Suburbs Library - Planning	
		Technology One Limited	\$5,903.70
		Consulting Services - November & December 2019, July 2020 - ICT	
		Tenco Engineers Pty Ltd	\$1,320.00
		Structural Report - Retaining Wall - James Spiers Park - Parks	
		Terravac Vacuum Excavations Pty Ltd	\$1,166.55
		Locate Services - Wanneroo - Engineering	
		Vacuum Excavation To Expose Tree Roots - Lakelands Drive - Engineering	
		The Poster Girls	\$70.07
		Posters - Community Memory Project - Cultural Services	
		Triton Electrical Contractors Pty Ltd	\$1,548.25
		Electrical Works - Various Locations - Parks	
		Trophy Shop Australia	\$975.40
		Name Badges - Various Employees	
		Framed Photographs - CEO Awards - Office Of The CEO	
		Engraved Permabrass Plaque - Olympic Kingsway Sports Club Changerooms & Grandstand - Facilities	
		Turf Care WA Pty Ltd	\$154,551.71
		Turfing Works For The City	
		Vocus Communications	\$247.50
		NBN Connection For Wire Track YTRAC - ICT	
		WA Hino Sales & Service	\$1,228.22
		Vehicle Spare Parts - Stores	
		Wanneroo Agricultural Machinery	\$660.00
		Vehicle Spare Parts - Fleet	
		Wanneroo Electric	\$18,930.71
		Electrical Maintenance For The City	
		Wanneroo Fire Support Brigade	\$1,836.14
		Reimbursement - Life Membership Shield Trophies - Emergency Services	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Reimbursement - 50 Polo Shirts - Emergency Services	
		West Coast Turf	\$6,110.50
		Turfing Works For The City	
		Western Resource Recovery Pty Ltd	\$2,420.00
		Empty Washdown Bay - Fleet Workshop - Building Maintenance	
		Wilson Security	\$17,355.69
		Security Services For The City	
		Work Clobber	\$175.50
		Staff Uniforms - Parks	
		WSP Australia Pty Ltd	\$10,648.00
		Consultancy - Smart City Workshop - Projects	
		Zetta Group	\$42,501.57
		Managed Services Fee - ICT	
		Zoodata	\$12,824.90
		Annual Inspect Licence - 05.08.2020 - 04.08.2021 - ICT	
00003925	25/08/2020		
		3D Stone Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Alinta Gas	\$38.80
		Gas Supplies For The City	
		Australian Manufacturing Workers Union	\$119.90
		Payroll Deductions	
		Australian Services Union	\$671.40
		Payroll Deductions	
		Australian Taxation Office	\$6,908.00
		Payroll Deductions	
		Ben Trager Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Blueprint Homes (WA) Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Celebration Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		CFMEU	\$60.00
		Payroll Deductions	
		Child Support Agency	\$1,697.78
		Payroll Deductions	
		City of Wanneroo	\$147.00
		Development Application - Relocation Of Illuminated Signage - Marmion Avenue - Assets	
		City of Wanneroo - Payroll Rates	\$4,575.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Payroll Deductions	
		Eric Jan Byleveld	\$180.00
		Volunteer Payment	
		Fleet Network	\$1,617.90
		Input Tax Credits For Salary Packaging For 18.08.2020 - Finance	
		Payroll Deductions	
		Halpd Pty Ltd Trading As Affordable Living Homes	\$6,000.00
		Refund - 3 Street & Verge Bonds	
		HBF Health Limited	\$622.90
		Payroll Deductions	
		Home Group WA Pty Ltd	\$5,423.76
		Refund - 3 Street & Verge Bonds	
		Jinjin Li	\$360.00
		Vehicle Crossing Subsidy	
		Landgate	\$473.48
		UV Interim Values - Rates	
		Land Enquiries For The City	
		LD & D Australia Pty Ltd	\$276.50
		Milk Deliveries For The City	
		LGISWA	\$308,171.60
		Insurance - Liability - 30.06.2020 - 30.06.2021 - Instalment 1	
		LGRCEU	\$1,691.26
		Payroll Deductions	
		Maxxia Pty Ltd	\$8,300.33
		Input Tax Credits For Salary Packaging For July 2020 - Finance	
		Payroll Deductions	
		Rates Refund	\$1,299.60
		Mr Anthony Di Cristofaro	\$1,000.00
		Refund - Street & Verge Bond	
		Mr Benjamin Holden	\$1,000.00
		Refund - Street & Verge Bond	
		Rates Refund	\$302.18
		Mr Dale Martin	\$1,938.00
		Reimbursement - Study Assistance	
		Mr Daniel Simms	\$23.50
		Reimbursement - Lamination Of Northam Aquatic Pool Plans As Example Of Type Of Design For Proposed North Cost Aquatic Facility - Paid Incorrectly On Personal Credit Card	
		Mr Dein Diver	\$30.00
		Dog Registration Refund - Sterilised	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Mr Graham Woodard	\$243.55
		Keyholder Payments	
		Mr Joseph Booth	\$110.00
		Reimbursement - Towing Costs For Car - Damaged By Waste Truck	
		Mr Lee Clayden	\$360.00
		Vehicle Crossing Subsidy	
		Rates Refund	\$900.00
		Mrs Justine Craven	\$2,000.00
		Refund - Street & Verge Bond	
		Mrs Karen Huynh	\$2,000.00
		Refund - Street & Verge Bond	
		Mrs Melissa Gear	\$150.00
		Dog Registration Refund - Sterilised	
		Ms Hannah Whatley	\$60.00
		Dog Registration Refund	
		Ms Lee Lourensen	\$360.00
		Vehicle Crossing Subsidy	
		Ms Robyn Taylor	\$150.00
		Dog Registration Refund - Sterilised	
		Ms Sarah Ward	\$360.00
		Vehicle Crossing Subsidy	
		Paywise Pty Ltd	\$1,956.03
		Input Tax Credits For Salary Packaging For July 2020 - Finance	
		Payroll Deductions	
		Smartsalary	\$9,809.31
		Input Tax Credits For Salary Packaging For July 2020 - Finance	
		Payroll Deductions	
		SSB Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$2,000.00
		Refund - Street & Verge Bond	
		Ventura Home Group Pty Ltd	\$4,000.00
		Refund - 2 Street & Verge Bonds	
		Water Corporation	\$21,112.70
		Water Supplies For The City	
		Webb & Brown-Neaves Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
		Western Power	\$15,772.00
		Streetlight Relocation - Franklin Road/Caporn Street - Construction	
		Design Fee - Hartman Drive - Assets	

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Zurich Australia Insurance Ltd	\$1,000.00
		Excess Payment - Hydraulic Oil Stained Pavers On Driveway - Waste	
00003926	27/08/2020		
		City of Wanneroo - Municipal Bank Account	
		Bank Fees - July 2020 \$17,655.49 Breakdown On Page 54	
		Credit Cards July 2020 \$3,592.45 Breakdown On Page 54	
		Total Director Corporate Services Advance - EFTs	\$13,109,647.34
NATIONAL AUSTRALIA BANK			
00003915	12/08/2020		
		National Australia Bank	
		Reporting Period 29.02.2020 - 27.03.2020	
		Assets	
		Boya Equipment Pty Ltd - New Backpack Sprayer Required	\$185.00
		Bunnings - Hardware Purchases	\$285.33
		Geodetic Supply & Repair - Jarrah Stakes	\$121.00
		Jaycar Clarkson - iPhone Charging Cord	\$9.95
		Lindan Pty Ltd - Safety Gear	\$49.61
		Mirco - Treatment Of Newly Planted Trees & Tree Ties	\$347.00
		Assets Maintenance	
		Allied Diesel & Turbo - Vehicle Spare Parts	\$1,375.00
		Barnetts Architectural Hardware - Kick Plate	\$69.47
		BP Clarkson - Fuel For Ford Ranger 95260 - Fleet	\$118.65
		Bunnings - Hardware Purchases	\$5,746.00
		Carba Tec Pty Ltd - Silverglide - 250	\$76.00
		Carcare Joondalup - Missed Vehicle Pickup Charges	\$176.00
		Cleanaway Pty Ltd - Clean Away Weighbridge	\$23.85
		Cool Breeze Rentals - Hire Of Evaporative Cooler	\$2,551.06
		CSR Gyprock - Manhole Frame & Alto Square	\$265.50
		Mirco - Wall Brush X2, 25Lt Bucket	\$82.95
		Officeworks - Double Sided Foam Tape	\$11.31
		PC Master Pty Ltd - Phone Case	\$25.00
		Rynat Industries Australia - Soap Dispenser	\$111.80

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		SEI Motors - Vehicle Spare Parts	\$225.61
		Sign Synergy - Aluminium Composite Sign	\$88.00
		Statewide Cleaning - Toilet Paper Dispenser	\$72.09
		Telstra Shop Wanneroo - Phone Screen Protector	\$40.00
		Valspar - Paint Supplies	\$1,335.18
		Work Clobber - PPE - Various Employees	\$799.03
		Kingsway Stadium/Aquamotion	
		Bakers Delight - Staff BBQ Supplies	\$57.60
		Canva Pty Ltd - Swim School Images	\$10.00
		Clark Rubber - Aqua Dumbbells For Resale	\$104.75
		Coles - Catering Items & Nappies	\$228.47
		Domino's Pizza - Catering - Finals Of Adult Competitions	\$45.00
		Poolshop Online - Hand Sanitiser	\$251.99
		Facebook - Advertising	\$110.43
		Kmart - Sandwich Maker	\$29.00
		RLSSWA – First Aid Training	\$49.80
		Solo 2 Pty Ltd - Aqua Dumbbells For Resale	\$618.82
		Community & Place	
		Big W - Materials - Clarkson Youth Centre	\$29.00
		Community Development	
		Coles - Food And Materials - Youth Services	\$141.55
		Convention Centre - Parking Fees	\$23.22
		Kmart Online - Food And Materials - Program Activities	\$723.71
		Woolworths - Food For Outreach	\$34.34
		Community Safety & Emergency Management	
		7-Eleven 3027 - Fuel - Ford Loan Vehicle.	\$92.27
		BP Express - Fuel - Ford Loan Vehicle.	\$165.92
		Dome Wanneroo - Offsite Meeting With DFES Staff	\$20.35
		Harvey Fuel & Food - Fuel - Ford Loan Vehicle	\$66.46
		J Blackwood & Son - Soap To Allow Staff To Wash Hands In The Field	\$241.56
		Puma Myalup - Fuel - Ford Loan Vehicle	\$85.76
		Puma Yanchep - Fuel - Ford Loan Vehicle	\$78.46

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		UES International - Water Containers To Allow Staff To Clean Hands In The Field	\$1,506.61
		Council & Corporate Support	
		Aldi Stores - In House Catering Requests	\$58.10
		Coles - In House Catering Requests	\$999.79
		Conti Wines - Wine - Reward And Recognition Gift Bags	\$314.00
		D&A Food Pty Ltd - Purchases For Reward And Recognition	\$184.00
		Wanneroo Fresh - In House Catering Requests	\$229.27
		Cultural Development	
		Aldi Stores - Batteries, Cleaning Supplies & Catering Supplies	\$44.57
		Angus & Robertson Book - Book Stock	\$48.95
		Auntywendysmob.com - CD - Noongar Museum In A Box	\$31.50
		Australian Library & - Merchandise - National Simultaneous Storytime	\$446.00
		Booktopia Pty Ltd - Book Stock	\$41.90
		Bunnings - Mah-jong Tables - Yanchep Library.	\$92.97
		Coles - Catering Items And Program Materials	\$157.04
		Doyles Costumes Wangara - Costumes - Cockman House Education Program	\$54.85
		Dradgin Pty Ltd - Parking Fees	\$11.00
		Facilitating Virtue - Online Training Session - Facilitating Virtual Stakeholder Engagement	\$48.56
		Fantastic Furniture - Library Furniture	\$100.00
		Fix N Shop Pty Ltd - Screen Protector	\$25.00
		Flower Shed - Bereavement Gift - Staff	\$50.00
		Jaycar - Program Materials	\$29.90
		Kmart - Program Materials	\$145.75
		Masala Mirchi Indian - Catering - Cultural Explorations	\$200.00
		Minizoo - Finger Puppets - Noongar Museum In A Box Replenish	\$29.80
		Modern Teaching Aids - Pegs For Peg Doll Activity, Hammer And Chalk For Museum Education Programs	\$209.06
		Museums Australia - Webinar - Museum Team	\$30.00
		News Limited - Australian Newspaper Subscription	\$64.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		News Pty Ltd Subscription - Clarkson Library Australian Newspaper Subscription 2020	\$554.31
		Oz Displays Pty Ltd - Display Frames	\$81.40
		Paypal - Vegetable Set - Wanneroo Museum	\$29.90
		Australia Post - Working With Children Check - 4 Employees	\$348.00
		Priceless Wanneroo - Cleaning Craft Materials	\$12.00
		Red Dot Stores - Fake Plant - Museum Education Program	\$19.99
		Spotlight - Tablecloth - Bookmarkit Promotion.	\$28.00
		Target - Play Tea Set & Food - Museum Education Program	\$25.00
		The Curry Affair - Catering - Clarkson Library	\$100.00
		The Educational Express - Musical Instruments - Wanneroo Past Investigator Program	\$80.74
		Trackside Cafe - Catering - Clarkson Local Business (Town Team) Meet And Greet	\$100.00
		Two Rocks IGA - Water Refills - Yanchep Library.	\$23.90
		Wanewsditi - Refund For Non Delivery Of Newspapers	-\$58.26
		Customer & Information Services	
		Auscontact Association - Registration - Customer Contact Professional, People Champion, Team Leader/Manager - 3 Members	\$1,320.00
		Google Cloud - Google Cloud Monthly Fee - March 2020	\$74.17
		Kmart - 5 Wireless Chargers For Directors	\$145.00
		Logmein Aus Pty Ltd - GoToMeetings Business Plan - Period 23.03.2020 - 23.03.2021	\$304.70
		Officeworks Online - Disposable Gloves, Wireless Mouse And Keyboard, Bluetooth Headset	\$257.89
		Paypal - 2 Zoom Monthly Subscriptions	\$46.18
		Post Wanneroo - Mail Redirection	\$640.00
		Marketing, Communications and Events	
		Burswood On Swan - Tasting Menu For Gala Dinner	\$440.00
		Campaignmonitor.co - Enewsletter	\$1,357.09
		Facebook - Advertising	\$720.06

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Freshworks Incorporated - Commjobs Ticketing System	\$453.45
		Hoo Hootsuite Incorporated - Social Media Manager Subscription	\$145.07
		Imagazine Ag - Facebook Advertising	\$41.16
		Paypal - MC Services - Wanneroo Festival 2020	\$800.00
		Subway Wanneroo - Catering - Lunch	\$34.80
		Ultimo Catering & Event Planning - Replacement Of Missing Eskies	\$152.34
		Wanewsdti - Newspaper Subscription	\$181.20
		People & Culture	
		Kmart - Gift Bags - Reward & Recognition	\$54.00
		Kmart - Various Vouchers - Reward & Recognition	\$875.00
		Mister Minit Wanneroo - Engraving Of Key Rings	\$120.00
		Myer Joondalup - Wine Glasses - Years Of Service	\$559.58
		Priceless Wanneroo - Gift Bags - Reward & Recognition	\$30.00
		Prouds Wanneroo - Watches - Years Of Service	\$894.50
		Red Dot Stores – Blu-Tack For Posters	\$2.00
		Vision Australia Ltd - Large Letters Keyboard	\$39.94
		Property Services	
		Asic - Company Financial Reports	\$60.00
		CPP His Majesty's - Parking Fee	\$21.20
		Department Of Justice - SAT Application	\$122.50
		Secure Parking - Parking Fee	\$30.75
		Trybooking - Legal Training - Piddington Society	\$1.00
		Traffic & Transport Services	
		Kmart - Thumb Drives	\$39.00
		Waste Management	
		Bunnings - Supplies To Make Vehicle Key Board	\$37.50
		Total	\$33,896.53
		Reporting Period 28.03.2020 - 28.04.2020	
		Assets	
		Bunnings - Hardware Purchases	\$440.12

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Coles Express - Unleaded Fuel For Vehicle 95529	\$42.46
		Ezi Storage King - Storage Containers	\$165.00
		Jaycar Clarkson - Replacement - Phone Charger Cords	\$19.90
		Lindan Pty Ltd - Danger Tape	\$68.75
		Mirco - Fertilisers	\$136.00
		Officeworks -Stationery Items	\$637.09
		Supercheap Auto - Auto Vehicle Floor Mats	\$44.98
		Tim Evas Nursery - Melaleuca Linariifolia	\$308.00
		Work Clobber - PPE	\$129.15
		Assets Maintenance	
		Barnetts Architectural Hardware - Hardware Purchases	\$163.85
		Bunnings - Film Polythene Roll	\$7,231.01
		Galvin Hardware - Hardware Purchases	\$836.72
		Hitech Brake/Clutch - Vehicle Spare Parts	\$132.00
		Lindan Pty Ltd - Braille Sign / Caution Tape	\$88.00
		MEP Films Pty Ltd - Window Film	\$37.90
		Midalia Steel Pty Ltd - Steel Supplies	\$38.82
		Midland Plasterboard - Total Joint Finish	\$29.70
		Newsxpress Ocean Keys - Blu Tack	\$25.45
		Northern Lawnmower - Chainsaw Files	\$117.10
		Red Dot Stores - Teaspoon Dispenser White	\$6.00
		RSEA Pty Ltd - Nitrile Gloves / Barrier Tape / Gloves	\$287.20
		Statewide Bearings - Vehicle Spare Parts & Toilet Tissue Dispenser	\$345.96
		The Good Guys - Stainless Steel Freestanding Dishwasher	\$516.45
		The Hire Guys Wangara - Diamond & Quick Cut Blades	\$1,120.00
		Valspar - Paint Supplies	\$796.52
		Work Clobber - PPE	\$610.20
		Business Manager Aquamotion & Kingsway	
		ASIC - New POS System Checks	\$9.00
		Big W - Prizes - Colouring In Competition	\$28.00
		Bob Jane T-Marts - Tyre Disposal	\$12.00
		Facebook - Advertising	\$550.13
		Kirby Swim Equip Pty Ltd - Swim School Parts	\$47.30
		Officeworks - Hard Drive	\$68.00
		Optus Billing - Payment Error - Paid Back To The City	\$30.13

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		RLSSWA - Credit - Professional Training Course - Wet Workshop	-\$30.00
		Community & Place	
		Coles - Food For Online Portal Video	\$46.72
		Community Development	
		Child Wise Limited - Training Course	\$25.00
		Coles - Catering Items - Program Activities	\$25.50
		Kmart - Materials For Youth Activity Video	\$22.50
		Priceless Wanneroo - Materials - Youth Videos	\$11.00
		Community Safety & Emergency Management	
		Ai Nan Gond - Catering - Romeo Road Fire	\$480.00
		Caltex Ashby - Car Wash - Ford Loan Vehicle	\$11.70
		Coles - Bottled Water	\$96.00
		Council & Corporate Support	
		Coles - Catering Items - MRC Dinner	\$10.35
		Cultural Development	
		Aururum Pty Ltd - 3D Printing Filaments	\$170.87
		Harvard - Harvard Business Review Subscription	\$221.69
		Internet Technology Group - Web Cam And Headset	\$346.80
		Jaycar Pty Ltd - 3D Printing Materials	\$167.60
		Kmart - Display/Promotional Materials	\$34.75
		Local Government Managers Association - Book Purchase	\$44.95
		Modern Teaching Aids - Resources - Library Spaces	\$1,334.51
		Officeworks Online - Display Frames	\$198.98
		Red Dot Stores - Program Materials & Batteries For Display Lights	\$50.00
		Ric Publications - Australian Curriculum History Book	\$23.96
		Shop For Shops - Promotional Bags For Call And Collect Library Service	\$1,530.00
		Smart Colour Signs - Stickers - Love Your Library	\$685.30
		Two Rocks IGA - Water Refills	\$59.75
		WANEWSDTI - West Australian Newspaper Subscription	\$181.20

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Ward Packaging - Promotional Bags - Call And Collect Library Service	\$225.06
		Customer & Information Services	
		Adobe PS Creative Cloud - Photoshop Subscription	\$45.99
		Google Cloud - Cloud Monthly Fee - April 2020	\$77.63
		Metal Sign And Label Pty Ltd - Asset Labels For Replacement Program	\$1,030.00
		Officeworks Online - Stationery Items	\$171.69
		Paypal - 4 USB Nano Wireless Adapters	\$52.00
		Paypal - 4 Monthly Zoom Subscriptions	\$92.36
		Paypal - Zoom Licences - Charge Name: Standard Pro Monthly	\$70.81
		Marketing, Communications and Events	
		Campaignmonitor.Co - Enewsletter	\$1,800.93
		Facebook - Advertising	\$1,528.79
		Freshworks Incorporated - Commjobs Ticketing System	\$424.16
		Hoo Hootsuite Incorporated - Refund For Social Media Subscription	-\$145.07
		Imagazine Ag - Facebook Advertising	\$40.10
		Promolab - Events Uniforms & Vintage Flags	\$334.79
		Red Dot Stores - Props For Mayor's Easter Speech	\$9.00
		Imagesource Digital - Printing - Global Beats And Eats Programs	\$434.00
		WANEWSADV - Pioneer Death Notice	\$102.20
		WANEWSDTI - Sunday Times And West Australian Online Service	\$18.00
		Parks & Conservation Management	
		Bunnings - 3 Water Coolers	\$59.94
		Work Clobber - PPE	\$120.00
		Property Services	
		ASIC - Company Searches	\$34.00
		Traffic & Transport Services	
		Jaycar - Cord - Set Up WFH	\$39.95
		Waste Management	
		Automotive Brands Group - Double Sided Tape	\$104.85

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Autopro Wanneroo - Double Sided Auto Tape	\$159.90
		Bunnings - Hardware Purchases	\$518.18
		Total	\$28,217.28
		Total - National Australia Bank	\$62,113.81
		Total - National Australia Bank & EFT's	\$13,171,761.15
CANCELLED CHEQUES FROM PREVIOUS PERIOD			
3902-8556	29.07.2020	LGISWA	-\$96,296.40
116060	06.03.2019	Jamie Marshall	-\$256.00
116066	06.03.2019	J.K Badminton Club	-\$200.00
116183	19.03.2019	Tumaini Magorwa	-\$54.05
116187	19.03.2019	Earl Gulliver	-\$50.00
116191	19.03.2019	Quinns Calisthenics Club	-\$100.00
116192	19.03.2019	Acumen Development Solutions	-\$152.67
116193	19.03.2019	Allison Sharp	-\$79.38
116248	19.03.2019	William Dean	-\$136.00
116355	02.04.2019	Amy Bolwell	-\$35.00
116358	02.04.2019	Fabio Abbonizio	-\$30.00
116377	09.04.2019	J2 Building Consultants	-\$61.65
116382	09.04.2019	J2 Building Consultants	-\$61.65
116402	09.04.2019	Bernard Hoey	-\$295.00
116403	09.04.2019	Sunwise Outdoor Living	-\$147.00
116434	09.04.2019	Andrea Waterhouse	-\$30.00
116451	16.04.2019	Len Ampil	-\$42.50
116469	16.04.2019	Sara Riky	-\$10.30
116481	16.04.2019	Antonio Wanigasekera	-\$200.00
116482	16.04.2019	Paige Ludwig	-\$14.00
116483	16.04.2019	Ashley Young	-\$7.00
116616	30.04.2020	Mr Adrian Stokes	-\$616.37
116619	30.04.2019	C & N Lucas	-\$360.00
119734	23.06.2020	Pineview Book Club	-\$150.00
119846	21.07.2002	Melissa Mauchien	-\$499.00
119864	28.07.2020	Estate of Mary Gillespie	-\$684.21
119869	28.07.2020	Pushpa Raghvani	-\$350.00
		Total	-\$100,918.18
MANUAL JOURNAL			
11634/21	31/08/2020	Returned Creditor Reject Bank Fee 24.08.2020	\$2.50
11633/21	31/08/2020	Reverse - Flexi Purchase May 2020	-\$41,958.62

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
11531/21	13/08/2020	FER Lodgement Fee 31.7.2020 6 Unpaid Infringements	\$420.00
11529/21	13/08/2020	Reverse - Flexi Purchase April 2020	-\$28,217.28
11519/21	11/08/2020	Reverse - Flexi Purchase March 2020	-\$33,896.53
		Total	-\$103,649.93
Town Planning Scheme			
		Cell 1	
		Asic Company Search	\$9.00
		Cell 4	
		Castledine Gregory - Legal Fees	\$26,867.00
		Cell 5	
		Mr & Mrs F R Seragusana - Subdivision Payment	\$14,563.60
		Summerbreeze Development - Subdivision Payment	\$89,294.40
		Journal - Correct Work Order	\$2,718.41
		Cell 8	
		Journal - Correct Work Order	\$5,645.90
		Cell 9	
		Creating Communities Australia	\$575.00
		The Trustee For The Queensway- POS Development	\$469,692.40
		The CSG Property Trust - Compensation	\$1,146,494.25
		The CSG Property Trust - Contribution Offset	-\$539,046.00
		Total	\$1,216,813.96
GENERAL FUND BANK ACCOUNT			
		Payroll Payments - August 2020	
		11.08.2020	\$1,714,089.09
		11.08.2020	\$27,967.27
		11.08.2020	\$52,215.38
		25.08.2020	\$1,922.02
		25.08.2020	\$1,717,885.72
		25.08.2020	\$11,029.49
		25.08.2020	\$1,252.67
		Total	\$3,526,361.64

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
00003905	04/08/2020		
		City of Wanneroo - Municipal Bank Account	
		Bank Fees	
		GLF Trans Fee	\$50.00
		CBA Merchant Fee	\$6,502.67
		Bpay Fee Debtors	\$34.85
		Bpay Fee Rates	\$7,280.59
		Bpoint Debtors	\$2.02
		Bpoint Rates	\$102.54
		Commbiz Fee	\$665.61
		Account Service Fee	\$135.80
		Payroll Return Fees	\$2.50
		Audit Certificate Fee	\$60.00
		Payroll Return Fees	\$2.50
		Total	\$14,839.08
		Credit Cards June 2020	
		D SIMMS	
		Citiplace Parking - Parking Fees	\$10.10
		Hardware Café Quinn's - Business Hospitality	\$19.50
		Brewed Awakening Café - Business Hospitality	\$10.00
		Orion Café - Business Hospitality	\$15.80
		H SINGH	
		Institute of Public Works - Seminar - Incorporating Strategic Asset Management Into Day To Day Business	\$101.50
		Harvey Norman - Camera for Traffic Service	\$173.95
		Department of Water and Environmental Regulation - Clearing Permit Application - 15 The Broad view in Landsdale	\$2,400.00
		Western Power - Install / Modify A Streetlight	\$497.92
		N JENNINGS	
		Bunnings - Garment Racks – For Corporate Uniforms	\$107.92
		Department of Water and Environmental Regulation - Clearing Permit Application – For Temporary car park on Capricorn Avenue	\$2,400.00

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Australasian Reporting Awards (ARA) - Annual Report 2018 / 2019 Feedback Session	\$425.00
		M YILDIZ	
		Legal Practice Board - Annual Law Practising Certificate	\$1,250.00
		ASIC - Company Search	\$17.00
		N SMART	
		Mailchimp - Monthly Subscription for Wanneroo Wrap	\$14.53
		Total	\$7,443.22
00003926	27/08/2020		
		City of Wanneroo - Municipal Bank Account	
		Bank Fees - July 2020	
		GLF Trans Fee	\$50.00
		CBA Merchant Fee	\$8,270.51
		Bpay Fee Debtors	\$55.44
		Bpay Fee Rates	\$6,383.00
		Bpoint Debtors	\$3.60
		Bpoint Rates	\$46.81
		Commbiz Fee	\$50.50
		Commbiz Fee	\$219.53
		Account Service Fee	\$156.10
		Securepay	\$2,420.00
		Total	\$17,655.49
		Credit Cards July 2020	
		D SIMMS	
		Dome Butler - Business Hospitality	\$27.75
		BP The Lakes - Visit To The Shire Of Northam - View Their Aquatic Facility	\$20.00
		M Dickson	
		LGPA Perth - Corporate Membership Annual Subscription	\$585.00
		H SINGH	
		Trybooking Online - Workshop - Communicate To Inspire 2020 - Australian Science Communication	\$80.50
		Western Power Perth - Street Light Relocation - Pathway Link 264 Kingsway	\$497.92

WARRANT OF PAYMENTS AUGUST 2020			
PAYMENT	DATE	DESCRIPTION	AMOUNT
		Western Power Perth - Install Or Modify Street Light - Lusini Road	\$497.92
		N JENNINGS	
		EFQM- Certified Foundation Online Course	\$1,169.36
		Moore Stephens Perth - Rates Comparison Report	\$330.00
		M YILDIZ	
		Law Society Of WA - 2020 / 2021 Annual Membership	\$360.00
		Wilson Parking - Parking Fees	\$6.00
		ASIC Sydney - Company Searches	\$18.00
		Total	3,592.45
		Total Bank Fees And Credit Cards	\$43,530.24
		Recoup to Director Corporate Services Advance A/C	\$12,079,148.73
		Direct Payments Total (Includes Payroll, Advance Recoup, Credit Cards And Bank Fees)	\$15,649,040.61

Attachments: Nil

Property Services

3.12 Disposal of a portion of Lot 1101 (190) Mary Street, Wanneroo to Water Corporation

File Ref:	27021 – 20/297219
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	3

Issue

For Council to consider the excision and disposal of a portion of land from the City's freehold property at Lot 1101 (190) Mary Street, Wanneroo for Water Corporation to construct an extraction bore.

Background

The City owns 190 Mary Street, Wanneroo (the **Land**) in freehold. The Land is comprised in Lot 1101 on Deposited Plan 72657 and Certificate of Title Volume 2795 Folio 370 (**Attachments 1 and 2** refer). The total area of the Land is 7,564m².

The Land is zoned 'Urban Deferred' under the Metropolitan Regional Scheme (**MRS**) and 'Rural Resource' under District Planning Scheme No. 2 (**DPS 2**).

Water Corporation has identified that a 4,021m² portion of the Land is required for the construction of a bore for extraction from the Yarragadee Aquifer (the **Property**). Water Corporation proposes that the site will incorporate two deep and confined bores; this is the reason for the relatively large land requirement.

Detail

Following an initial request from Water Corporation in May 2016 that it required the southern portion of the Land for a Yarragadee extraction bore, Water Corporation and its consultants engaged with Administration to ensure the design and location of the bore was acceptable to both parties.

In identifying its preferred location for the bore infrastructure, Water Corporation attempted to minimise the impact on the balance of the Land. The proposed excision and disposal area of 4,021m² is the minimum size to accommodate the bore infrastructure, noting that the final dimensions are subject to survey. The parties progressed with negotiations regarding the valuation of the Property:

- In late 2017, the Water Corporation provided the City with an offer to purchase approximately 4,000m² of the Property for \$300,000 (exclusive of GST), subject to survey, and based on a rate of \$75/m². As a result of Water Corporation's offer, in early 2018, the City engaged a valuation by Brian Zucal & Associates. The valuation provided a value of \$97.40/m² giving a total value of \$352,000 (exclusive of GST) for a total acquisition area size of 3,614m².
- The Land (including the Property) was subsequently re-zoned under the MRS to 'Urban Deferred', which required a review of the valuations to be completed to ensure the appropriate values were being adopted. The City's Valuer provided a valuation, which re-confirmed the 2018 valuation being a value of \$97.40/m² giving a total value of \$352,000 (exclusive of GST) for a total acquisition area size of 3,614m².
- Further consultation between the City and Water Corporation identified a requirement of a 6m wide access path from Mary Street to the proposed bore. This increased the land

size by and additional 434m², giving a total land size of 4,021m². In late 2019, the City requested an updated valuation from Brian Zucal & Associates. The valuation provided a value of \$100/m² giving a total value of \$402,100 (exclusive of GST) (subject to survey) (**Attachment 3** refers).

- Water Corporation responded that its valuation of the Property provided a range of \$360,000 to \$380,000. Following review by Brian Zucal & Associates of the information provided by Water Corporation, the City's valuation was revised to \$390,000 (exclusive of GST).

Water Corporation accepted the City's revised valuation. The parties have reached an 'in principle' agreement to proceed with the sale for \$390,000 (exclusive of GST), subject to Council approval. If the final surveyed area of the Property remains 4,021m², the price will equate to \$96.99/m².

Water Corporation has advised that there is a possibility that the site could be reduced by 200 to 300m²; however, this will not be able to be confirmed until final drawings and site surveys are completed. Water Corporation has required that a contract of sale be entered before it conducts the survey. The draft contract of sale (described in the Comment) acknowledges that the area may be adjusted following the survey, with the price only subject to variation if the final area is increased or reduced by more than a threshold of 5%.

Consultation

Consultation was undertaken with Water Corporation and its consultants over several years to ensure the design and location of the bore will integrate with the City's remainder of the Land.

Internal consultation was undertaken with the relevant City service units (including Infrastructure Capital Works) to confirm:

- 'In principle' support for the disposal of the Property; and
- The City's preferred location of the bore site.

Comment

Administration recommends the disposal of the Property, given that the extraction bore has been identified as required by Water Corporation. The sale price has been confirmed by an independent valuation engaged by the City and the City's Legal Services unit has reviewed the sale contract (with a final review prior to execution).

If the proposed disposal is not completed, Water Corporation has statutory powers compulsorily acquire the Property, including by way of a taking order under Sections 177 and 178 of the *Land Administration Act 1997* (WA). Water Corporation has identified the bore infrastructure as major capital works, and Administration advises that a negotiated outcome is preferable for both parties.

Water Corporation, based on a Water Corporation precedent and incorporating amendments negotiated with Administration (incorporating items identified in review by Legal Services), prepared a draft sale contract. The sale contract provides that settlement of the disposal of the Property is conditional on:

- Water Corporation undertaking an environmental investigation of the Property; and
- Water Corporation securing subdivision approval from the Western Australian Planning Commission (**WAPC**) and the subdivision plan being approved as 'In Order for Dealing',

in each case within time periods prescribed in the contract.

The sale contract has been substantially agreed on the date of the present report, with final terms to be concluded under the proposed authorisation to the Chief Executive Officer and subject to final review by Legal Services.

Statutory Compliance

Under regulation 30(c)(ii) of the *Local Government (Functions and General) Regulations 1996* (WA), the proposed disposal to Water Corporation (as a State instrumentality) is an exempt disposition of property to which Section 3.58 of the *Local Government Act 1995* does not apply.

Strategic Implications

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

“4 *Civic Leadership*

4.1 *Working with Others*

4.1.1 *Build effective partnerships and demonstrate leadership in local government at regional, state and national levels”*

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers, which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Water Corporation will be responsible for preparing subdivision documentation to effect the excision of the Property from the Land. This subdivision process will be at Water Corporation's cost.

The City will receive \$390,000 (exclusive of GST) from Water Corporation for the sale of the Property.

The price has been negotiated based on a formal valuation by a Valuer engaged by the City in previous public works acquisition processes (including for compulsory acquisition), and has referred to the 'heads' of compensation typically involved in a compulsory acquisition. In this regard, the valuation identified that the construction of the bore will not have any negative aesthetic or noise impact once completed, and would yield no injurious affection to the portion of the Land retained by the City.

Lot 1101 (190) Mary Street, Wanneroo was created as a result of the Lenore Road and Ocean Reef Road realignment and the City is not required to reimburse any Cells with the funds collected. The Land falls outside of Cell 4, which finishes to the western side of Lenore Road and as such, the Cell values are not applicable.

Voting Requirements



Simple Majority

Recommendation

That Council:-

1. **APPROVES** the disposal of a 4,021m² portion (approximate, subject to survey) of Lot 1101 (190) Mary Street, Wanneroo, to Water Corporation for the sum of \$390,000 (exclusive of GST); and
2. **AUTHORISES:**
 - a) The Chief Executive Officer to negotiate commercial terms, execute all documentation and comply with all applicable legislation as is required to effect Recommendation 1, above; and
 - b) The affixing of the Common Seal of the City of Wanneroo to a sale contract to effect Recommendation 1, above in accordance with the City's Execution of Documents Policy.

Attachments:

- | | | |
|--|--|--------------|
| 1.  | Attachment 1 - Disposal of a portion of Lot 1101 Mary Street - CT 2795-370 | 20/288166 |
| 2.  | Attachment 2 - Disposal of portion of Lot 1101 Mary Street - Aerial Plan | 19/317035 |
| 3. | Attachment 3 - Valuation - Brian Zucal & Associates | Confidential |

WESTERN



AUSTRALIA

REGISTER NUMBER 1101/DP72657	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 26/7/2012

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
2795FOLIO
370

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 1101 ON DEPOSITED PLAN 72657

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

CITY OF WANNEROO OF 23 DUNDERBAR ROAD, WANNEROO

(AF L992943) REGISTERED 16/7/2012

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
 (SECOND SCHEDULE)

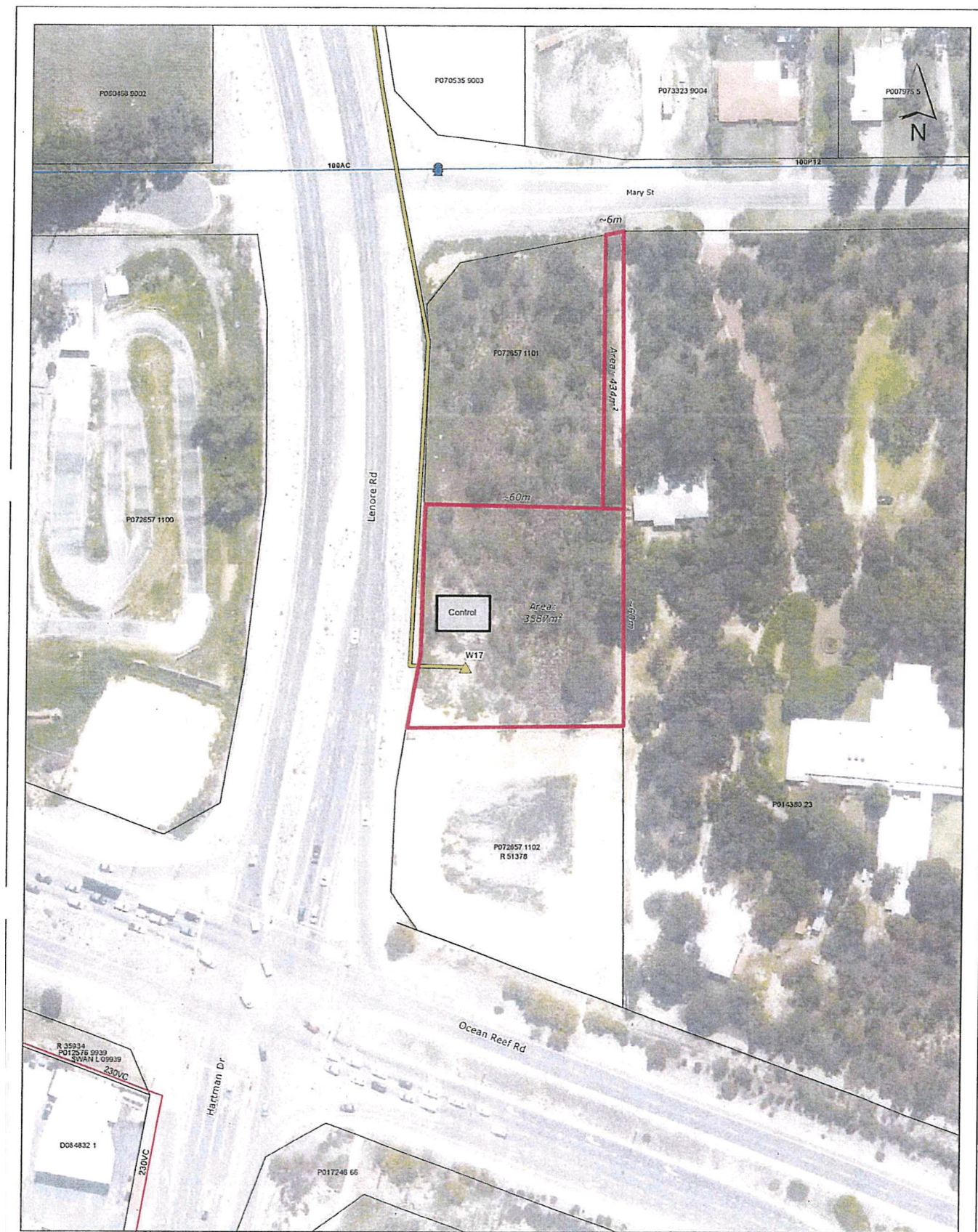
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP72657
 PREVIOUS TITLE: 2726-81
 PROPERTY STREET ADDRESS: 190 MARY ST, WANNEROO.
 LOCAL GOVERNMENT AUTHORITY: CITY OF WANNEROO



File: S:\active\spatial\systems\projects\WP2WS5-5-1764_Nearabup Locality Plan\mxd\SiteLayouts_A3.mxd

LEGEND

- Bore Type**
- Abstraction, Yarragadee
- Main Type**
- Abstraction (Proposed)
- Building (Proposed)**
- Building (Proposed)
 - Proposed Land Acquisition



1:1,000 at A3

0 10 20 30 40
Metres

Coordinate System: GDA 1994 MGA Zone 50
Vertical Datum: AHD

AUTHOR: DEMPSTON	DATE: 22/06/2016
BRANCH: APC - MAPPING & GEOSPATIAL SERVICES	

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Proposed W17
Abstraction Site

Attachment 3 – Valuation - Brian Zucal & Associates

This attachment is confidential and distributed under separate cover to all Council Members.

Administration Use Only

Attachment 3 – HPE # 19/337778

3.13 Business Case - Quinns Rocks Caravan Park Re-Development

File Ref:	22542V07 – 20/349368
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	6
Previous Items:	CB03-11/12 - Future Redevelopment of Quinns Rocks Caravan Park, Mindarie - Ordinary Council - 13 Nov 2012 7.00pm CS08-06/15 - Quinns Rocks Caravan Park Re-development - Establishment of Councillor Working Group - Ordinary Council - 23 Jun 2015 7.00pm CS10-05/18 - Quinns Rocks Caravan Park Redevelopment Working Group - Updated Terms of Reference - Ordinary Council - 29 May 2018 7.00pm

Issue

For Council to consider a Business Case for the re-development of the former Quinns Rocks Caravan Park.

Background

Lot 211 Quinns Road

The City owns an 11.042ha parcel of land at Lot 211 Quinns Road, Mindarie in freehold (**Lot 211**) (**Attachment 1** refers).

The key features of Lot 211 are summarised as follows:

- The former Quinns Rocks Caravan Park (described below) was situated in the south-east corner;
- The Quinns Mindarie Surf Life Saving Club and Portofino's Restaurant (both leased by the City) are located in the western portion of the site, with these developments adjoining the border of the former caravan park site;
- Public car parking areas are situated in the western portion of the site, adjacent to Quinns Road, with a provision of approximately 130 bays in the main (lower) car park, 14 bays adjacent to the main car park (near the entrance to the Quinns Mindarie Surf Life Saving Club) and 115 bays in the second (upper) car park;
- The northern, eastern and southern portions of Lot 211 are vegetated with natural coastal heath, which is a mix of good quality and degraded bushland, and designated as a portion of Bush Forever Site 397. Unsealed tracks pass through these areas;
- The zoning for the whole of Lot 211 is 'Regional Reservation – Parks and Recreation' under the Metropolitan Regional Scheme (**MRS**) and District Planning Scheme No. 2 (**DPS 2**); and
- Lot 211 is bisected by an unmade gazetted public road reserve of 0.67 ha. This land is Crown land, under the City's care, control and management. There is no intention to construct the road, with the road reserve being historical only.

Quinns Rocks Caravan Park

The former Quinns Rocks Caravan Park was constructed in the late 1960's and comprised approximately 2.1ha of Lot 211.

The caravan park closed to tourists in 2012 and to longer-term tenants in 2014, due to being in a state of disrepair and no longer financially viable. Structures on the site were subsequently demolished and cleared.

The site is currently vacant, with a portion having more recently been used on a temporary basis for overflow parking (usually during peak summer periods) to supplement the two existing car parks adjacent to the Quinns Mindarie Surf Life Saving Club and Portofino's Restaurant.

Council Resolution

At the Ordinary Council Meeting on 13 November 2012 (CB03-11/12), Council resolved, as follows:

"That Council:-

1. *RESOLVES to operate Quinns Rocks Caravan Park as a typical modern caravan park into the future featuring serviced sites for caravans, campervans and RV's brought onsite by short stay visitors, with a limited number of park homes available for short term hire by the public;...*
6. *REQUIRES Administration to submit a series of reports to Council to consider a framework/plan for transitioning the site, and determining the terms of tender documentation to be publicly advertised seeking Expressions of Interest/Tenders from suitably qualified and experienced caravan park operators for the upgrade and management of the caravan park; and..."*

In the period following the closure and demolition of the caravan park, Administration has investigated the potential for redevelopment in accordance with CB03-11/12. Enquiries included a review of the condition of the site and consultation with Department of Planning, Lands and Heritage (**DPLH**).

The Quinns Rocks Caravan Park Re-Development Working Group (**Working Group**) was established in 2015 to support and inform the investigations arising from CB03-11/12. The Working Group has met during the subsequent period to contribute to Administration's implementation of the project.

The City's Economic Development Strategy and Action Plan 2016-2021 (Action Plan), which was adopted in 2016 reinforced the potential for redevelopment. Item 1.4c) of Program 1 (Industry Diversification) in the Action Plan identified the need for market research for potential tourism park opportunities at the former caravan park site.

Project – Development of Business Case

To support the evaluation of the opportunities for the site, the City engaged a consultant (**Pracsys**) to prepare a three stage Business Case to assess the feasibility of redeveloping the site:

1. Stage 1 of the Business Case was a preliminary stage, focused on establishing the viability of a potential redevelopment as a holiday park. The Stage 1 report demonstrated that a redevelopment was viable and should progress to Stage 2.
2. Stage 2 of the Business Case involved more detailed analysis to refine potential development scenarios for modelling purposes, and then to apply financial and other measures to those options. The present report relates to Stage 2 of the Business Case.
3. Stage 3 of the Business Case would involve testing the market by an Expression of Interest (**EOI**) process. Whether the project progresses to Stage 3 is a matter for consideration in the present report.

Detail

Business Case

Following the completion of preliminary analysis at Stage 1 to demonstrate the feasibility of a development on the site, the Working Group endorsed the Business Case progressing to Stage 2.

Preparation of the Stage 2 Business Case commenced by refining scenarios to a shortlist of three discrete options, which represented key types of development:

- Family Tourist Park;
- Luxury Units; and
- Eco Retreat.

These options were developed for modelling purposes only, to enable analysis to demonstrate the viability of the potential redevelopment of the site. Through the Business Case process, the Luxury Units option was identified as less viable, and carried a more negative environmental impact. For this reason, Pracsys refined its final report for Stage 2 to focus on the Family Tourist Park and Eco Retreat alternatives.

Design/s and development footprints were considered during the Stage 2 analysis.

More information on the options is provided in the Summary Business Case (**Attachment 2** refers). The full report for Stage 2 of the Business Case provided as **Attachment 3** (but is marked as confidential, but to the potential for the contents to be commercially sensitive in the event that the City was seeking market submissions in Stage 3).

The report for Stage 2 of the Business Case has been endorsed by the Quinns Rocks Caravan Park Re-development Working Group.

Engagement – Community Consultation

The preparation of Stage 2 of the Business Case was informed by a community and industry engagement process, progressed between late 2018 and early 2020. This included:

- Community workshops in late 2018;
- Industry consultation during mid-2019; and
- A survey seeking broad community and business input on values and preferences for tourist parks, led by the themes arising from the workshops.

The community workshops were conducted during October-December 2018, the purpose of which was to consider constraints of development by identifying community values. The workshops were structured to capture feedback from environmental groups, local residents and wider City residents and ratepayers.

Attendance at the workshops was predominantly by community members living in close proximity to Lot 211, with much lower participation from business and tourism operators or potential users of a new caravan or holiday park. Responses noted the environmental value of the site and opposed potential expansion. In particular, the workshops identified the following seven themes or concerns:

- Ecological integrity and conservation;
- Retention of nature and public open space;
- Local impact through increased visitation;
- Scale /height of development;
- Need for affordable accommodation and a variety of options;
- Local benefit;
- Retention of City control of the site (rather than disposal);
- Community ownership; and
- Site size.

The workshops were followed by a community survey in late 2019, to provide a broader opportunity for participation, by local residents and business, the wider City of Wanneroo community and broader Perth.

The survey targeted the key themes of importance, which had been identified in the community workshops conducted in 2018 and during the industry consultation in 2019, and included questions on the preferred types of accommodation. As a result of the responses during the community workshops, the survey confirmed that significant clearing of Lot 211 was not proposed.

Due to the importance of maintaining a measure of separation from the survey responses and processing, the City engaged an independent market research company Thinkfield Research (**Thinkfield**), to coordinate and host the survey. To mitigate the risk of a low survey response, Thinkfield also provided a survey panel group (including a sizeable portion residing in the City) to ensure a statistically significant response of 400.

The survey was conducted between late November 2019 and mid-February 2020, with timing coordinated to include information at the City's stall at the Wanneroo Agricultural Show and the Wanneroo Festival. The survey was also promoted online (including by the City's Your Say page and emails to individuals who had registered at the community workshops) and in notices in Community Newspapers and tourism publications.

The response was very strong, with 1,062 responses in total. The overall response split was approximately 70% from the City of Wanneroo and 30% from broader Perth and regional areas.

The survey questions and outcomes are provided in **Attachment 4** and **Attachment 5** respectively, with key conclusions including:

- 81% of the responses supported the project with 77% believing it is an important tourism asset for the City;
- 754 (71%) said that they were supportive in response to the following question on the potential clearing the site to expand the footprint:

"Are you supportive of the new holiday park being larger than the existing site to allow more flexibility with accommodation and introduce new facilities?";

- All 53 participating businesses felt a future development would have either a positive or a neutral impact on their business.

Information from the survey has supplemented the outcomes from the industry consultation in 2019 and the community workshops in 2018, and has informed preferred development scenarios for Stage 2 of the Business Case. Feedback of note includes:

- Inclusion of a play area for children and/or recreational area for the use of the public at large.
- Creation of an eco-friendly holiday park with dual water supplies, alternative energy and battery storage, with an inclusive community atmosphere; and
- The potential to include a conservation education centre and options to preserve and enhance the area.

Industry Consultation

Pracsys and Administration engaged with key industry operators and organisations with interests and knowledge on the caravan park industry:

- RAC WA;
- Mandalay Busselton;
- Discover Parks Swan Valley and Coogee; and
- Shire of Gingin.

The industry representatives indicated the site would be highly developable with some clearing, and further expressed interest in participating in future bids. Important elements noted by industry include:

- Site dimensions will influence type of operator. A smaller site may restrict interest to a smaller scale entity, such as an owner-operator;
- There must be a clear target market for the development;
- Advice regarding practical considerations such as accommodation spacing, landscaping and wind; and
- The target market and non-negotiables need to be clearly stated in any EOI process.

This information has informed the Stage 2 Business Case.

Site Investigations

To aid in planning for the site, a Coastal Hazard Risk Management Plan was completed in May 2018 to identify potential erosion and sea level impacts on the placement of permanent structures.

A Flora, Vegetation and Vertebrate Fauna Environmental Impact Assessment (**Assessment**) was completed in February 2020. A detailed Vegetation Condition Map prepared following the Assessment is provided as **Attachment 6**. This will be a major factor in determining the footprint available for development if the project progresses to Stage 3, so that areas of higher ecological value will be excluded from development.

The Assessment also informed the modelling and design scenarios in Stage 2 of the Business Case to:

- Focus on degraded areas; and
- Avoid areas of higher ecological significance.

Stage 2 of the Business Case has identified that limited expansion of the former caravan park site may be required to ensure the viability of the development. However, significant or full clearing of the vegetated areas of Lot 211 is not an option.

The ecological value of the site is a key part of the amenity of Lot 211, so that any development will need to remain sensitive to the natural environment, focus development on degraded areas and minimise clearing. There is potential that the development could involve the rehabilitation of other areas of the site.

The level of disturbance, areas to be impacted and regional assessment will determine whether a referral to the Commonwealth Department of Environment and Energy under the *Environment Protection and Biodiversity Conservation (EPBC) Act 1999* is required. Securing the environmental approvals would be the responsibility of the developer of the site, in the event of a successful EOI process. This aspect would be dealt with in more detail in a future report to Council.

Administration will also continue to keep the planning section of DPLH informed that any development would avoid impact to the areas of higher ecological significance.

Purchase of Road Reserve

Lot 211 is divided by an unconstructed portion of road reserve. There is no intention to construct a road in this location, meaning that the road reserve serves no purpose. Administration previously investigated acquiring the land in 2017, but the valuation by the State was considered too high to justify an acquisition by the City.

Administration has recently made a new request to the Valuer General's Office for a revised valuation, on the basis that:

- The land is not developable in a stand-alone capacity;
- It is a Bush Forever Site; and
- There is only one potential owner of the land (being the City as owner of all adjacent land).

In late July 2020, DPLH advised that the valuation was \$267,000. Administration has subsequently obtained its own independent valuation, which was substantially lower, and continues to negotiate with DPLH to advance the option to purchase.

Any proposed acquisition of the road reserve would be subject to Council approval, and would also require a Council resolution to formally close the road reserve and amalgamate the land with Lot 211. These aspects would be reviewed in the event Council endorsed the Stage 2 Business Case and determined to progress with the project to Stage 3.

In the event that the City and DPLH are unable to agree on a valuation, an alternative would be to convert the road reserve area, or part thereof, to Crown land under a management order to the City. The management order would be for a purpose that is compatible with the development of the freehold site on Lot 211.

Parking

The community survey identified that car parking is a key concern for local residents, and a requirement for adequate parking is an important criterion in the redevelopment design.

Administration has considered the loss of overflow car parking should Lot 211 be re-developed. An indicative review of car park usage on Lot 211 since 2017 has indicated that the established parking provision is rarely over-subscribed and that the overflow car park arrangement is not regularly utilised. Peak demand on the existing car parks (and, at times, for the temporary overflow area) is during 'Nippers' programs conducted by the Quinns Mindarie Surf Life Saving Club.

It is intended that the overflow car park arrangement will be withdrawn for the summer of 2020/21 (with the exception of public holidays), and that use of the established car park for Lot 211 (adjacent to the Surf Life Saving Club and Portofinos) will be monitored over the summer of 2020/21 so that that City can identify any need to reopen the over-flow car park.

Anti-Social Behaviour

Anti-social behaviour has recently been reported within the Quinns Rocks Caravan Park site, with the City identifying a makeshift unauthorised structure on the site accompanied by significant littering (including drug-use paraphernalia and discarded items requiring bio-hazard removal), and damage to the natural vegetation in an area indicated in the Assessment as being of good quality. The site where the structure was located is now being monitored.

Consultation

Consultation with relevant City Officers and DPLH to gauge key, broad development considerations was undertaken to inform Stage 1 of the Business Case.

A Community Engagement Plan was prepared to assist the City's activities on Stage 2 of the Business Case. Documentation included messaging documents prepared by the City and a comprehensive plan prepared by the City's consultant.

The strategies identified in the Community Engagement Plan guided community workshops and more recently:

- City residents were consulted via a community survey in late 2019 and early 2020, which followed the community workshops in late 2018; and
- Pracsys engaged with key industry representatives (including caravan park operators) during 2019.

The completed report for Stage 2 of the Business Case has been considered by range of stakeholders within Administration.

In the event that the project is approved to progress to Stage 3 (EOI), Administration recommends that community consultation is maintained during the development of the EOI documentation and implementation, including:

- Inviting participants in the community workshops (and other interest parties) to information sessions to provide further details on the EOI process; and
- Investigation of a Reference Group (or Groups) or an Advisory Group (or Advisory Groups), representing local, environmental/ heritage and business/ tourism interests, to inform the Quinns Rocks Caravan Park Re-Development Working Group on the development of the EOI documentation.

Further community consultation will occur in the event that there is a proposed development arising from the EOI process.

Comment

Stage 2 of the Business Case

Following completion of Stage 2 of the Business Case, the project is now at a gateway whereby a 'stop or go' decision is required.

The Business Case confirms that both the Family Tourist Park and Eco Retreat alternatives are economically viable. These alternatives:

- Are accordance with the vision expressed by Council in 2012;
- Have been informed by extensive consultation (community and industry), which has demonstrated support for the project, subject to environmental and parking considerations being managed;

- Has been prepared with regard to a development footprint that enhances the operational viability while remaining sensitive to the natural heritage of the site, and, in particular, focuses on the original footprint and degraded areas; and
- Are supported by economic and multi-criteria analysis.

Preparation of Stage 2 of the Business Case has been informed by feedback from the local and wider City of Wanneroo community and industry, the results of economic analysis and environmental studies including the presence of coastal erosion. The Business Case seeks to achieve a strong balance between the development of a feasible commercial tourist park and conservation of good quality flora, vegetation and habitat required to support local fauna.

In the event that Stage 2 of the Business Case is approved by Council, leading to an EOI in Stage 3, Administration will recommend:

- That the proposed development is limited to cleared and degraded areas, and this will be clearly defined within the EOI whilst recognising that some expansion is necessary to accommodate a commercially viable tourist park;
- That the deliverables required from respondents under the EOI process include measures to minimise the ecological impact of the development under a 'light footprint' approach, such as constructing buildings with raised footings and using boardwalks to minimise direct contact with the ground;
- Sensitive accommodation design which reflects the topography of the site, nestling into and reflecting the natural features of the area;
- The inclusion of sufficient parking to support users of the development without significant detriment to local residents;
- In a similar manner to the City's experience in developing the Yanchep Lagoon Master Plan, the proposed development would need to be sensitive and responsive to community expectations; and
- The EOI process is supported by further consultation, as outlined in the Consultation section of the present report.

Next Steps – Expression of Interest

If Council endorses the Stage 2 Business Case, Administration and the Working Group will instruct Pracsys to prepare an EOI document to investigate market interest in the site.

The EOI would identify essential requirements, exclusions and non-negotiable items (such as a maximum park footprint and development area, public amenity requirements and construction deliverables to support the ecological value of the site). A market-based process would be used to determine the recommended development within these parameters.

The final development may incorporate a mixture of the options considered in the Stage 2 Business Case, rather than a single, discrete alternative. For example, the majority of the site may be a Family Tourist Park, but a portion could be retained for an Eco Retreat.

Council approval (via a subsequent report by Administration) will be required for a proposed development arising from the EOI process.

Any development is expected to involve a ground lease, whereby the lessee would develop the site (including design, regulatory approvals, construction and operation) and pay a rental to the City. Capital contribution by the City would be minimised under this arrangement, and the City would also receive a rental income.

Development on the site will be subject to regulatory, planning and other State Government approvals, including those specifically related to environmental legislation. Approval of the project progressing to Stage 3 and an EOI will not initiate the approval process.

In order to protect and conserve the areas of high quality vegetation and heritage of the site, Administration intends to investigate, in parallel to an EOI process, measures to improve the protection of areas, which are not identified as required for development. These might include revegetation, and/or a transfer of ownership and responsibility for a proportion of the bushland to State Government to be managed as a reserve.

Statutory Compliance

No statutory compliance considerations arise in considering the approval of Stage 2 of the Business Case.

In the event that the project progresses to Stage 3 and a preferred lessee/ operator is selected via an EOI process:

- Disposal of any part of Lot 211 by lease would need to comply with Section 3.58 of the *Local Government Act 1995* (the **Act**); and
- Development proposals or considerations will need to comply with applicable Legislation and relevant State Planning Policies, such as *State Planning Policy 2.6 State Coastal Planning*.

The potential development of Lot 211 may also require compliance with Section 3.59 of the Act. A ground lease value, when considered in the context of the development plans for the site, may be relevant to the threshold prescribed in Regulation 8A of the *Local Government (Functions and General) Regulations 1996* (WA). If required, further information on whether Section 3.59 applies, and the related compliance implications, will be addressed in a future report to Council.

Strategic Implications

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

“1 Society

1.3 Distinctive Places

1.3.1 Create distinctive places based on identity of areas”

Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationship	Moderate
Accountability	Action Planning Option
CEO	Manage

Risk Title	Risk Rating
ST-S12 Economic Growth	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Risk Title	Risk Rating
CO-O01 Relationship Management	Moderate
Accountability	Action Planning Option
Executive Management Team	Manage

Risk Title	Risk Rating
CO-O03 Land Development	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 and Place	Manage

Risk Title	Risk Rating
CO-022 Environmental Management	High
Accountability	Action Planning Option
Director Planning & Sustainability	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 registers. Action plans have been developed to manage this risk to support existing management systems.

Risk Appetite

Society – Distinctive Places: The City will accept a moderate amount of reputational and financial risk in order to meet changing community service expectations.

Policy Implications

Any development proposals or considerations of the technical aspects as part of the Business case will be consistent with relevant State Planning Policies, such as *State Planning Policy 2.6 State Coastal Planning*.

A disposal of any part of Lot 211 by lease to a future operator of the development would be considered in accordance with the City's Leasing Policy.

Financial Implications

In the event that the project progresses to securing an operator for the site, the operator would incur the majority of approval costs and the capital expenditure for the development. As such, Administration has determined that the allocated capital funding for is no longer required and will be removed from the Long Term Financial Plan, presenting a cost saving.

A new tourist park on the site will be revenue raising, providing a financial return to the City in terms of ground lease income or similar.

A potential development on the site would have direct and indirect economic benefits arising from employment and tourism, as is described in more detail in **Attachment 2**.

Voting Requirements







Simple Majority

Recommendation

That Council:-

1. **ENDORSES** the Quinns Rocks Caravan Park Redevelopment Business Case (August 2020) prepared by Pracsys (Attachment 3);
2. **AUTHORISES** Administration, in consultation with Pracsys and Quinns Rocks Caravan Park Re-Development Working Group, to develop and conduct an Expression of Interest process for market-based interest from third party operators of the former Quinns Rocks Caravan Park site (as a modern caravan or holiday park) under a commercial ground lease, noting that:
 - a) The outcomes of the Expression of Interest process, including any recommended lessee/ operator will be the subject of a subsequent report to Council; and
 - b) Any expansion to the development footprint of the former Quinns Rocks Caravan Park site will be to the extent reasonably required for the commercial viability of a development, while preserving the environmental value the majority of natural vegetation at Lot 211 Quinns Road, Mindarie;
3. **NOTES** that Administration, in parallel to the Expression of Interest process described in Recommendation 2 above, will:
 - a) Investigate and report to Council on options to preserve the environmental value of those portions of Lot 211 Quinns Road, Mindarie which are not required for the redevelopment of the former Quinns Rocks Caravan Park;
 - b) Undertake further community engagement in conjunction with the Expression of Interest process, including site specifications and design elements, with that community engagement to include:
 - i. Providing information sessions for participants in the community workshops (and other interest parties) to convey further details on the expression of interest process; and
 - ii. Investigation of a reference group (or groups) or an Advisory Group (or Advisory Groups), representing local, environmental/ heritage and business/ tourism interests, to inform the Quinns Rocks Caravan Park Re-Development Working Group on the development of the expression of interest documentation;
 - c) Engage with the Department of Planning, Lands and Heritage in relation to the potential freehold acquisition of the road reserve area bounded by Lot 211 Quinns Road, Mindarie, with the approval of any acquisition to be the subject of a future report to Council; and
4. **ENDORSES** the opening of the temporary unsealed car park at the former Quinns Rocks Caravan Park site on a temporary basis for overflow parking only on public holidays in the Summer 2020/21 period, subject to ongoing monitoring.

Attachments:

1. 	Attachment 1 - Location Plan	19/199585[v2]	
2. 	Attachment 2 - Summary Business Case - Quinns Rocks Caravan Park Redevelopment	20/371606[v2]	
3. 	Attachment 3 - Stage 2 Business Case - Quinns Rocks Caravan Park Re-Development	Confidential	Minuted
4. 	Attachment 4 - Survey Questions	20/266817[v3]	
5. 	Attachment 5 - Summary of Consultation and Survey Outcomes	19/496221[v5]	
6. 	Attachment 6 - Vegetation Condition Map	20/368927	



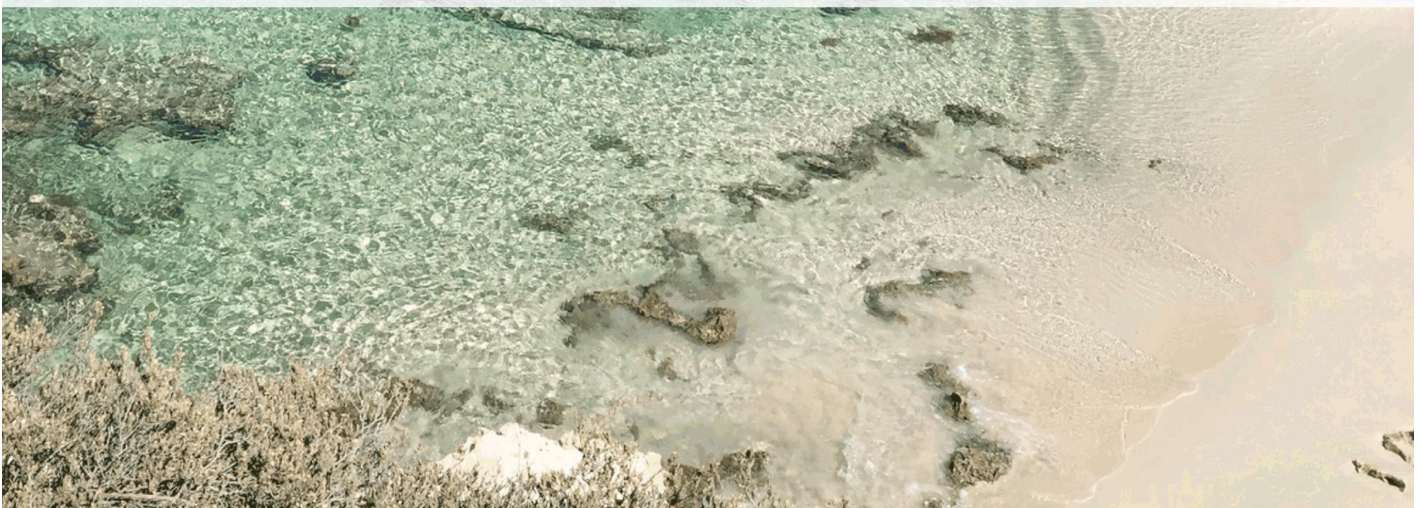
NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented. Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).



CITY OF WANNEROO

Former Quinns Rocks Caravan Park
Redevelopment

Summary Business Case



SEPTEMBER 2020

Former Quinns Rocks Caravan Park Redevelopment
Summary Business Case

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Former Quinns Rocks Caravan Park Redevelopment Summary Business Case

1 INTRODUCTION

1.1 Background

Council has previously endorsed the City investigating the development of a modern caravan park on the site of the former (decommissioned) Quinns Rocks Caravan Park at Lot 211 Quinns Road, Mindarie. Ultimately, the accommodation mix for the development will be determined by an Expression of Interest (EOI) process and market submissions (subject to Council approval).

The Business Case summarises the results of extensive feasibility analysis, community and industry consultation and options analysis that included financial analysis and cost benefit analysis. The Business Case intends to provide succinct information to be considered if the decision is made to advance to the tender process and highlights key opportunities associated with the potential development.

The assessment is based on the information and projections prepared before the onset of the COVID-19 pandemic, and as such does not take into account the potential impact and opportunities which have since developed.

1.2 The Site



Lot 211 Quinns Road, Mindarie has a total area of 11 hectares (ha) with a large area to the south-west of the site containing the decommissioned caravan park that has been used primarily as overflow parking for beach goers during the summer months. The western portion of the site includes the Quinns Mindarie Community Centre and Surf Life Saving Club, Portofinos Restaurant, and a carpark.

The overall site is contained within Bush Forever Site No. 397. Clearing of the entire site is not under consideration, with test designs utilising a maximum of 4.3ha. This includes 1.9ha of the former caravan park site.

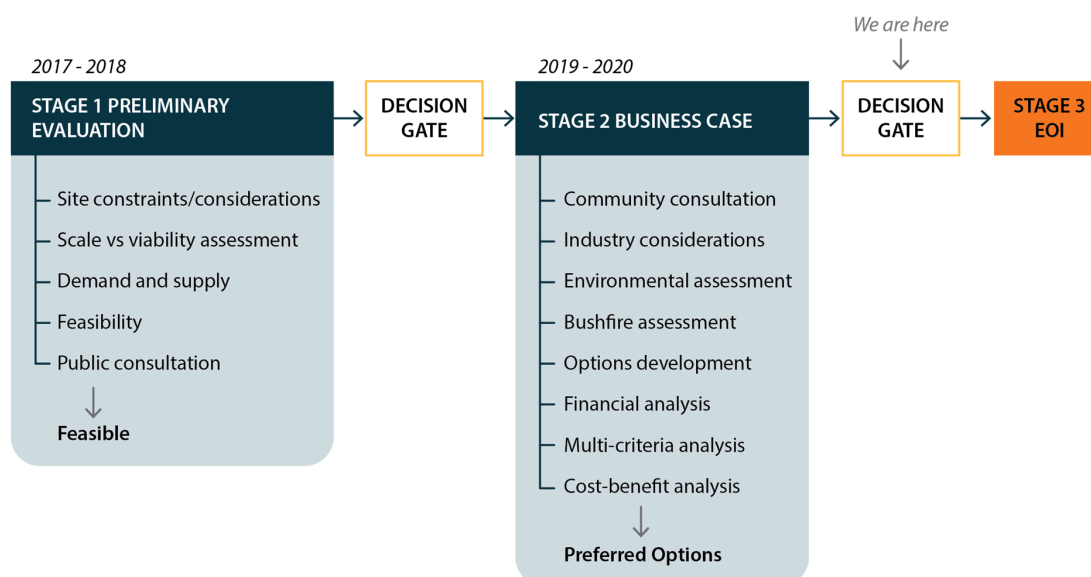
Former Quinns Rocks Caravan Park Redevelopment
Summary Business Case

1.3 Project Process and Objectives

The City of Wanneroo has undertaken a thorough planning and research process to investigate the caravan or tourist park opportunity associated with Lot 211 Quinns Road, Mindarie. The objectives of this Business Case are:

- Identify a sustainable economic model for the site that provides a dividend to the City and the operator
- Identify and clearly state development constraints, non-negotiables and good-to-haves from the City's and community's point of view
- Establish a clear vision for the site that captures growth opportunities, brings social and economic benefits to the City and its residents, and discusses possible product mix

To effectively provide an evidence-based recommendation to Council, a thorough and comprehensive process was undertaken:



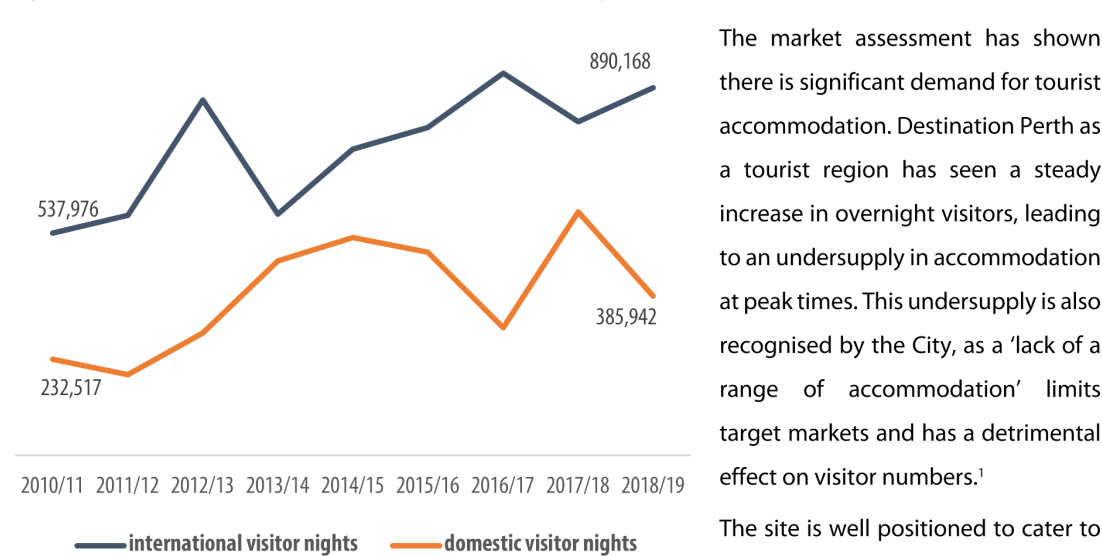
The Business Case summarises the results of an extensive evaluation process dating back to 2017. Stage One of the project involved conducting a detailed feasibility analysis of the site and the feasibility of the development, as well as initial community consultation to determine the key wants and needs of stakeholders. Stage Two builds on the previous works, with development of the potential options, and summarises all the key information, opportunities and benefits for the City. Should the decision be made to advance with the project, the opportunity will be advertised to the market for EOI, highlighting key criteria and non-negotiables. All designs considered within the business case process are hypothetical only. They have been prepared to investigate the development parameters, compare results and refine the City's objectives and non-negotiables.

2 OPPORTUNITY

2.1 Market Assessment

The development of the site into a distinctive tourist or caravan park has the combined benefit of adding to the City of Wanneroo’s overall pool of accommodation for overnight holiday makers, as well as offering a differentiated product.

City of Wanneroo International and Domestic Visitor Nights



The market assessment has shown there is significant demand for tourist accommodation. Destination Perth as a tourist region has seen a steady increase in overnight visitors, leading to an undersupply in accommodation at peak times. This undersupply is also recognised by the City, as a ‘lack of a range of accommodation’ limits target markets and has a detrimental effect on visitor numbers.¹

The site is well positioned to cater to demand as it is located at the junction

of Perth’s Sunset Coast Drive and Indian Ocean Drive. The site offers access to both Greater Perth and northern coastal attractions, making it an ideal start or end point for longer car-based journeys. These trends in visitation and accommodation preference for key demographics provides a great opportunity to develop the site into a unique offering that will be supported by tourists.

Potential direct competition to the proposed tourist park exists in the local Mindarie and Quinns Rocks areas, as well as further along the coast North of Perth stretching as far as Jurien Bay. The majority of these accommodation providers cater to a market of low-cost caravan sites, camp sites or basic chalets typically without the provision of significant open space.

The development of the site into a distinctive tourist park has the combined benefit of adding to the City of Wanneroo’s overall pool of accommodation for overnight holiday makers, whilst offering a differentiated product which is likely to be of a superior quality, offer a full holiday experience close to the CBD and leverages off the sites proximity to the beach.

¹ City of Wanneroo 2011

2.2 Community Consultation

The first phase of the City's community engagement process involved a series of local workshops in November and December 2018, where local residents were invited to participate in planning for the future of the site. Outcomes from the workshops assisted in the feasibility study and helped define the next steps for the project.

The second phase of community engagement involved an online survey, undertaken between December 2019 and February 2020. In this phase residents throughout the City of Wanneroo and wider Perth were invited to have a say on the site, building on the themes identified through the initial workshops.

The survey returned over 1,000 responses, covering a broad mix of respondents and highlighted an overall positive attitude towards the project.

When asked about values regarding the park design, respondents placed a high importance on development that is sensitive to the requirements of the area, followed by its ability to boost the local economy. Respondents also identified that a natural and organic design and feel to the tourist park was a high priority, and placed a high importance on:



Providing easy beach access



BBQ and picnic facilities



Children's play spaces

Further to that, all local businesses that participated in the survey stated that the development would have either a neutral or positive impact on their business.

This consultation identified ideas for development options and components, and provided scope for environmental and heritage considerations for the site. This information was combined with the outcome of industry consultation and a number of independent studies to design the three development scenarios overleaf.

2.3 Industry Consultation

In July 2019, industry consultation was undertaken to better understand the potential private interest in developing a tourist park at the site and the parameters they would consider. A number of industry representatives were interviewed including:

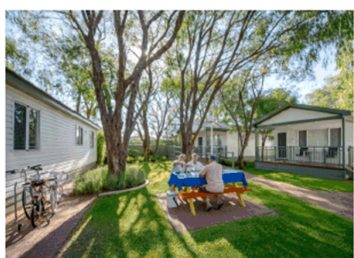
- RAC
- Mandalay Busselton
- Discover Parks Swan Valley & Coogee
- Shire of Gingin

The industry representatives indicated the site would be highly developable with some clearing and expressed interest in participating in future bids. They highlighted that the target market and non-negotiables need to be clearly stated in the potential EOI, along with advice from the City on practical considerations such as accommodation spacing, landscaping and wind breaks, rates, lease period and useful additional park attractions.

3 OPTIONS DEVELOPMENT

The results of consultation were combined with a number of independent studies to design distinguishable scenarios to investigate potential development parameters and compare results to refine the City's objectives. In order to provide comparable results between the options, the required development footprint was kept equal. All options include community infrastructure such as children's playzone equipment, sports / play-space, restaurant, BBQ facilities and ablution block.

3.1 Option 1 - Family Tourist Park



The Family Tourist Park focuses on providing a range of family-oriented accommodation options and offers a more traditional caravan park environment. This option offers two different types of powered caravan sites; sites with shared ensuites and larger drive-through caravan sites. Accompanying these sites are two-bedroom and three-bedroom chalet offerings.

3.2 Option 2 – Luxury Units – Not Preferred Option (see overleaf)



The option transforms the site into a high-end luxury tourist park by providing generous four-star accommodation. The mix of offering includes two storey 6-bedroom units, 4-bedroom units spread across 1.5 storeys and a single floor 3-bedroom unit.

3.3 Option 3 - Eco Retreat



The option focuses on a more environmentally aware offering by providing eco-tent accommodation. This option would be designed in a way that allows the structures to be enveloped within the landscape and has been conceived to minimise the impact on the existing natural terrain. This option will offer guests two accommodation options – entry-level eco-tents with an ensuite and larger luxury-style eco-tents.

4 OPTIONS ASSESSMENT

Based on the options analysis, Family Tourist Park and Eco Retreat options have been selected as meeting the key criteria for the development and being more financially viable.

4.1 Financial Analysis

A financial analysis was conducted to determine the potential commercial interest and viability of each option. Operating revenues were modelled based on the results of market assessment and included assumptions of low and high season prices, and occupancy rates. Costs were modelled based on consultation with the City of Wanneroo and accommodation providers.

The results of financial analysis suggest that the Eco Retreat and Family Tourist Park options are more financially viable, whilst the Luxury Units are associated with higher financial risk.

	Option 1. Family Park	Option 2. Luxury Units	Option 3. Eco Retreat
Capital Cost	\$35.8m	\$52.5m	\$27m
Operating Cost p.a.	\$1.7m	\$1.9m	\$0.7m
Revenue p.a.	\$6.6m	\$7.3m	\$4.8m
Net Present Value	\$21m	\$13.8m	\$20.6m
Return on Investment	44%	22%	69%

4.2 Multi Criteria Analysis

A multi-criteria analysis was completed to provide an all-encompassing comparison of the attractiveness of each development option. Each option was scored on a scale of 0 to 10 against five specific criteria developed to measure the option's ability to address risks and capitalise on opportunities. The criteria chosen are in line with those identified at the community workshops held by the City of Wanneroo.



	Option 1 Family Park	Option 2 Luxury Units	Option 3 Eco Tents	Weighting
Criterion 1 - Revenue to Cost Ratio	8	7	10	20%
Criterion 2 - Financial Risk	5	2	6	20%
Criterion 3 - Environmental Impact	6	1	9	30%
Criterion 4 - Visual Impact	7	1	9	20%
Criterion 5 - Economic Impact	6	9	3	10%
Total Weighted Score	6	3	8	100%

The results of the multi-criteria analysis place the Eco Tents and Family Tourist Park as more favourable options. They both scored comparatively well on the financial metrics of Revenue-to-Cost Ratio and Financial Risk. They were deemed to have lower Environmental and Visual impact as they have a lower visual profile and require less site clearance than the Luxury Units option. Either option would attract a sufficient number of tourists to have a positive economic impact on the area.

Former Quinns Rocks Caravan Park Redevelopment
Summary Business Case








4.3 Employment Impact

The economic impact of developing the two preferred options has been assessed using high level industry data from the Australian Bureau of Statistics. The methodology involves estimating the total direct employment and indirect employment arising from the options.

	Phase	Family Tourist Park	Eco Tents
	Construction	89 direct 239 indirect	63 direct 172 indirect
	Operational	36 on-site 3 in local economy	27 on-site 3 in local economy

4.4 Project Benefits

Impact Pathways are a method of summarising the process by which value is created through a project. The project is expected to create numerous social and economic benefits for visitors, tourists, the City and local business.

Benefits Stream	Benefit
Economic	 Accommodation Revenue
	 Additional Tourism Expenditure through increased footfall
Social	 Quinns Beach South Vibrancy by enticing tourists to interact with businesses
	 Playground Participation Health Benefits through physical and social activity
	 Engagement in the Great Outdoors through social interaction and being in nature
	 Government Spending on The Community through additional revenue
	 Surf Life Saving Club Community Benefits through safe swimming location

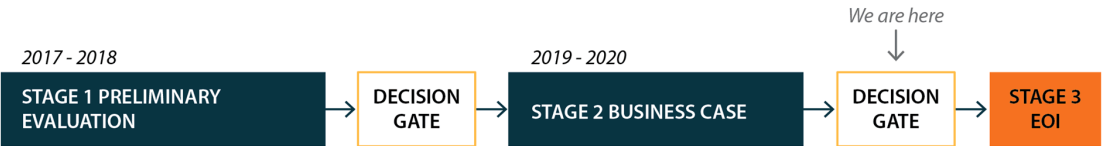
Overall, the development is likely to achieve a Benefit Cost Ratio of between 1.69 and 2.00. The development will have a major transformational impact on the local area with a range of benefits.

5 RECOMMENDATION AND NEXT STEPS

The project is an important opportunity for the City to realise significant tourism, community and employment benefits while minimizing risk and cost, as the majority of costs and approvals will be the responsibility of the developer and operator.

The development of the proposed site into a distinctive tourist park will cater to the growing market of holiday makers along the Western Australian coast. The offer of providing a full overnight holiday experience in a Family Park, Eco Retreat or mix of accommodation styles close to the Perth CBD, will be a strong drawcard for many vacationers. Not only will the Tourist Park attract visitors, it will also provide residents with access to community infrastructure and maintain access to the beach with minimal impact on visual amenity.

This site presents untapped potential for the City of Wanneroo and will be a catalyst for economic development through increased tourism expenditure and an improved sense of place for local residents. There are strong financial and economic benefits and clear social benefits resulting from the completion of the Tourist Park, irrespective of the final accommodation design.



Subject to Council approval, the next steps of the project include preparing an EOI with key criteria that invites the market to respond with suitable options for the City to consider.

SURVEY QUESTIONS

1. Where do you live?
2. Please select the following which apply to you: Please tick all options that apply.
3. What is your gender?
4. What is your age?
5. How would you describe your household?
6. What type of business do you operate?
7. What is the approximate size of your business?
8. How did you hear about this survey?
9. How close to the Quinns site is your business?
10. Will the location of a future park at Quinns Rocks have a positive or negative impact on your specific business?
 - *Positive*
 - *Negative*
 - *Neutral*
11. Do you consider job creation and positive stimulation of the economy to be an important aspect of this development?
12. Do you believe the City should take a positive step in progressing this development and ensure delivery of a commercially viable and successful park?
13. The business and industry-related questions end here. Would you like to have a say as a local, City of Wanneroo or Perth resident, or a future potential visitor to the park?
14. Are you familiar with the location of the old Quinns Rocks Caravan Park?
15. Did you or your family use the old Quinns Rocks Caravan Park?
16. Would you or your visiting friends and family be likely to stay at a new holiday park in this location?
17. Do you think a new holiday park would be an important tourism asset for the City of Wanneroo?
18. What do you believe would be the impact of a new holiday park at Quinns Rocks?
 - *Impact on local residents?*
 - *Impact on local businesses?*
 - *Impact on local employment?*
 - *Impact on the environment?*
 - *Impact on the vibrancy of the beachfront?*
 - *Impact on the tourism industry in the broader area?*

20/266817[v3]

19. Some potential ideas for development are listed below. What do you believe should be included in a future park? What do you believe should be provided in a future park (including public or shared amenities)?

- *Children's play space*
- *Bush walks and cycle paths*
- *Easy access to beach*
- *BBQ and picnic facilities*
- *Sports courts (e.g. basketball, tennis)*
- *Creation of an adult-style beach club*
- *Access to good food and beverage options*
- *Onsite pool (such as splash pool or safe/shallow pool area)*

20. Do you have any other ideas not listed?

21. The City of Wanneroo does not intend to carry out significant clearing of the vegetation beyond the original old site (the 'footprint'). Are you supportive of the new holiday park being larger than the existing site to allow more flexibility with accommodation and introduce new facilities?

- *No*
- *Yes*

22. Do you agree or disagree with the following?

- *Sensitive expansion to allow creation of a more commercially viable and attractive destination*
- *Moderate expansion to maximise opportunity to create an iconic holiday destination*

23. How important are each of the following factors to you?

- *Creation of jobs for the local community*
- *Boosting the local economy and supporting local businesses*
- *Provision of a shared area of facilities for the local community to also enjoy*
- *Activating the beachfront area adjacent to the site for everyone*
- *Sensitive development that incorporates the native bushland and natural environment*
- *Creating an attractive, successful park that is a drawcard for visitors and somewhere for residents to be proud of*
- *Creating a financially viable and self-sustaining park, that is cost-neutral (or positive) to the City of Wanneroo*

24. What factors would you consider important when deciding to stay at a holiday park in Quinns Rock?

- *Location on the beachfront*
- *Attractive natural bushland setting*
- *Reasonable price*
- *Good quality accommodation*
- *Unusual or unique style of accommodation*
- *Great range of facilities onsite or nearby*
- *Family friendly*
- *Relaxing vacation close to Perth,*
- *National Park and other attractions*

20/266817[v3]

25. What overall look and feel do you think would be appropriate for a future holiday park at Quinns?

- *Modern: innovative and exciting (with a palette of metal, glass etc.)*
- *Traditional: reflecting local heritage (with a palette of limestone, corrugated iron etc.)*
- *Natural: organic and elemental (with a palette of timber, corten, green walls etc.)*
- *Simple: functional and efficient (with a palette of concrete, cinderblock etc.)*
- *Bright: fun and playful (with a palette of colours, beach huts, weatherboards etc.)*

26. What style of accommodation would attract you or your family to stay at a holiday park at Quinns?

- *Tent sites*
- *Caravan park sites*
- *Eco tents*
- *Villas*
- *Self-Contained Apartments*
- *Something different and unique*

27. How did you hear about this survey?

28. Would you like to provide your name and email to receive updates on the study?

An aerial photograph of a coastal area. The water is a vibrant turquoise color, indicating shallow depths with visible seabed features like rocks and sandbars. The coastline is irregular, with sandy beaches and rocky outcrops. In the foreground, there's a rocky area with some low-lying vegetation. The sky is a clear, pale blue.

Workshop and Survey Outcomes Former Quinns Rocks Caravan Park

Updated 25 June 2020

Consultation Objectives

- To seek feedback from the community and key stakeholders across the entire City and Perth metropolitan area regarding the values they place on the site and its future use;
- To inform business case modelling (undertaken by consultants Pracsys) to help the City to evaluate options and potential market responses.
- To separate the results into these perspectives for Council:
 - View from locals, wider City ratepayers, and potential visitors
 - View from businesses and tourism industry



Key findings - Workshops

- Three separate Workshops were scheduled, for:
 - Environmental groups
 - Near Neighbours (within 700m of the site)
 - Wider community
- Workshop 2 (Near Neighbours) had the highest participation, with over 100 attendees recorded, and was followed by a further workshop to complete theme rankings
- From all three workshops, the criteria identified for consideration of future development was very similar, and determined the themes for the Community Survey that followed.



Key findings - Survey

- 1,062 responses
 - 697 (66%) from City of Wanneroo stakeholders
 - 312 (45%) Mindarie and Quinns Rocks residents
- 81% support for the project
 - 866 people said that they or visiting friends would (632) or might (234) stay there
- 77% believe it's an important tourism asset
- 754 people (71%) support expansion of the site
(to allow more flexibility with accommodation and new facilities.)
 - 182 (58%) support from Mindarie and Quinns Rocks residents
 - Of these local residents, 90% support moderate expansion.



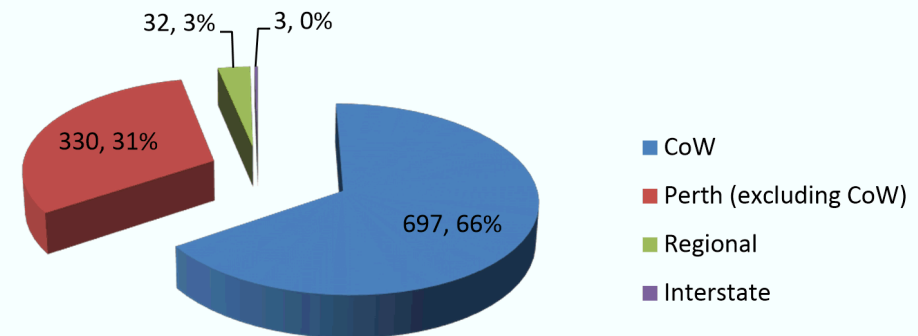
Other findings

- High participation in the engagement
 - Your Say project page received over 7,000 views from more than 2,600 people.
 - Social Media impressions 1,184 and clicks 33
 - Three negative written comments were received outside of the survey, via Your Say (from local residents) and one letter asking the City to preserve the land.
- All 53 participating businesses feel the park will have a positive or neutral impact on their business.
 - 49 (92%) said the City should progress this project
 - 3 out of 4 businesses against progressing were locally based



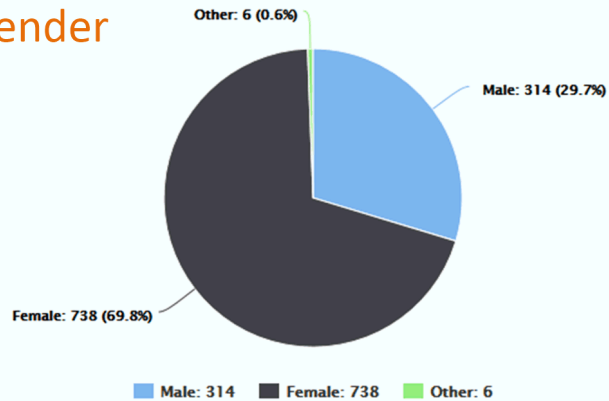
Number of responses

- CoW residents 697
 - 312 (45%) locals from Quinns Rocks and Mindarie
- Wider Perth 330
- Total 1062

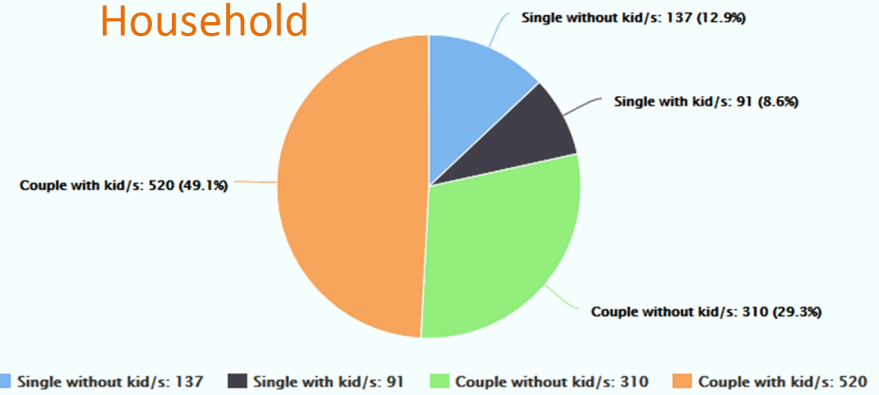


Demographics

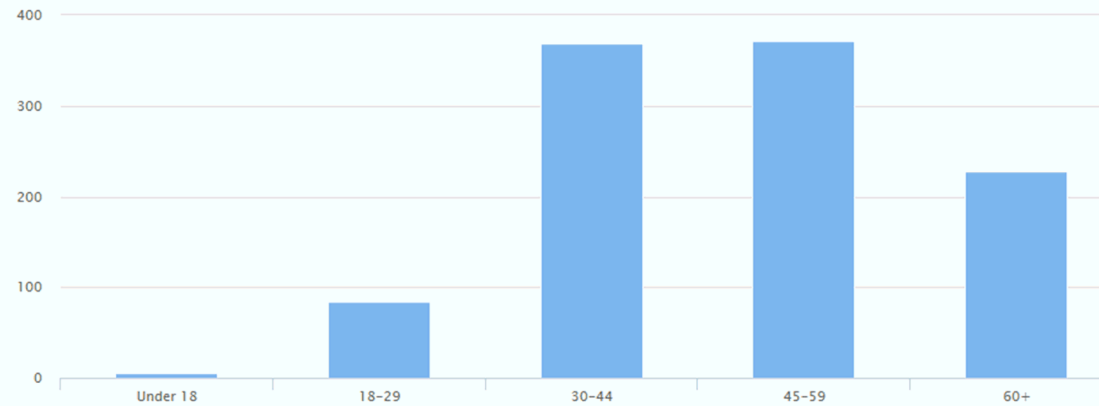
Gender



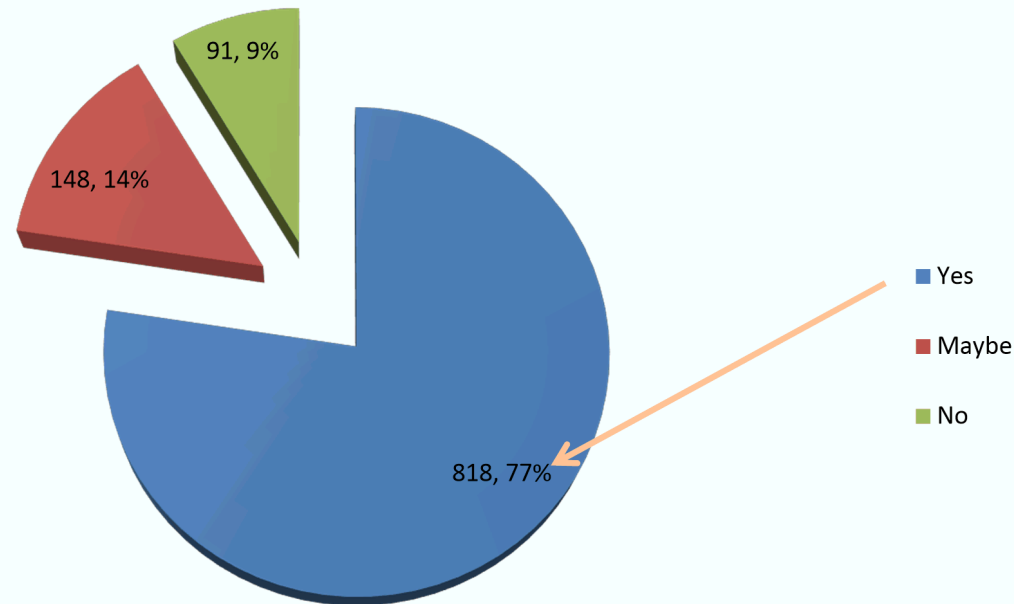
Household



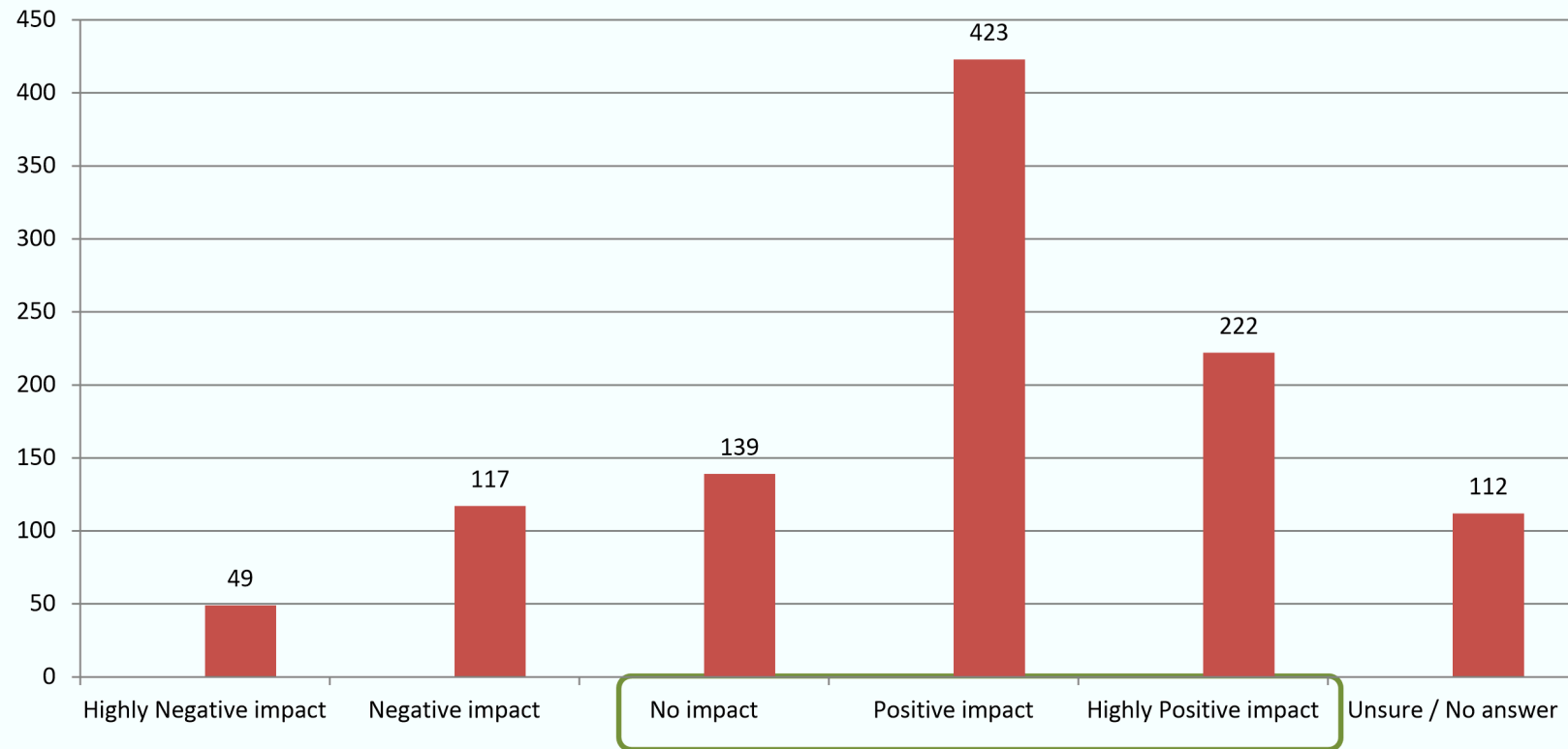
Age



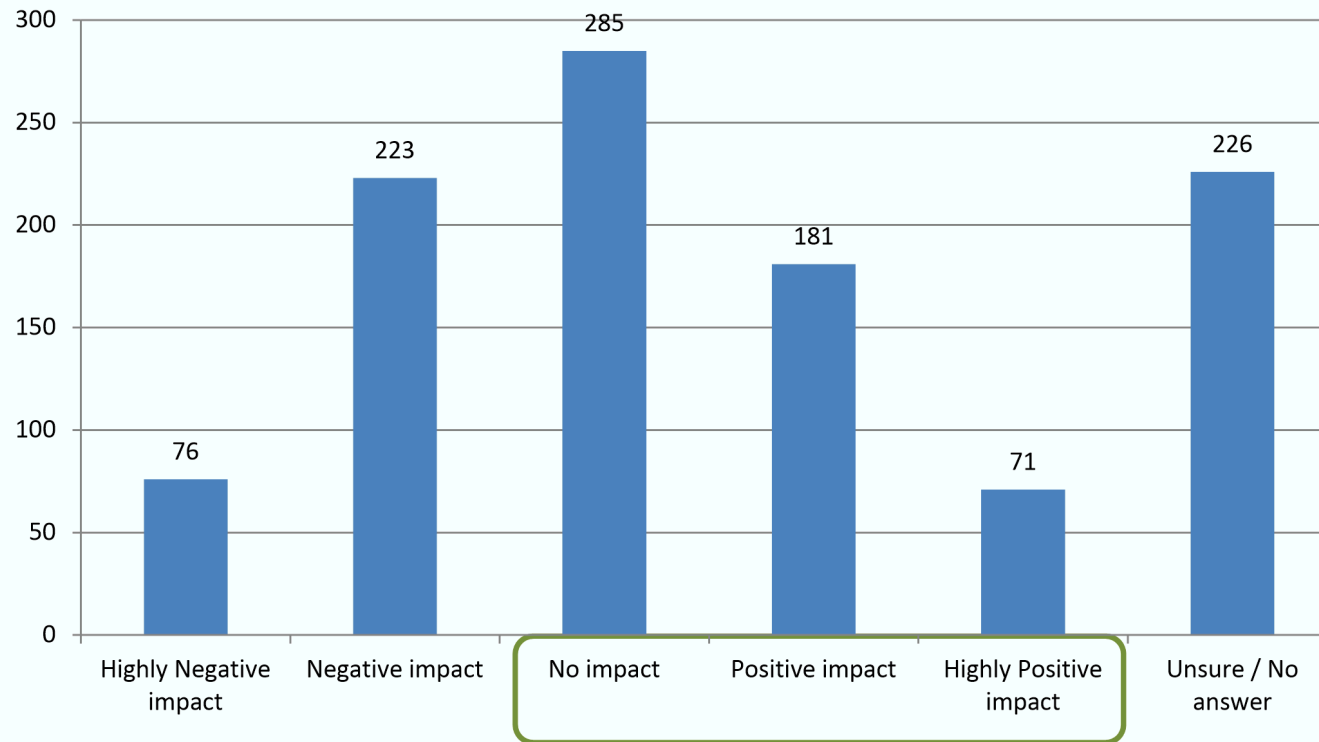
Do you think a new holiday park would be an important tourism asset for the City of Wanneroo?



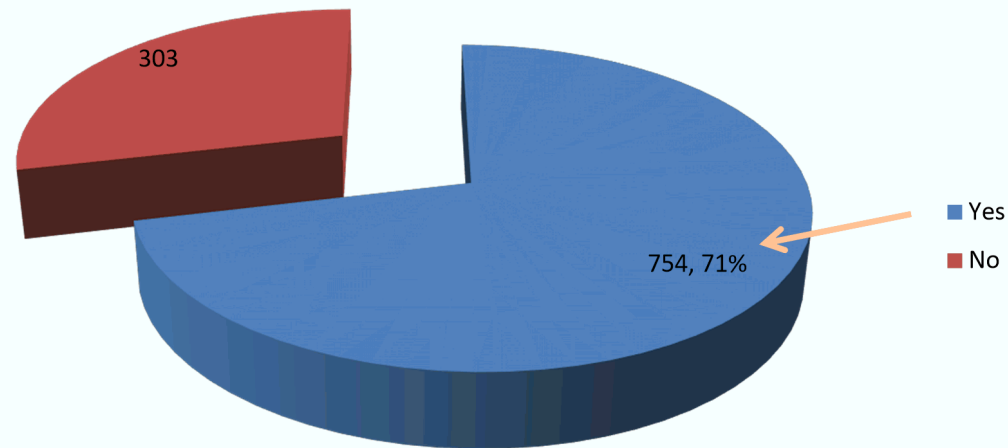
What do you believe would be the impact of a new holiday park at Quinns Rocks **on local residents?**



What do you believe would be the impact of a new holiday park at Quinns Rocks on the **local environment**?



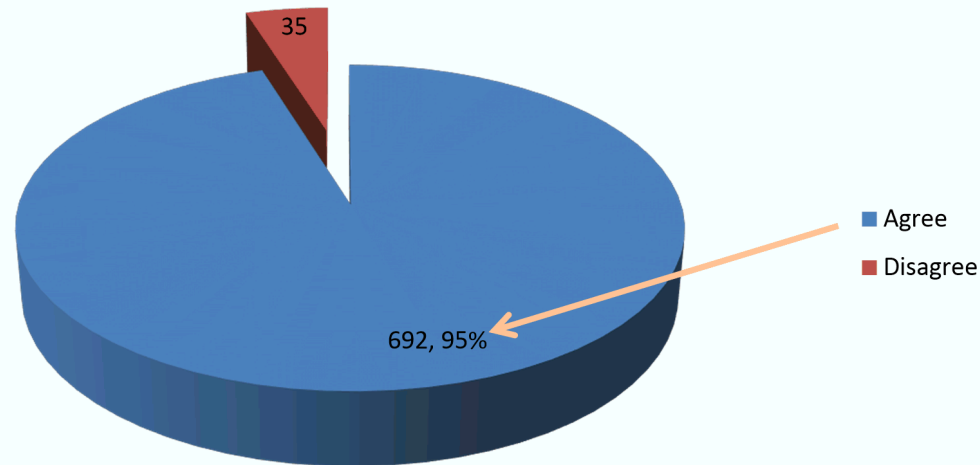
Are you supportive of the new holiday park being larger than the existing site to allow more flexibility with accommodation and introduce new facilities?



Do you agree or disagree with the following?

- **Sensitive expansion** to allow creation of a more commercially viable and attractive destination

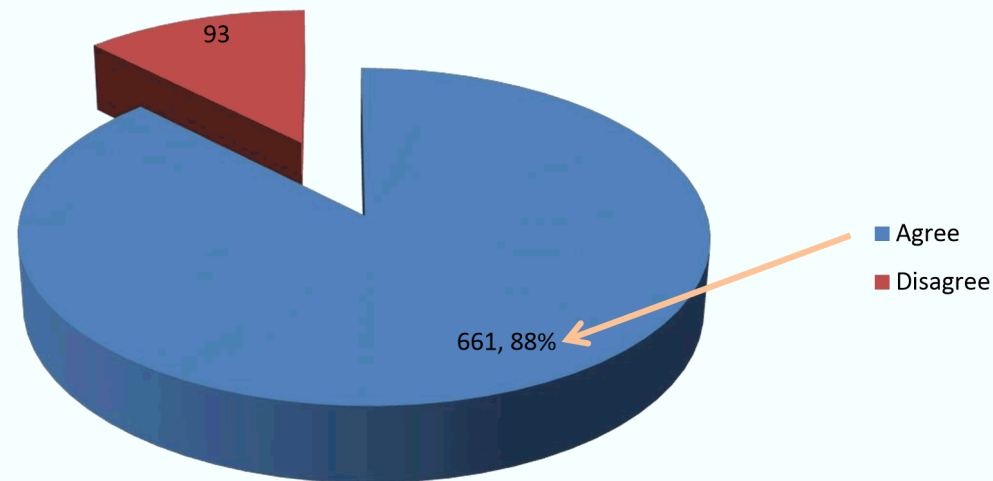
- Note: Only those people who supported extending the footprint beyond the original old site were asked this question*



Do you agree or disagree with the following?

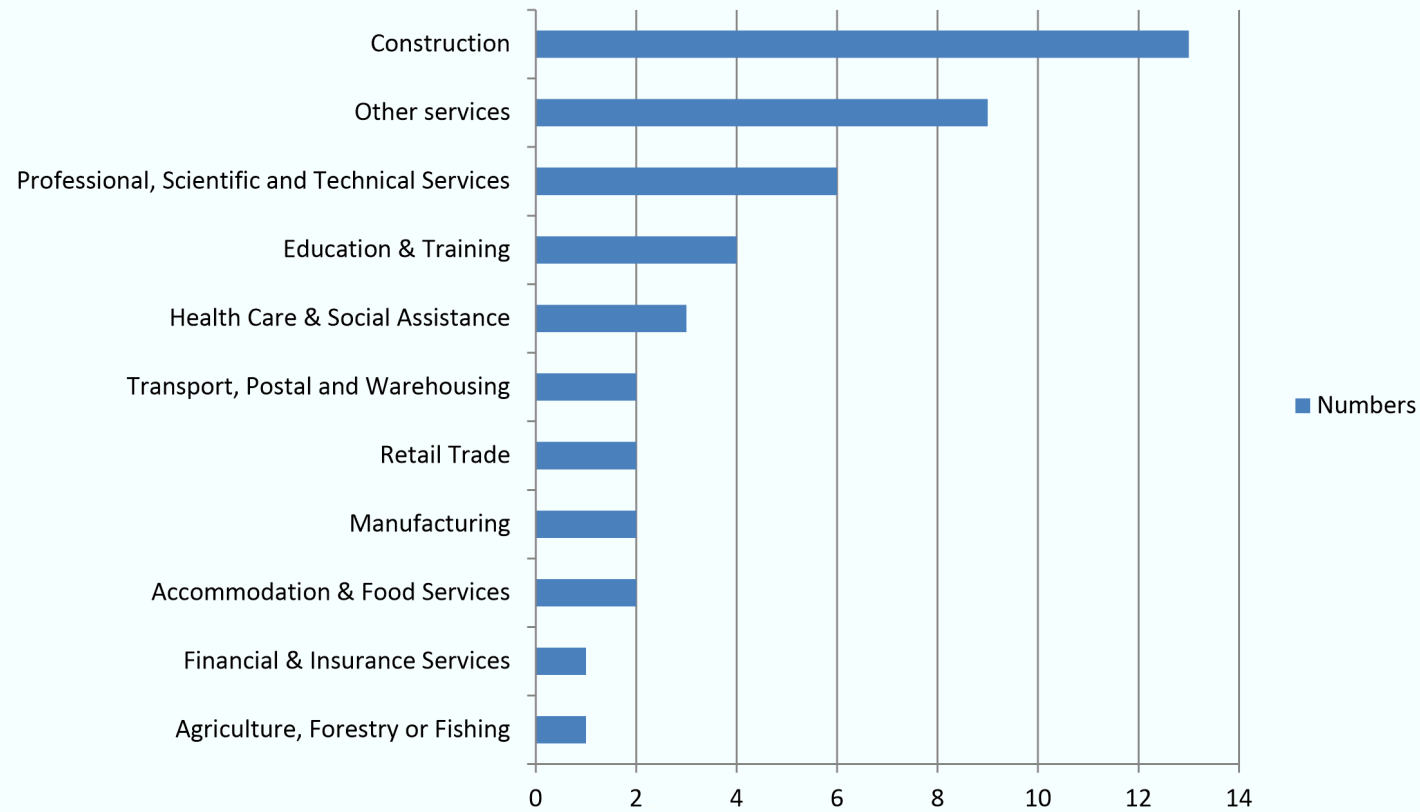
- **Moderate expansion** to allow creation of a more commercially viable and attractive destination

- Note: Only those people who supported extending the footprint beyond the original old site were asked this question*

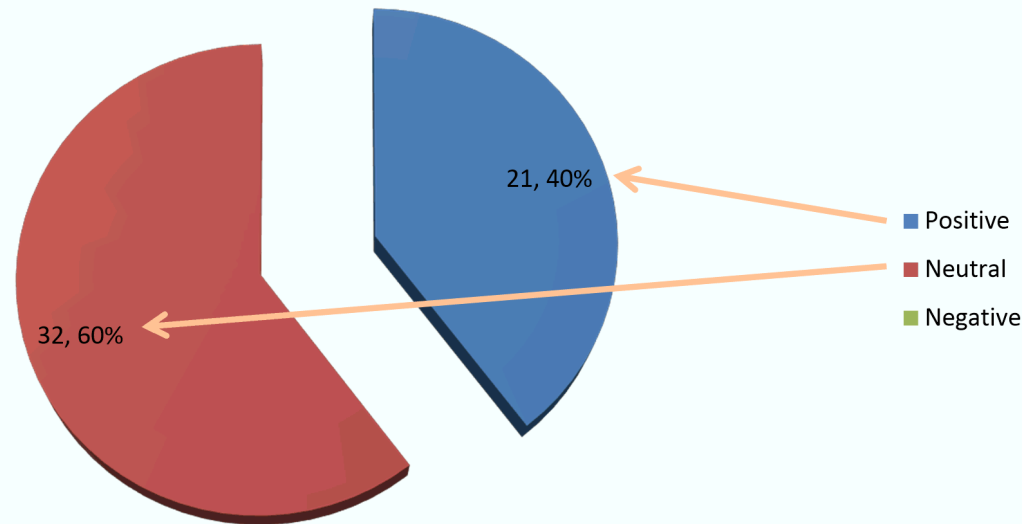


BUSINESS PERSECTIVE

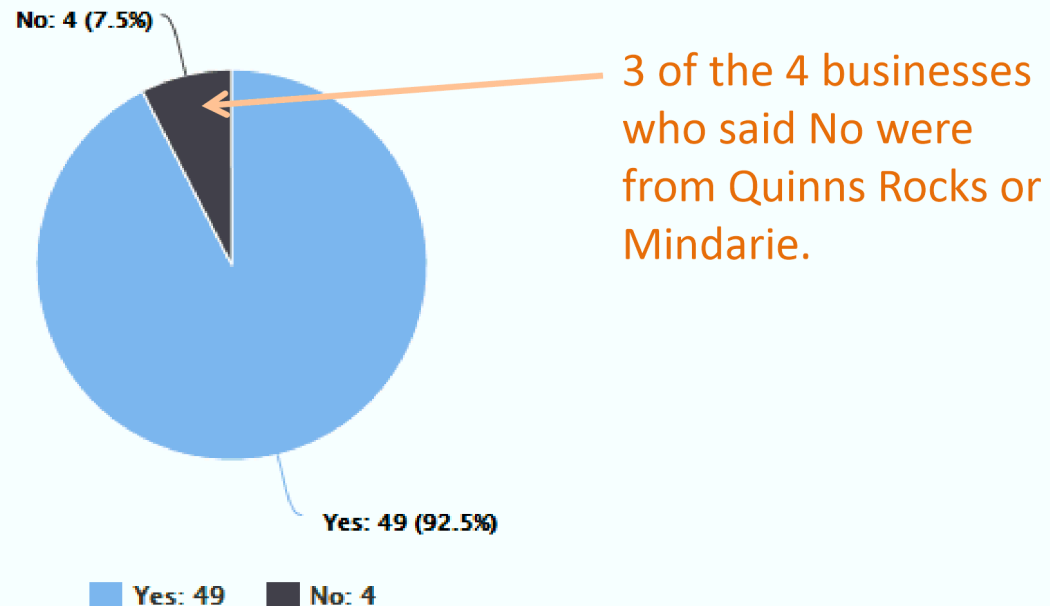
Types of businesses

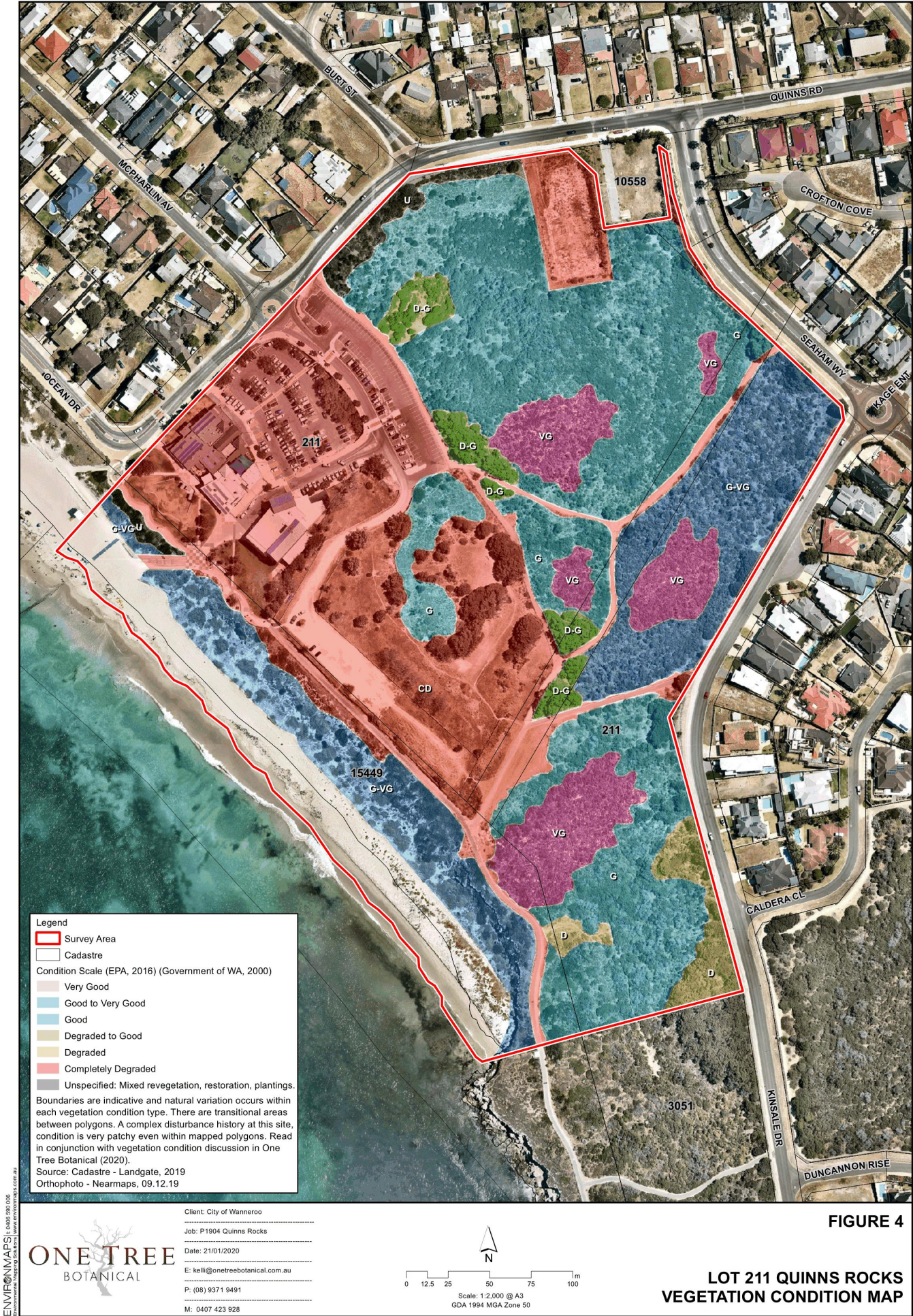


Will the location of a future park at Quinns Rocks have a positive or negative impact on your specific business?



Do you believe that the City should take a positive step in progressing this development?





Council & Corporate Support

3.14 Review of Wards and Representation 2020

File Ref:	41102 – 20/387041
Responsible Officer:	Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	1

Issue

For Council to consider initiating a Review of Wards and Representation 2020 and to endorse the Discussion Paper for community consultation.

Background

Schedule 2.2(6) of the *Local Government Act 1995* (the **Act**) requires that Ward boundaries and Ward representation are to be reviewed at least every eight years (**Review**). The Ward system and boundaries for the City of Wanneroo (the **City**) were first established after the standard process following the creation of the new City of Wanneroo in 1999, which resulted in seven Wards. A minor review was undertaken in 2000 that recommended the Ward boundary between Alexander and South Wards be amended. A Review, as required by the Act, was then undertaken in June 2006, which resulted in the number of Wards being reduced from seven to four.

In 2012, the Local Government Advisory Board (the **Board**) requested the City undertake a Review to rectify imbalances in representation. This review was subsequently postponed following approval from the Board, and was then undertaken in late 2014, and finalised in March 2015. Since that review, the Council of the City's Ward system has consisted of a popularly elected Mayor and 14 Councillors from three Wards (North Coast Ward, Central Ward and South Ward).

The Board has the responsibility for ensuring that recommendations from local governments for changes to names, Wards and representation conform to the requirements of Schedule 2.2 of the Act. The Board has advised that the City be not required to complete its next Legislative Review until 2023, which is eight years from the completion of its last Review in 2015. However, due to the increasing disparity between Councillor:Electors Ratios in two of its three Wards, Council may consider initiating an early review of Wards and representation. Information regarding this matter is discussed further in this report.

In accordance with clause 7(1) of Schedule 2.2 of the Act, before carrying out a review a local government has to give local public notice advising —

- (a) that the review is to be carried out; and
- (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.

To assist the community to consider options and ideas for the review of Wards and representation, a Discussion Paper has been developed (**Attachment 1**). The community is invited to propose any option/s and the Council will consider all submissions received. A preferred option (the **Proposal**) will be made by Council decision following the public consultation process and a thorough analysis of all submissions from the community.

It is important to note that the initiation of a Review and development of a Discussion Paper for community consultation is to seek community feedback on possible options only, not to agree or put forward a preferred option.

Detail

The purpose of a Review is to assess the current arrangements of the City Ward boundaries and Councillor representation and propose options that will implement a system of representation that is most appropriate and best suits the characteristics of the City and its community.

Before making a proposal to the Board, the Council is to examine the assessment factors outlined in Clause 8 of Schedule 2.2. These legislated assessment factors are:

- Community of interests;
- Physical and topographic features;
- Demographic trends;
- Economic factors;
- The ratio of councillors to electors in the various Wards; and
- Any other relevant factors.

Information in regards to these assessment factors and their relevance to the district of Wanneroo is outlined in the Discussion Paper.

Councillor:Elector Ratios

The main factor the Board considers to be important is balanced Councillor:Elector ratios across Wards. A local government is expected to have similar ratios of Councillors to Electors across its Wards. A deviation of plus or minus (+/-) 10% is generally considered acceptable. A negative deviation result indicates that the Ward is under-represented, and a positive deviation result indicates the Ward is over-represented.

Historically, the elector ratios for the City have been as follows:

(Note that red text indicates a result outside the acceptable +/-10% ratio deviation)

Ward	% Ratio Deviation			
	2011 Election	2013 Election	2015 Election	2017 Election
North Coast			2.87%	-6.75%
North	22.28%	9.39%		
Coastal	1.14%	0.71%		
Central	-14.84%	-12.58%	-6.62%	-2.65%
South	-0.92%	3.22%	2.43%	8.87%

The large deviation that existed at the 2011 election with the North and Central Wards was the main reason that the Board previously requested the City to initiate an early review of the Ward boundaries. The review was postponed and subsequently then undertaken in 2014 and concluded prior to the 2015 Elections, with a new three Ward system and representation distribution. The table above demonstrates the difference that the 2015 Review made to the Councillor:Elector ratios.

The Elector ratios for the City's local government 2019 Election were as per the following table:

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
North Coast	5	48,946	1:9,789	-10.51%
Central	4	35,839	1:8,960	-1.14%
South	5	39,233	1:7,847	11.42%
TOTAL	14	124,018	1:8,858	

As at 30 June 2020, the total number of Electors for the District of Wanneroo as recorded by the West Australian Electoral Commission (WAEC) has increased to 125,084. The ratio by Ward that exists as at 30 June 2020 is, therefore:

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
North Coast	5	49,969	1:9,994	-11.22%
Central	4	36,176	1:9,044	-0.65%
South	5	39,659	1:7,932	11.73%
TOTAL	14	125,804	1:8,986	

As seen from the above information, the North Coast Ward and South Ward fall slightly outside of the plus/ minus 10% guideline (-11.22% and 11.73% respectively) and the Central Ward falls within the guideline. This means that the North Coast Ward is under represented, whilst the South Ward is over represented.

Modelling has been undertaken on the possibility of maintaining the current ward system with existing councillor representation over the next eight years. The resultant Councillor:Electors ratio forecast is:

Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Electors Ratio	% Ratio Deviation	No. Electors	Cr:Electors Ratio	% Ratio Deviation	No. Electors	Cr:Electors Ratio	% Ratio Deviation
North Coast	5	49,969	9,994	-11.22%	54,439	10,888	-14.48%	63,525	12,705	-20.27%
Central	4	36,176	9,044	-0.65%	38,170	9,543	-0.33%	42,709	10,677	-1.07%
South	5	39,659	7,932	11.73%	40,545	8,109	14.74%	41,661	8,332	21.13%
Totals	14	125,804	8,986		133,154	9,511		147,895	10,564	

Given the disparity between the existing Ward ratios and the prospect this will continue to increase; the Board is unlikely to support the continuation of the current Ward structure. It should be noted that the City has undertaken campaigns over the past two election years to increase resident and ratepayer enrolments and particularly to encourage enrolments on the Owners and Occupiers Roll.

Future Forecast and Modelling Scenarios

The WAEC does not provide future projected forecasts of Electors for local governments. Therefore, a local government is to determine the best methodology for these estimates noting that it is not possible to predict with complete accuracy the Councillor:Electors ratios for future years. However, an indicative projection based on current known number of Electors per suburb provided by the WAEC as at the June 2020 report, with an average percentage shift applied can assist with these estimates. The average percentage shift has been calculated by using the City's ID.forecast modelling systems projected shift in population age group of 18 plus years over a four year period 2020 to 2024 and then over an eight year period 2020 through to 2028. This provides the anticipated elector increase per suburb based on the foundational WAEC June 2020 enrolments. This method of calculation does not take into consideration the City's Owner and Occupier Roll of Electors being a total of 297 electors at the October 2019.

With regards to elector forecasts it is important to note that:

1. The modelling cannot accurately predict any division within suburbs (that is, suburb boundary realignments); however, there is potential within the next eight years that suburb boundaries will be amended. This means that there is a chance that Electors within one suburb may be divided between one or more Wards.

2. The last census was conducted in August 2016, and the next census is scheduled for August 2021. The census data is based on geography and, along with future ID.Forecast modelling, can be used to better inform planning and more accurate future population numbers. It will not be practical to use the 2016 census data for a review conducted during 2020, as the data will be outdated.
3. The data from ID.Forecast does not account for any impact that the COVID-19 Pandemic may have on future population trends. This is because the data was collected before knowledge of the Pandemic and therefore, potential effects on the economy, urban development, planning, capital works and so forth, have not been considered within the modelling.

The Department of Local Government, Sport and Cultural Industries (**DLGSCI**) guidelines encourage that a Discussion Paper provide options for community consultation and that, as part of a review, *"It is essential to develop a diverse range of alternatives additional to the current ward system so that all options can be considered."* The Board will determine whether a review is valid based on the level of assessment that has been applied against the factors.

As a result of the Review, the City may propose any of the following options:

1. Creating new Wards in a district already divided into Wards;
2. Changing the boundaries of a Ward;
3. Abolishing any or all of the Wards into which a district is divided;
4. Changing the name of a district or a Ward;
5. Modifying the number of offices of Councillor on a Council; and/ or
6. Specifying or changing the number of offices of Councillor for a Ward.

When considering the Options, note that:

- The period under consideration is from 2020 through to 2028 (being the next Legislated review if the review is undertaken in 2020).
- Ordinary local government Elections are scheduled to be held in 2021, 2023, 2025 and 2027.
- The expected population of the various localities (suburbs) of the District would take into account as many known variables as possible including rezoning's.
- Each Option should seek to attain the required tolerance of plus or minus 10% deviation of the average number of Electors per Councillor by 2028, within the option parameters.
- The proportion of the population who will be potential Electors (over the age of 18 years and enrolled to vote) can be an estimation only using all the analysis tools available to the City; however, cannot be predicted with absolute certainty.

Option for Modifying the Number of Councillors on Council

Section 2.17 of the Act requires that each Council where a Mayor is elected by Electors, is to consist of the Mayor and a minimum five and maximum of 14 Councillors. The number of Council Members is decided by the Council to meet the needs of each local government area. The City's Council comprises the maximum number of Council representatives being one Mayor and 14 Councillors. In regards to Option 5 above to change the number of Councillors on the Council, it is recommended that Wanneroo remain with 14 Councillors as it is considered that the overall level of representation is still satisfactory based on Councillor representation numbers of other large metropolitan local governments (refer table below). Any reduction in Councillor representation would see the average number of Electors to Council Members increased significantly.

Local Government	Number of Wards	Number of Councillors	Number of Electors	Councillor:Electors Ratio
City of Armadale	7	14	54,952	1:7,850
City of Belmont	3	9	24,727	1:2,747
City of Canning*	5	10	53,867	1:5,387
City of Cockburn*	3	9	73,738	1:8,193
City of Joondalup*	6	12	112,041	1:9,337
City of Mandurah	4	12	61,430	1:5,119
City of Melville*	6	12	70,611	1:5,884
City of Stirling*	7	14	146,885	1:10,492
City of Swan	5	15	92,366	1:6,158
City of Vincent*	2	8	24,158	1:3,020
City of Wanneroo*	3	14	125,804	1:8,986

*Local governments with popularly elected Mayors

Table showing Councillor: Elector Ratios at other local governments – WAEC Enrolment Statistics at 30 June 2020.

Note: The number of Electors are those only listed on the Electoral Roll for each local government and do not include any electors that may have been added to individual local government's non-residents Owners and Occupiers roll since the 2019 Election.

It should be noted; however, that members of the public can still submit options to reduce the number of Councillors on Council, and the Council must consider all submissions before a Proposal is determined.

Options for Modifying Boundaries

Locality (suburb) boundaries are generally used to determine Ward boundaries rather than physical and topographical boundaries because:

- It is easier to calculate the Councillor:Electors ratios without complex and time consuming interrogation of electoral rolls and population statistics;
- Electors and residents will know which Ward they are in based on their suburb thereby retaining suburb integrity; and
- This approach retains suburbs as one, aligns with the factor of physical and topographical boundaries considered relevant by the Board and is most likely to be supported by the Board.

Options for Modifying the Number of Wards

As part of the development of the Discussion Paper, various modelling scenarios for Ward options has been undertaken. These include

- No Wards – maintain existing number of Councillors and remove all Ward boundaries.
- Create two Wards with even distribution of seven Councillors per Ward.
- Maintain the current three Ward systems with no change to boundaries or Councillor representation.
- Maintain existing three Ward system, but adjust Councillor representation numbers within Wards.
- Create six Wards using suburbs as the boundaries.
- Create seven Wards with two Councillors per Ward, using suburbs as the boundaries.

The most acceptable results of all of the preliminary modelling of these various scenarios is shown in the Discussion Paper. More detailed analysis of scenario modelling can be undertaken following the consultation process.

The purpose of the initial modelling for the Discussion Paper is to encourage discussion and submission from the community. The Council does not have a position on a preferred option and will consider all submissions equally against the assessment factors before submitting a Proposal to the Board.

Matters of a Minor Nature

Council may consider submitting a proposal to the Board of a minor nature without undertaking community consultation. To determine whether a proposal is one of a minor nature or if public submissions are required, a local government should consider the impact of the proposal on:

- Affected Electors (e.g. level of representation and access to representatives);
- Other Electors of the District (e.g. a comparison of the ratio of Electors to Councillors); and
- Local government finance and decision making capacity.

Changes to the number of Wards or changes to Ward boundaries that affect a large number of Electors, are generally not considered to meet the definition of minor nature. A change to Ward representation levels, such as slightly increasing or decreasing the number of Councillors within existing Wards, or a slight adjustment to boundaries that affects a limited number of Electors, may be considered a minor nature. The Board is responsible for determining whether a Proposal is one of a minor nature.

Consultation

Before carrying out a review a local government has to give local public notice advising:

- a) That the review is to be carried out; and
- b) That submissions may be made to the local government before a day fixed by the notice, being a day that is not less than six weeks after the notice is first given.

In carrying out the review, the local government is to consider submissions made to it before the day fixed by the notice.

Internal consultation with relevant stakeholders has occurred with regards to development of the Discussion Paper.

Comment

The City is not required to undertake a review of its Ward and Representation until 2023. However, a local government may consider initiating a review at any time. In accordance with Clause 9 of Schedule 2.2, on completing a review, the local government is to make a report in writing to the Advisory Board and may submit a Proposal for change as a result of that review.

If Council initiates a Review, the local government may choose to propose no change to its existing structure. However, Council does not have discretion in regards to the making of a report to the Board detailing the results of the Review. This report is a required outcome and conclusion of the Review process. The Board may accept a proposal made, or reject a proposal. If a proposal is rejected by the Board, and in the Board's opinion, the Proposal does not correctly take into account all of the Assessment Factors, then the Board may notify the local government that a proposal that does correctly consider those matters is to be made within a certain time. If the local government does not make a Proposal as required by the timeframe, then the Board may make a recommendation to the Minister for Local Government (the **Minister**) that it thinks fit.

In order to meet the timeframe of submission to the Board for consideration of the 2021 Elections, the City will need to conclude the review and submit its proposal to the Board by no later than 31 January 2021

Review Process

The Review process involves a number of steps:

- The Council resolves to undertake the review and develops a Discussion Paper;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes (after a minimum six weeks);
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report with its Proposal, to the Board for its consideration; and
- If a change is proposed, the Board submits a recommendation to the Minister.

Statutory Compliance

Schedule 2.2 of 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

For the Board to consider proposals in time for the 2021 Election, the Proposal must be submitted to the Board by the City, no later than 31 January 2021. This allows less than six months to complete a review at this time (noting a minimum six-week consultation is required, and Council's recess during Christmas/ New Year period fall within this time).

There is a risk that the Review may not be completed in this timeframe if the City receives a large number of submissions that require further detailed modelling analysis and assessment. The proposed timeline for submission has been developed as follows:

Item	Meeting	Date
Consideration of a Review - complete	Forum	11 August 2020
Consideration of Draft Discussion Paper - complete	Forum	01 Sept 2020
Report to Council to: Initiate Review and endorse Discussion Paper for consultation	Briefing Session	15 Sept 2020
	Ordinary Council	22 Sept 2020
Advertise – Consultation Opens	Public Notice	25 Sept 2020
Consultation closes (after minimum six weeks)		09 Nov 2020
	Special Forum	24 Nov 2020
	Briefing Session	08 Dec 2020
	Council Meeting	15 Dec 2020

Wherever possible, any changes approved by the Minister will be in place for the next ordinary Election. However, it is also possible that any recommended change to the Board could take effect from either the 2021 or 2023 local government as this is ultimately a decision of the Board in making a recommendation to the Minister.

Should the Council not initiate a review at this time, then the Review will need to be initiated in time to allow completion by 2023 to meet the requirement of a Review to be conducted within eight years in accordance with Schedule 2.2 of the *Local Government Act 1995*.

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Chief Executive Officer	manage

Risk Title	Risk Rating
CO-C01 Compliance Framework	Low
Accountability	Action Planning Option
Executive Manager Governance and Legal	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 registers. Action plans have been developed to manage these risks to support existing management systems.

This proposal aligns with the Civic Leadership objective of the existing Strategic Community Plan; Council should therefore consider the following risk appetite statement:

Civic Leadership – 4.2 Good Governance

The City provides appropriate systems and processes to realise its values and achieve good governance. Decisions are aligned to policy to ensure non-compliance impacts are reduced as low as reasonably practicable (**ALARP**) and reputational damage is restricted to low. Therefore, the City accepts low or ALARP of compliance and governance risk.

Policy Implications

Nil

Financial Implications

Should the review proceed during the 2020/21 financial year, there are sufficient funds within Council's existing operational budget to meet the associated costs.

Recommendation

That Council:-

- 1. INITIATES a review of the City's Wards and Representation system in accordance with clause 6 of Schedule 2.2 of the *Local Government Act 1995*;**
- 2. GIVES local public notice of its intention to carry out a review of wards and representation and invites submissions as required by Clause 7(1) of Schedule 2.2; and**
- 3. ENDORSES the Discussion Paper detailed in Attachment 1, for the purposes of community consultation.**

Attachments:

[1](#) Attachment 1 - Council Attachment - Discussion Paper - Review of Wards and Representation 20/389091 Minuted 2020

**REVIEW OF
WARD BOUNDARIES AND REPRESENTATION
FOR THE
CITY OF WANNEROO**

DISCUSSION PAPER 2020

Message from Chief Executive Officer

Insert message here

Daniel Simms

CHIEF EXECUTIVE OFFICER

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Background and Context

The City of Wanneroo is undertaking a review of its Wards and Representation.

Schedule 2.2(6) of the *Local Government Act 1995* (the **Act**) requires that ward boundaries and ward representation are to be reviewed at least every eight years (**Review**). The ward system and boundaries for the City of Wanneroo were first established after the standard process following the creation of the new City of Wanneroo in 1999 which resulted in seven wards. A minor review was undertaken in 2000 that recommended the ward boundary between the former Alexander and South Wards be amended. A Review, as required by the Act, was then undertaken in June 2006 which resulted in the number of wards being reduced from seven to four.

In 2012 the Local Government Advisory Board (the Board) requested the City undertake a Review to rectify imbalances in representation. This review was subsequently postponed following approval from the Board, and was then undertaken in late 2014, and finalised in March 2015. Since that review, the Council of the City of Wanneroo Ward system has consisted of a popularly elected Mayor and 14 Councillors across the three wards (North Coast Ward, Central Ward and South Ward).

The Local Government Advisory Board (the **Board**) has the responsibility for ensuring that recommendations from local governments for changes to names, wards and representation conform to the requirements of Schedule 2.2 of the *Local Government Act 1995* (the Act).

Local governments that have a ward system are required to review their ward boundaries and representation every so often to ensure that not more than eight years elapse between successive reviews. The City is still well within this time period however it considers that it is an appropriate time to conduct a review of its existing Ward system and Representation due to the increasing disparity between Councillor:Elector Ratios in two of its three Wards. Information regarding this matter is considered further in this Discussion Paper.

Purpose of the Review

The purpose of the Review is to assess the current arrangements of the City of Wanneroo ward boundaries and Councillor representation and propose options that will implement a system of representation that is most appropriate and best suits the characteristics of the City of Wanneroo and its community (the **Proposal**). As a result of the Review, the City may propose any of the following:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of Councillor on a council; and/or
- Specifying or changing the number of offices of Councillor for a ward.

The Discussion Paper

This Discussion Paper has been developed to assist the community to consider options and ideas for the review of Wards and Representation. It is important to note that the purpose of a Discussion Paper is to seek community feedback on possible options – a Discussion Paper does not put forward any preferred option. The community is invited, through the **Submission Process**, to propose any option and all submissions received must be considered by the Council. A preferred option (the **Proposal**) will be made by Council decision following the public consultation process including a thorough analysis of all outcomes and options from the community.

The Discussion Paper contains the following information in relation to the Review process:

- Consideration of the Assessment Factors for determining the best options for the City of Wanneroo; and
- details of examples of some options that may be considered including maps showing possible proposed boundaries; and
- a **Submission Form** for City of Wanneroo residents to complete and return to the City.

The Review Process

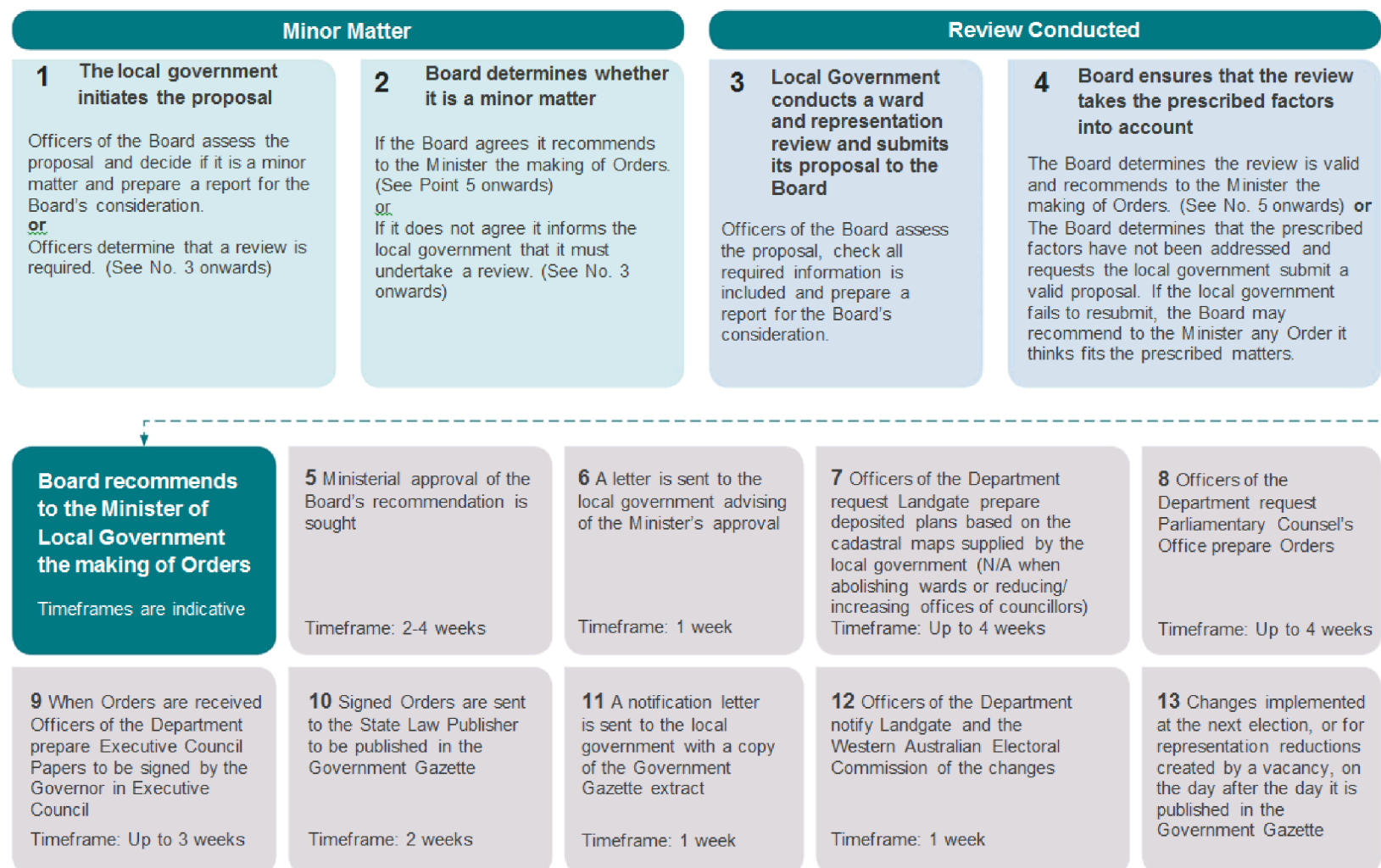
The steps in the Review process are summarised below and depicted in the Flow Chart on the following page:

- Council resolves to undertake the Review;
- Public submission period opens (minimum 6 weeks) and information provided to the community for discussion;
- Public submission period closes;
- Council considers all submissions, relevant assessment factors and makes a decision;
- Council submits a report (including Proposal) to the Board for its consideration; and
- If the Proposal is for a change, the Board submits a recommendation to the Minister for Local Government.

The Review will be undertaken in three phases:

- **Phase 1**
 - The City resolves to undertake a review of its ward and representation.
 - Development of a Discussion paper.
 - The City advertises that it is conducting a Review and seeks public submissions.
- **Phase 2**
 - Administration/Consultant will assess the submissions and consider options for change against the relevant factors to be considered and draft the Proposal.
 - Report to Council on outcome of submissions and the Proposal.
 - Council adopts the Proposal.
 - Preferred option submitted to the Board via the Board Report.
- **Phase 3**
 - The Board reviews the Board Report to ensure that the Review was validly conducted and makes a recommendation to the Minister on changes (if any).
 - Minister accepts or rejects the Board's recommendation.
 - If the Minister accepts the Board's recommendation, the Minister will request the Governor issue a Governor's order.
 - The City will implement the changes in accordance with the Governor's order.

Flow chart: Local Government Advisory Board – Ward and Representation Review Process



The City of Wanneroo District

The City of Wanneroo is located in the outer and fringe north-west of Perth. It is one of the fastest growing local government areas in the country, with an annual population growth rate of approximately three percent. The current population is over 208,000 (ABS Estimated Residential Population 2019) and this is expected to increase to more than 242,000 by 2028 and more than 348,000 by 2041.

The City of Wanneroo is a diverse municipality in terms of its land use and economic base. It features a mixture of residential, industrial and commercial activities in the south of the City, around the old township of Wanneroo and along the coastal strip north of Joondalup. The rural hinterland to the north and east boast significant amounts of intensive horticulture, broad hectare agriculture, quarrying and natural heritage areas, as well as semi-rural and rural-residential living.

The development of high-value horticultural and other intensive rural industries, such as poultry farming, comprised much of the impetus for the moderate population growth experienced in the City during the first half of the twentieth century. In recent decades, however, there has been substantial population growth in the City, which is directly related to the expansion of the northern and north-western suburbs of Perth, incorporating many of the southern parts of the City into the contiguous urban area of Perth. This is a process set to continue and heighten into the future with the City of Wanneroo becoming the primary focus for residential development in the northern suburbs of Perth.

In recognition of the diverse and changing nature of many areas of the City, and in response to the community's desire to see the uniqueness of many parts of Wanneroo protected and enhanced, the City has placed a strong importance on planning and managing the various aspects of what makes up a 'place'. Council endorsed a Place Framework in 2018 that started the City's journey of working with its local residents to identify local places of interest and importance and identify opportunities to align its business to address local priorities in these areas. Details regarding this Place Framework are discussed further in this document.

Population statistics are available on the City's website at <https://profile.id.com.au/wanneroo/>

Factors for consideration

Before a local government proposes that an order be made to do any of the matters in section 2.2(1), other than discontinuing a ward system; or to specify or change the number of offices of Councillor for a ward, or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to the following Factors:

- community of interests; and
- physical and topographic features; and
- demographic trends; and
- economic factors; and
- the ratio of councillors to electors in the various wards; and
- any other relevant factors

1. Community of interest

The term 'community of interest' includes a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers, for example. Neighbourhoods, suburbs and towns are important components of physical, historical and social infrastructure and often influence or generate a feeling of community and belonging.

2. Physical and topographic features

These may be natural or man-made features that will vary from area to area. Water features, such as rivers and catchment boundaries, may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man-made features such as railway lines and freeways.

3. Demographic trends

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government

4. Economic factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure, such as road networks

5. Ratio of Councillors to Electors in the various wards

It is expected that each local government will have similar ratios of electors to Councillors across the wards of its district. The Board has indicated that changes to ward boundaries and representation that result in ratios greater than plus or minus 10% different to the whole local government, are unlikely to be supported. If the City considers that there are exceptional circumstances to justify ward Councillor/elector ratio deviations greater than plus or minus 10%, the City can present such exceptional circumstances to the Board for consideration as part of the Proposal.

What these Factors mean for the City of Wanneroo

These Factors must be considered in terms of the whole **District** of the City of Wanneroo prior to assessing the Proposal.

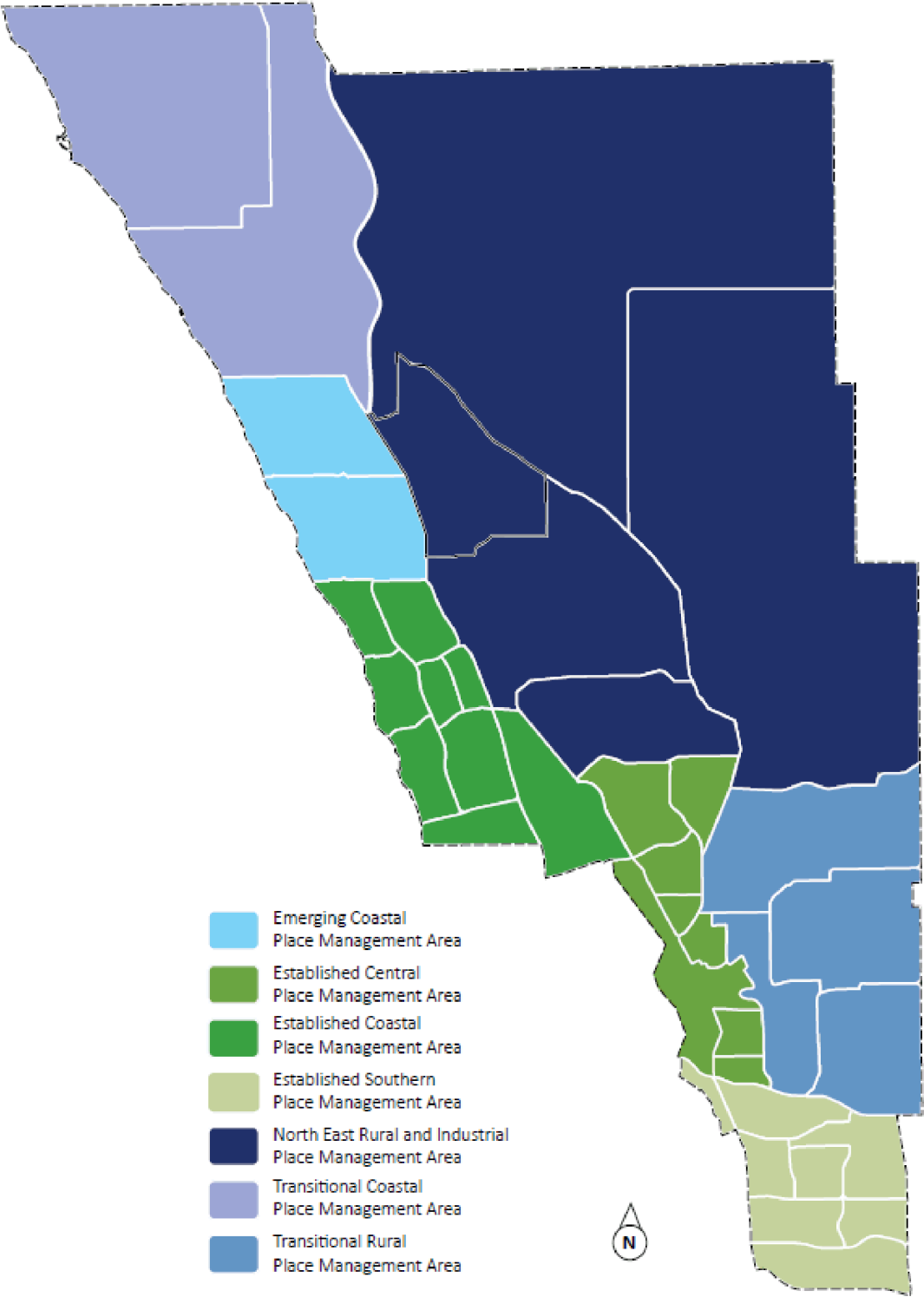
The following information discusses how these Factors relate to the City of Wanneroo and its community currently. Consideration of the Factors relevant to the anticipated future projections and planning of the District are also provided for the community's consideration.

Community of interest

- Most of the City's population lives in its southern half.
- The City also includes the communities of Yanchep and Two Rocks, and the 'old' townsites of Wanneroo and Quinns Rocks which are now effectively part of the greater suburban area of Perth but were distinct and separate town sites for many years.
- The City has rural areas in its northern and central areas such as Nowergup, Mariginiup, and Carabooda.
- Lifestyle semirural communities are notable in the areas east of Wanneroo, and include a focus on equine activities as well as market gardens. It is expected that the east Wanneroo area will transition to include significantly more urban development in the coming years.
- The City has a Social Strategy that guides how the City will shape 'healthy, safe vibrant and connected communities' through its many services and community-directed plans. These plans include the Access and Inclusion Plan that outlines how the City will work to eliminate barriers to access and inclusion and to advocate for equity for all abilities and diverse cultures in our community.
- The City has been working with local residents in three priority areas – Girrawheen/Koondoola, Yanchep/Two Rocks, and Wanneroo – to better understand how these shared identities can inform planning, resourcing and decision making processes.

The Place Framework adopted by Council in 2018 identifies seven 'Place Management Areas' that reflect the unique and varied nature of land use and landscape character across the City. (Refer to Map on the following page).

Within these Place Management Areas, specific communities of interest have been the subject of initial Local Area Planning efforts in partnership with local residents - Girrawheen/Koondoola, Yanchep/Two Rocks, and Wanneroo. The intent of Local Area Planning is to define the unique 'place' character of the area, and understand local priorities to ensure that this character can be enhanced. While these processes may not specifically inform the ward review process, the element of 'place' may be a key consideration in determining ward boundaries to ensure that representation is aligned with place boundaries.



Map – Seven ‘Place Management Areas’ as identified by the City of Wanneroo Place Framework

Physical and topographic features

- The City's natural features include coastal zones, lakes and their surrounding catchments such as Gngangara, Jandabup, Mariginiup, Neerabup, Nowergup and Pinjar, with Lakes Joondalup and Goollelal forming part of the boundary with the City of Joondalup.
- Other features include the Gngangara Pine Plantation, the Yanchep National Park, and the Neerabup National Park.
- Manmade features include the northern passenger rail line and Mitchell Freeway (both built and reserved areas).
- The City's coast stretches 32 kilometres from Tamala Park in the south, to Two Rocks in the north. Wanneroo's coastal foreshore is relatively undeveloped, especially when compared to the coastline further south. The City's ocean coastline is an extraordinary natural asset for the City and has been an important stimulus to the urban growth of the coastal corridor.

Economic factors

- The southern areas of the City are predominantly residential.
- Light and general industrial areas are located in the Landsdale, Wangara, Neerabup, and Yanchep areas. The Wangara/Landsdale industrial area employs an estimated 17,000 people in 2020 and the Neerabup Industrial Area employs about 1,000 people. As the Wangara/Landsdale industrial area grows to capacity over the next 10 years, it is expected that the Neerabup industrial area will experience accelerated development.
- Large Secondary Centres include Wanneroo, and Clarkson with District Centres at Kingsway, Butler and Yanchep (south). The addition of the rail extension to Yanchep will activate additional new centres at Yanchep (Strategic Metropolitan Centre), Alkimos (Secondary Centre) and Eglinton (District Centre). The Mindarie Marina is also an area of economic activity.
- It is expected that the addition of the rail stations will accelerate the population growth in the rail station catchments and will stimulate the requirement for the activity centres to be developed. These activity centres will take a number of years to reach maturity and this timing will be dependent on population demand for goods and services.
- Road networks tend to run north/south or east/west and include Wanneroo Road, Marmion Avenue, Hepburn Avenue, Ocean Reef Road, and others.

Demographic Trends

- The population of the City is forecast to grow significantly in the future, growing from around 208,000 in 2020 to 349,000 in 2041.
- This population growth has been downgraded from previous forecasts due to a general slowing of the economy and the flow on impacts to the housing sector. Short term stimulus of the housing market has not been factored in as the forecasts need to provide a longer term baseline for planning purposes.
- The growth expected in the City of Wanneroo over the period to 2041 implies an average additional 6,800 persons per annum. This is still a very significant number of additional people to the City each year.
- Urban development along the coastal areas, particularly in a northerly direction is expected to have a significant impact. The Alkimos/Eglinton, Yanchep/Two Rocks and East Wanneroo areas in particular are planned to expand considerably over the next 20 years.
- Increased urban densities in established suburbs such as Girrawheen and Koondoola in the south and Wanneroo in the centre of the district will also affect population.

Ratio of Councillors to Electors

The main factor the Board considers to be important is balanced Councillor:Electors ratios across Wards. A local government is expected to have similar ratios of councillors to electors across all its Wards. A deviation of plus or minus 10% is generally considered acceptable. The percentage ratio deviation is calculated by subtracting the Councillor/ Elector ratio for a Ward from the average Councillor/ Elector ratio for the whole district. The result is then divided by the average Councillor/Elector ratio for the whole district and multiplied by 100 to give a percentage. A negative result indicates that the Ward is under-represented, and a positive result indicates the Ward is over-represented.

Historically, the elector ratios for the City of Wanneroo have been as follows:

Ward	% Ratio Deviation			
	2011 Election	2013 Election	2015 Election	2017 Election
North Coast			2.87%	-6.75%
North	22.28%	9.39%		
Coastal	1.14%	0.71%		
Central	-14.84%	-12.58%	-6.62%	-2.65%
South	-0.92%	3.22%	2.43%	8.87%

The large deviation that existed at the 2011 election with the North and Central Wards, was the main reason that the Board previously requested the City to initiate an early review of the Ward boundaries. The review was postponed and subsequently then undertaken in 2014 and concluded prior to the 2015 elections, with a new three Ward system and representation distribution. The table above demonstrates the difference that 2015 Review made to the Councillor:Electors ratios by reducing the deviations.

The Elector ratios for the City of Wanneroo local government 2019 Election were as per the following table.

Ward	Number of Councillors	Number of Electors*	Councillor to Elector Ratio	% Ratio Deviation
North Coast	5	48,946	1:9,789	-10.51%
Central	4	35,839	1:8,960	-1.14%
South	5	39,233	1:7,847	11.42%
TOTAL	14	124,018	1:8,858	

* the number of electors for the 2019 Election includes 297 on the Owners and Occupiers roll enrolment.

As at 30 June 2020 the total number of Electors for the district of Wanneroo as recorded by the West Australian Electoral Commission (WAEC) has increased to 125,084. Based on the data from the WAEC, the ratio by Ward that exists as at 30 June 2020 is:

Ward	Number of Councillors	Number of Electors**	Councillor to Elector Ratio	% Ratio Deviation
North Coast	5	49,969	1:9,994	-11.22%
Central	4	36,176	1:9,044	-0.65%
South	5	39,659	1:7,932	11.73%
TOTAL	14	125,804	1:8,986	

** the number of electors as recorded by the WAEC as at 30 June 2020 does not include the Owners and Occupiers roll enrolments (297 electors as at the 2019 election)

As seen from the above information, the North Coast Ward and South Ward fall slightly outside of the plus/minus 10% guideline (-11.22% and 11.73% respectively) and the Central Ward falls within the guideline. This means that the North Coast Ward is currently underrepresented, whilst the South Ward is currently over represented.

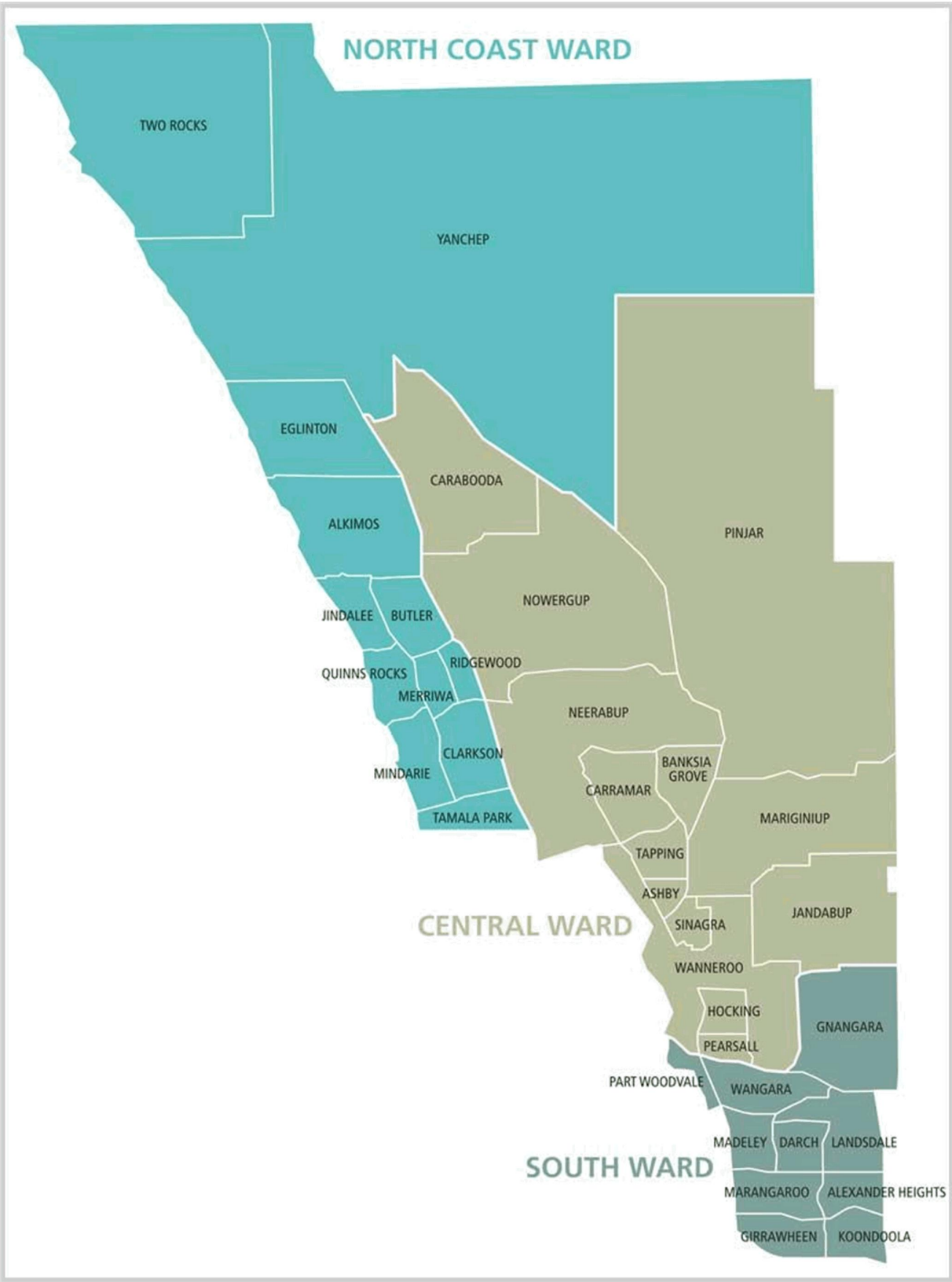
Current Ward and Representation Structure

The Council of the City of Wanneroo currently consists of a popularly elected Mayor and 14 Councillors from three wards – North Coast Ward, Central Ward, and South Ward. The three Wards consist of suburbs as follows:

North Coast	Central	South
Alkimos	Ashby	Alexander Heights
Butler	Banksia Grove	Darch
Clarkson	Carabooda	Girrawheen
Eglinton	Carramar	Gnangara
Jindalee	Hocking	Koondoola
Merriwa	Jandabup	Landsdale
Mindarie/Tamala Park*	Mariginiup	Madeley
Quinns Rocks	Neerabup	Marangaroo
Ridgewood	Nowergup	Wangara
Two Rocks	Pearsall	Woodvale
Yanchep	Pinjar	
	Sinagra	
	Tapping	
	Wanneroo	

* for the purposes of calculation, the Mindarie and Tamala Park suburbs have been grouped together to align with the amalgamated elector figures of these two suburbs supplied by the WAEC.

The current Ward Map with suburbs is depicted on the following page.



Elector Participation Rate by District

The following table shows the overall elector participation rate by District for the past three ordinary local government elections.

	2015 Elector Participation	2017 Elector Participation	2019 Elector Participation
City of Wanneroo	21.9%	27.7%	23.5%

For the 2019 election, the actual number of votes received compared to the total enrolled voters was:

	Enrolment	Voter Participation	Percentage Participation
City of Wanneroo	124,018	29,089	23.5%

Enrolment – Elector figures for contested elections.

The voter participation consists of the number of returned voting packages.

Includes elector participation for the Mayoral election that was also held during the 2019 election

Whilst there was a positive increase in participation rates for the 2017 ordinary local government elections (up by 5.8% overall), that participation rate declined in 2019 to 23.5%. Comparatively, the average participation rate for metropolitan local governments at the 2019 ordinary local government elections was 27.6%. The City continues to encourage voter participation in local government elections including undertaking marketing campaigns, information sessions and promotions to encourage the community to enrol, and to have their say and be involved in the decision making process at a local level.

Elector Participation Rate by Ward

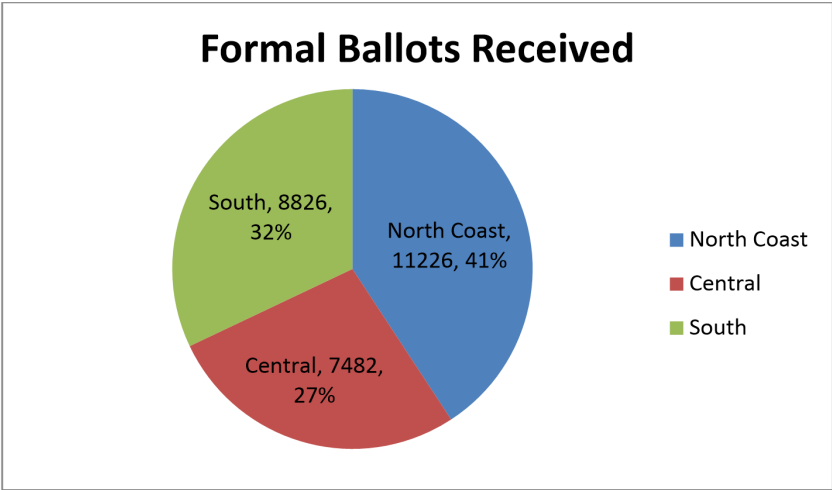
The following table shows the overall elector participation rate per Ward for the 2019 ordinary local government election.

Note that, unlike the participation figures in the previous tables, this information does not include elector participation for the Mayoral election that was also held during the 2019 election.

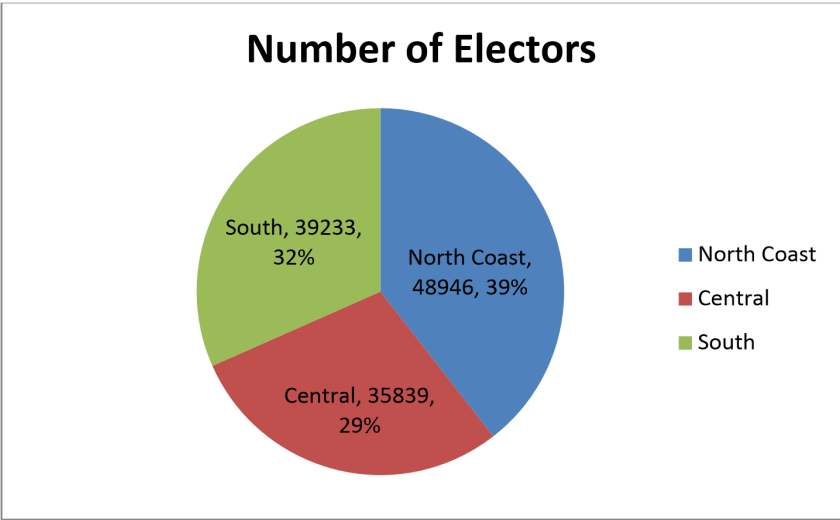
Ward	Total Electors	Total Votes Received (Valid and Informal)	Formal Ballot Papers	Turnout Rate
North Coast	48946	11299	11226	23.08%
Central	35839	7537	7482	21.03%
South	39233	8890	8826	22.66%
Total	124018	27726	27534	22.26%

From the above data and the following graph depictions, it is clear that the number of ballot papers received in the North Coast Ward is higher than those received in either the Central or Southern Wards. However, whilst the number of actual received ballots is higher, the percentage turnout is relatively the same comparative across all wards.

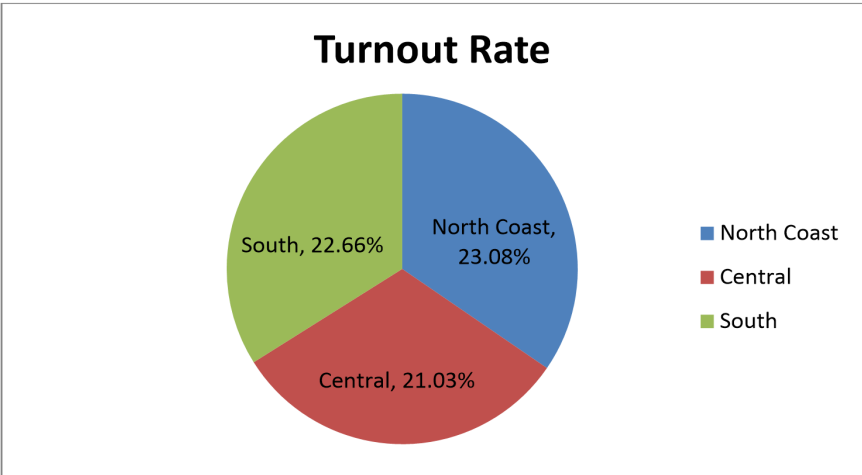
Valid Votes (only) received by Ward were:



Number of Electors by Ward were:



The Turnout Rate is:



Future Forecasts

The WAEC does not provide future projected forecasts of Electors. Therefore, a local government is to determine the best methodology for these estimates noting that it is not possible to predict with complete accuracy the Councillor:Elector ratios for future years. However, an indicative projection based on current known number of electors per suburb provided by the WAEC as at the June 2020 report, with an average percentage shift applied can assist with these estimates. The average percentage shift has been calculated by using the City's ID.forecast modelling systems projected shift in population age group of 18 plus years over a four year period 2020 to 2024 and then over an eight year period 2020 through to 2028.

The methodology used to project future elector numbers by suburb is therefore:

(WAEC June 2020 elector total result by suburb) x (average 4 or 8 year % change projected from ID.forecast modelling for age 18+ years by suburb) = projected elector numbers by suburb.

The resulting projected figures for 2028 are:

Existing Ward Structure	Suburb	June 2020 WAEC enrolled electors	%change based on 18+years %change (ID.Forecast)	2028 forecast electors with %change applied
Central	Ashby	1818	33.65%	2430
	Banksia Grove	5801	12.38%	6519
	Carabooda	341	29.30%	441
	Carramar	4519	16.79%	5278
	Hocking	4149	9.08%	4526
	Jandabup	221	5.75%	234
	Mariginiup	603	5.75%	638
	Neerabup	68	29.30%	88
	Nowergup	141	29.30%	182
	Pearsall	2634	9.08%	2873
	Pinjar	50	29.30%	65
	Sinagra	1772	33.65%	2368
	Tapping	5670	1.10%	5732
	Wanneroo	8389	35.13%	11336
North Coast	Alkimos	4756	53.84%	7317
	Butler	7517	14.29%	8591
	Clarkson	8241	9.46%	9021
	Eglinton	1538	133.35%	3589
	Jindalee	2074	49.19%	3094
	Merriwa	3592	1.99%	3663
	Mindarie/Tamala Park	5425	10.74%	6008
	Quinns Rocks	5702	2.86%	5865
	Ridgewood	2867	16.38%	3337
	Two Rocks	2270	52.94%	3472
	Yanchep	5987	59.83%	9569
South	Alexander Heights	5476	-1.86%	5374
	Darch	4616	1.49%	4685

Existing Ward Structure	Suburb	June 2020 WAEC enrolled electors	%change based on 18+years %change (ID.Forecast)	2028 forecast electors with %change applied
	Girrawheen	5419	4.34%	5654
	Gnangara	970	5.75%	1026
	Koondoola	2333	-1.93%	2288
	Landsdale	8972	15.53%	10365
	Madeley	4337	7.39%	4658
	Marangaroo	7175	0.68%	7224
	Wangara	40	7.39%	43
	Woodvale	321	7.39%	345
TOTAL		125804		147896

This method of calculation does not take into consideration the City's Owner and Occupier Roll of Electors. The total number of electors on that roll as at the October 2019 election was 297 electors. It should be noted that the City has undertaken campaigns over the past two election years to increase resident and ratepayer enrolments and particularly to encourage enrolments on the Owners and Occupiers Roll. The City will continue to identify opportunities to increase participation and enrolments through the Owners and Occupiers Roll.

Given the anticipated projected growth in most areas of the District, the current disparity between the existing Ward ratios and the prospect this will continue to increase; the Board is unlikely to support the continuation of the current Ward structure with the current numbers of Councillor Representation for an extended period.

Consideration of Options and Examples

The Council does not have an established position on any option, and the following information is provided to aid discussion only.

Any of the following options may be considered:

1. Changing the number of offices of councillor on a council.
2. Maintain existing structure of three wards and 14 Councillors.
3. Create new wards in a district.
4. Changing the boundaries of a ward.
5. Abolishing any or all of the wards.
6. Changing the name of a district or a ward.
7. Specifying or changing the number of offices of councillor for a ward.

When considering options, note that:

- The period under consideration is from 2020 through to 2028 (being the next legislated review if the review is undertaken in 2020)
- Ordinary Local Government elections are scheduled to be held in 2021, 2023, 2025 and 2027.
- The expected population of the various localities (suburbs) of the district takes into account as many known variables as possible including rezoning's.
- Locality (suburb) boundaries are generally used to determine ward boundaries
- Each option seeks to attain the required tolerance of plus or minus 10% deviation of the average number of electors per Councillor by 2028 within the option parameters.
- The proportion of the population who are anticipated to be electors (over the age of 18 years and enrolled to vote) has been estimated using the methodology outlined in the Future Forecasts section of this document.

1: Changing number of offices of Councillor on a council

Section 2.17 of the Act requires that each Council where a Mayor is elected by Electors, is to consist of the Mayor and a minimum five and maximum of 14 Councillors. The number of Council Members is decided by the Council to meet the needs of each Local Government area.

The City of Wanneroo Council comprises the maximum number of Council representatives being one Mayor and 14 Councillors. The overall level of representation is still considered satisfactory based on comparative Councillor representation numbers of other large metropolitan local governments (refer table below).

Any reduction in Councillor representation would see the average number of electors to Council Members increased significantly. However members of the public may provide feedback on this option as part of the submission process.

Local Government	Number of Wards	Number of Councillors	Number of Electors	Councillor:Elector Ratio
City of Armadale	7	14	54,952	1:7,850
City of Belmont	3	9	24,727	1:2,747
City of Canning*	5	10	53,867	1:5,387
City of Cockburn*	3	9	73,738	1:8,193
City of Joondalup*	6	12	112,041	1:9,337
City of Mandurah	4	12	61,430	1:5,119
City of Melville*	6	12	70,611	1:5,884
City of Stirling*	7	14	146,885	1:10,492
City of Swan	5	15	92,366	1:6,158
City of Vincent*	2	8	24,158	1:3,020
City of Wanneroo*	3	14	125,804	1:8,986

*Local governments with popularly elected Mayors

Table showing Councillor: Elector Ratios at other local governments – WAEC Enrolment Statistics at 30 June 2020.

Note: The number of Electors are those only listed on the Electoral Roll for each local government and do not include any electors that may have been added to individual local government's non-residents Owners and Occupiers roll since the 2019 election.

2 – 7: Changing the Number of Wards and/or Ward Boundaries and/or Councillor Representation across Wards

The options listed on the following pages are not exhaustive and are provided only to assist the community with input and discussion. The community is encouraged to comment on these options and alternative options are welcome to be submitted through the Submission Process.

This information provides preliminary consideration against the Assessment Factors. Where Councillor:Elector ratio is projected to fall outside the +/-10% accepted deviation, the ratio has been highlighted red.

Option 1: No wards – maintain existing number of Councillors and remove all Ward boundaries

This options considers the removal of all Wards and the even distribution of 14 Councillors within the district. This results in no ratio deviation and would align with the requirements of the Board in terms of Councillor:Elector representation, however with the size and growth of the Wanneroo District, there are significant strength and weakness considerations for this approach.

The resultant Councillor:Elector ratio forecast is:

Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation
1	14	125,804	8,986	0.00%	133,154	9,511	0.00%	147,896	10,564	0.00%
Totals	14	125,804	8,986	0.00%	133,154	9,511		147,896	10,564	0.00%

Consideration against Assessment Factors

The elimination of a ward system effectively considers all Assessment Factors equally across the District. Overall consideration of the strengths and weaknesses of this option are:

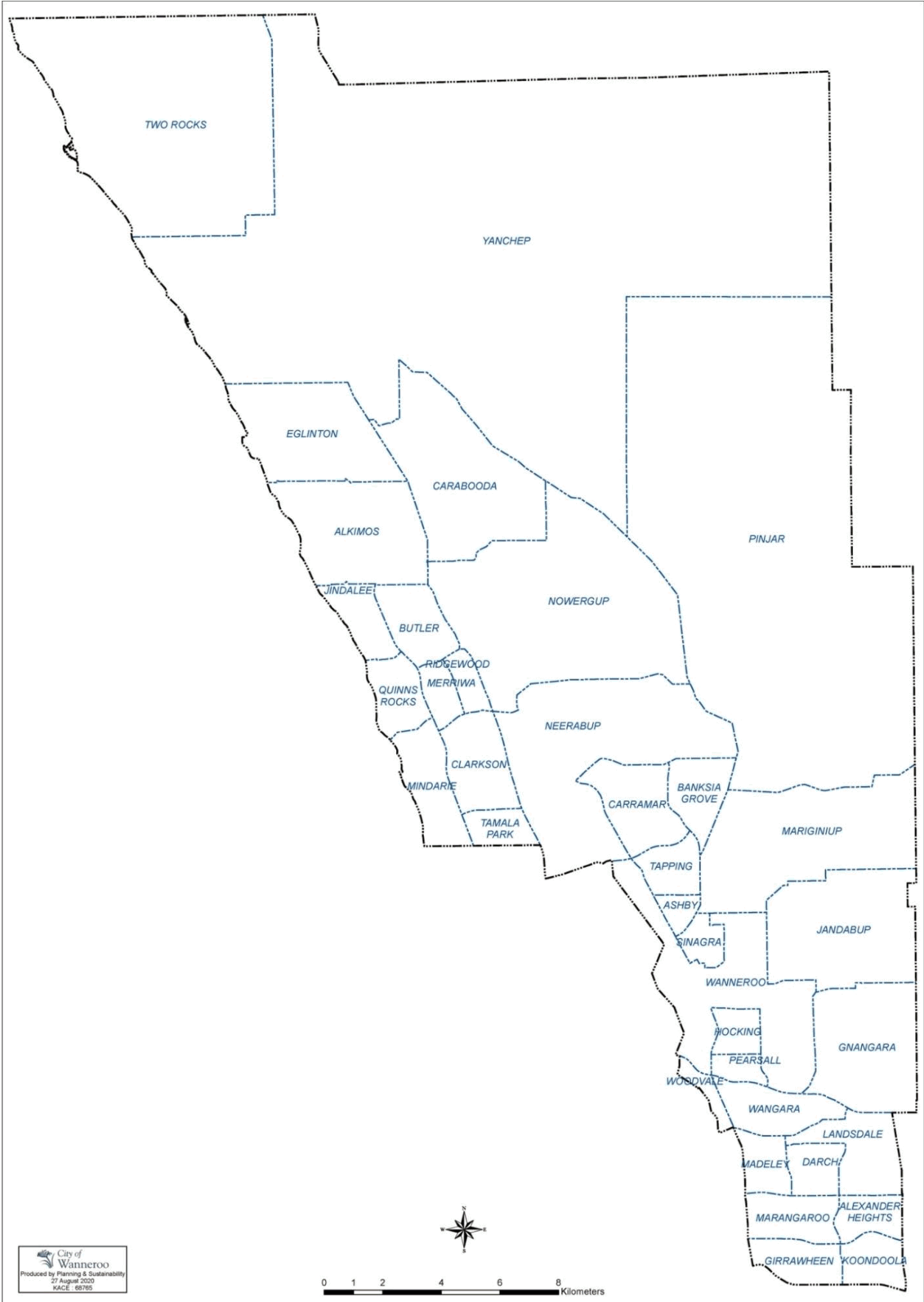
Strengths

- All Council Members are elected by the entire community of Wanneroo Council members knowledge and interest in Council's affairs may broaden beyond the immediate concerns of those in a ward
- Council members knowledge and interest in Council's affairs may broaden beyond the immediate concerns of those in a ward
- The smaller town sites and rural areas have the whole Council representing them – this also applies to larger sites
- Members of the community may feel that all Council Members are equally more approachable as they are not 'connected to specific Councillors based on their ward representation
- Social networks and communities of interest are often spread across a local government and Council Members can have an overview of these.
- Council Members can use their specialty skills and knowledge for the benefit of the whole local government.
- There is balanced representation with each Council Members representing the whole community.
- The election process is much simpler for the community to understand and for the Council to administer.

Weaknesses

- Electors may feel that they are not adequately represented if they do not have an affinity with any specific Council Member(s).
- Council Members may have more affinity and understanding of issues within specific areas
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

Map of Option 1 - No wards – maintain existing number of Councillors and remove all Ward boundaries



Option 2: Create two wards with even distribution of 7 Councillors per ward

With this option, the existing three ward system is decreased to two wards with an even representation of 7 Councillors per ward.

This model was based on suburbs aligned to Wards as follows:

Ward 1	Ward 2
Koondoola	Ashby
Girrawheen	Tapping
Alexander Heights	Carramar
Marangaroo	Neerabup
Madeley	Mindarie/Tamala Park
Darch	Clarkson
Landsdale	Ridgewood
Woodvale	Merriwa
Wangara	Quinns Rocks
Gnangara	Butler
Wanneroo	Jindalee
Hocking	Nowergup
Pearsall	Carabooda
Sinagra	Pinjar
Jandabup	Alkimos
Mariginiup	Eglinton
Banksia Grove	Yanchep
	Two Rocks

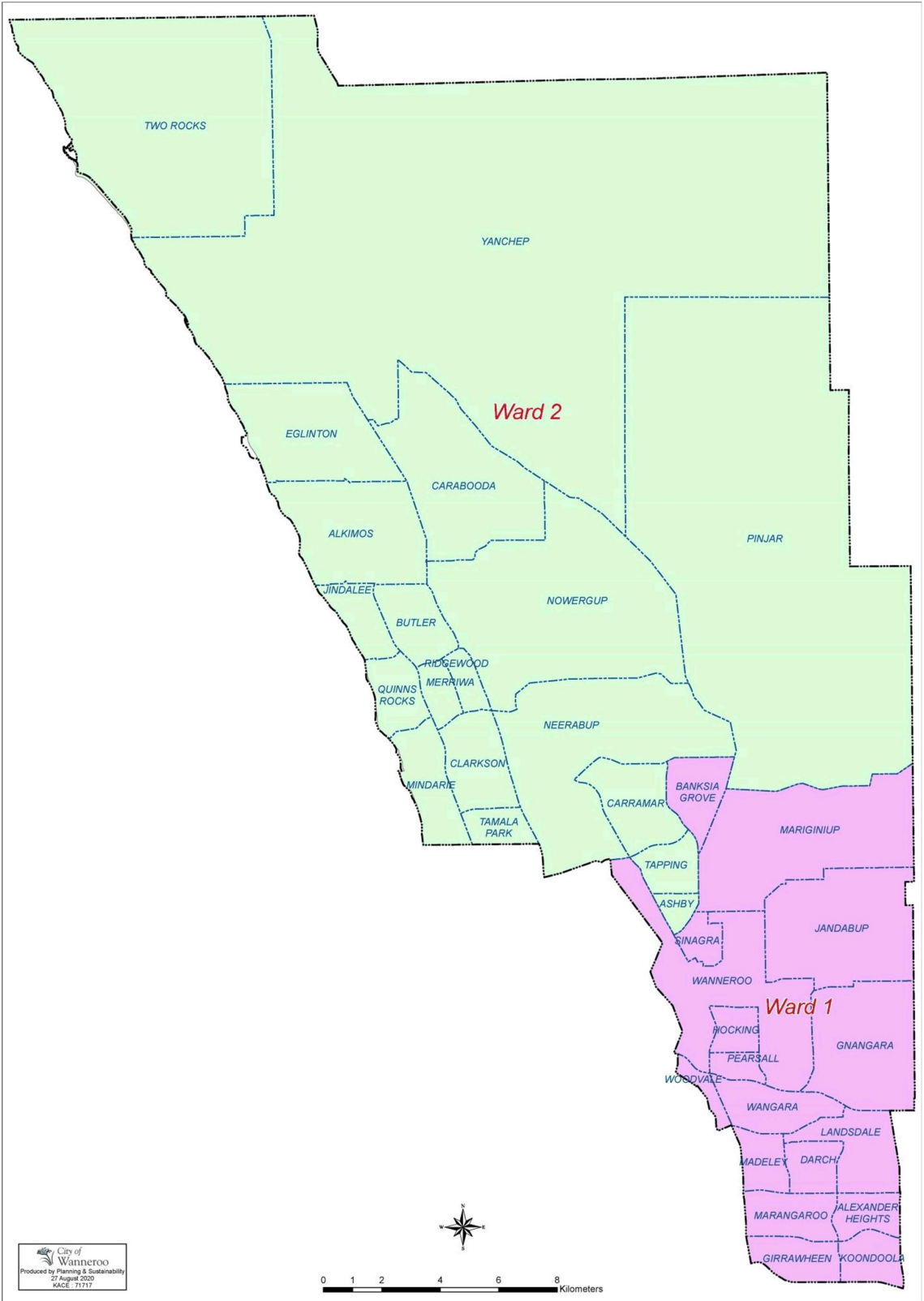
The resultant Councillor:Elector ratio forecast is:

Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation
1	7	63,228	9,033	-0.52%	65,278	9,325	1.95%	70,155	10,022	5.13%
2	7	62,576	8,939	0.52%	67,876	9,697	-1.95%	77,741	11,106	-5.13%
Totals	14	125,804	8,986		133,154	9,511		147,896	10,564	0.00%

Consideration against Assessment Factors

Factor	Strengths	Weaknesses
Community of Interest	Coastal communities are within the same ward. Rural areas are almost all in one ward area.	Rural areas are split between the wards
Physical and Topographical Features	The ward boundaries follow locality boundaries. In most cases these boundaries are major roads.	Nil
Demographic Trends	The proposed structure provides a good system of representation for an extended period of forecast growth across the City and adequately accounts for the speed and growth projected in the North Ward.	Nil.
Economic Factors	Areas of commercial activity such as Wangara and Landsdale are in one ward	Nil.
Ratio of Councillors to Electors	There is balance attained in the ratios for the entire forecast period.	Nil

Option 2: Create two wards with even distribution of 7 Councillors per ward



Option 3: Maintain the current three ward systems with no change to boundaries or Councillor representation

This option maintains the existing three wards and the number of Councillors per Ward, without any change to the boundaries. This option is provided for comparative purposes to demonstrate what the future would look like if this system remained without review and/or change. As can be seen in the 2020-to-2028 comparison model below, the deviation is expected to almost double in the North Coast and South Wards within the eight year period. The Council wishes to explore alternative options that will result in a more even distribution of Councillor:Elector ratio in the future as well as meeting consideration of the Assessment Factors.

This model was based on suburbs aligned to Wards as detailed on page 12 of this document.

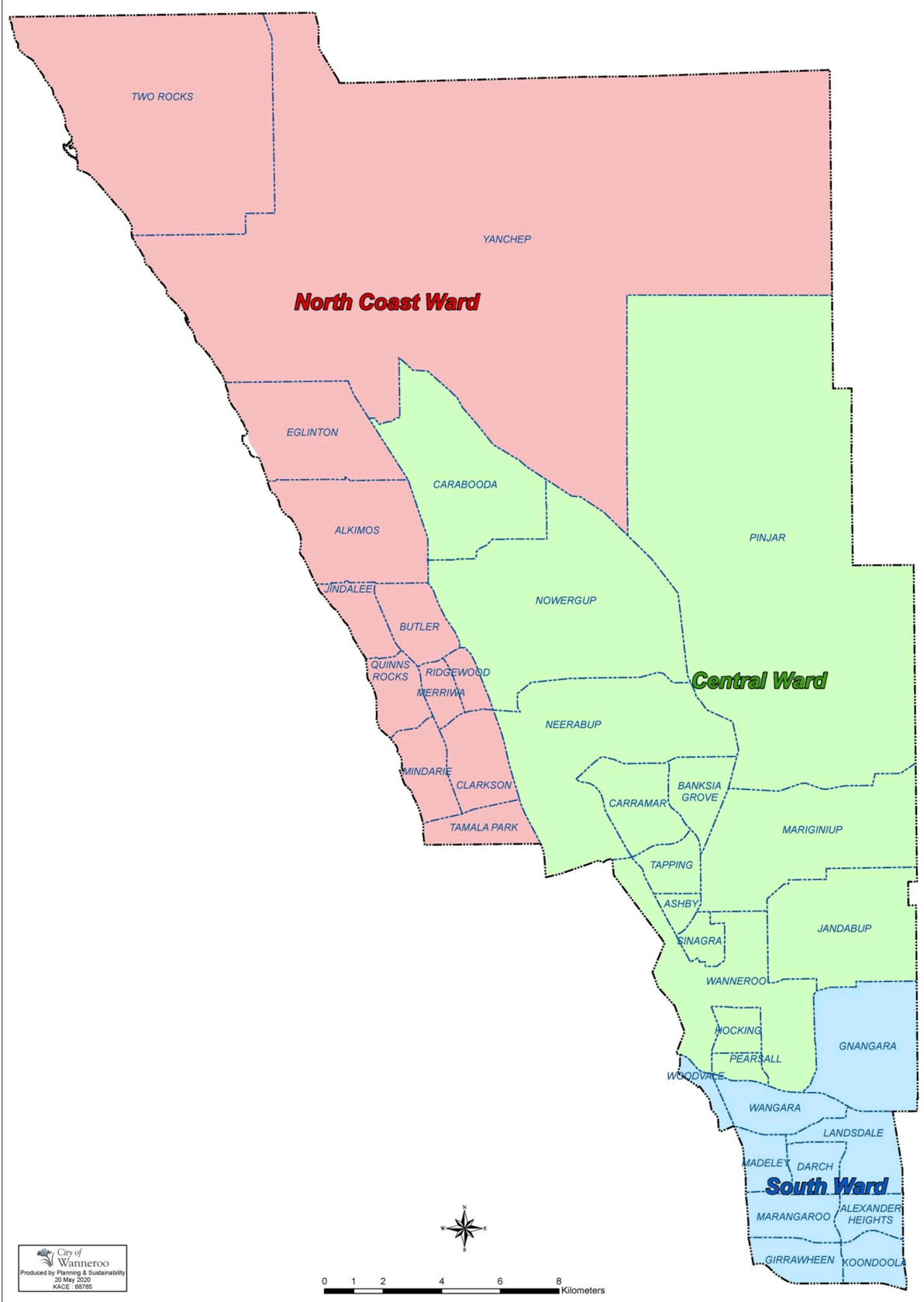
The resultant Councillor:Elector ratio forecast is:

Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation
North Coast	5	49,969	9,994	-11.22%	54,439	10,888	-14.48%	63,525	12,705	-20.27%
Central	4	36,176	9,044	-0.65%	38,170	9,543	-0.33%	42,709	10,677	-1.07%
South	5	39,659	7,932	11.73%	40,545	8,109	14.74%	41,661	8,332	21.13%
Totals	14	125,804	8,986		133,154	9,511		147,895	10,564	

Consideration against Assessment Factors

Factor	Strengths	Weaknesses
Community of Interest	Coastal communities are within the same ward. Rural areas are almost all in one ward area.	The parts of the City that are rural in nature are split over two wards - although only Gngangara is affected. The land area of the Central and North Wards is much larger than the South ward which results in a widespread ward community.
Physical and Topographical Features	The ward boundaries follow locality boundaries. In most cases these boundaries are major roads.	The boundary between the locality of Gngangara in the southern ward and Wanneroo/Jandabup is not well defined.
Demographic Trends	The representation mildly supports the higher forecast growth areas	The proposed structure does not adequately account for the speed of growth in the North of the District. The representation levels will therefore not align to this growth and disparity will increase.
Economic Factors	Areas of commercial activity such as Wangara and Landsdale are in one ward	Nil.
Ratio of Councillors to Electors (see below)	The ratio deviation is only slightly outside of the tolerance level for 2020.	The ratio for two wards is slightly outside of the tolerance as at 2020 and this deviation is projected to almost double by 2028. It is unlikely that such a proposal would be accepted by the Board.

Map of Option 3: Maintain the current three ward systems with no change to boundaries or Councillor representation



Option 4: Maintain existing three ward system but adjust Councillor representation numbers within wards

With this option, the number and boundaries of the existing three ward system remain unchanged. The number of Councillors representing each Ward however, is adjusted to:

- **reduce** the number of Councillor representatives in the South Ward from 5 Councillors down to 4 Councillors; and
- **increase** the number of Councillor representatives in the North Coast Ward from 5 Councillors up to 6 Councillors; and
- **maintain** the number of Councillor representatives in the Central without change at 4 Councillors.

This model was based on suburbs aligned to Wards as detailed on page 12 of this document.

The resultant Councillor:Electors ratio forecast is:

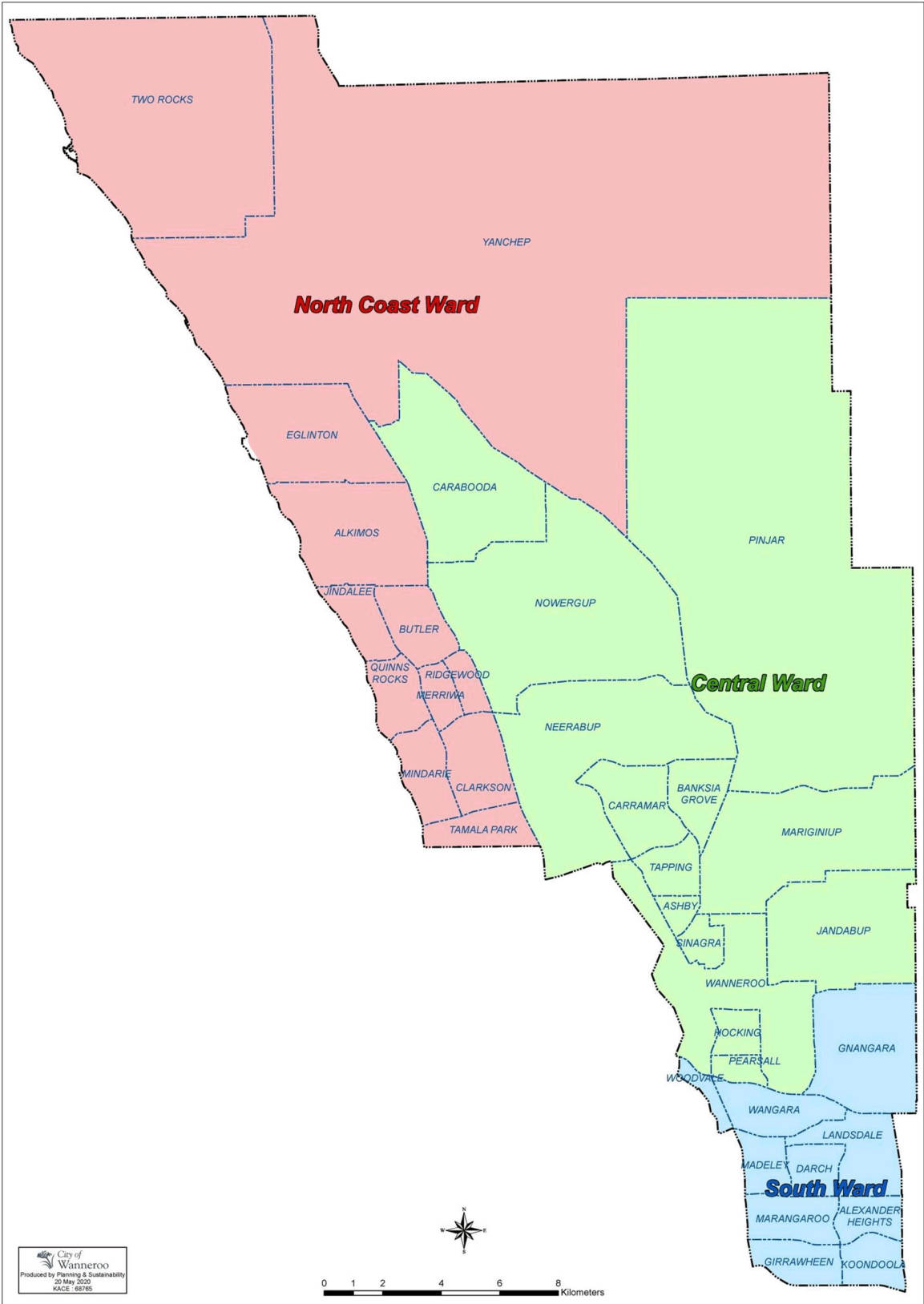
Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Electors Ratio	% Ratio Deviation	No. Electors	Cr:Electors Ratio	% Ratio Deviation	No. Electors	Cr:Electors Ratio	% Ratio Deviation
North Coast	6	49,969	8,328	7.32%	54,439	9,073	4.60%	63,525	10,588	-0.22%
Central	4	36,176	9,044	-0.65%	38,170	9,543	-0.33%	42,709	10,677	-1.07%
South	4	39,659	9,915	-10.34%	40,545	10,136	-6.57%	41,661	10,415	1.41%
Totals	14	125,804	8,986		133,154	9,511		147,895	10,564	

Consideration against Assessment Factors

The assessment for Option 5 is similar for Option 1, with the exception of the Councillor ratio to Electors (detailed below).

Factor	Strengths	Weaknesses
Community of Interest	Coastal communities are within the same ward. Rural areas are almost all in one ward area.	The parts of the City that are rural in nature are split over two wards - although only Gwangara is affected. The land area of the Central and North Wards is much larger than the South Ward which results in a widespread ward community.
Physical and Topographical Features	The ward boundaries follow locality boundaries. In most cases these boundaries are major roads.	The boundary between the locality of Gwangara in the south ward and Wanneroo/Jandabup is not well defined.
Demographic Trends	The proposed structure provides a satisfactory system of representation for an extended period of forecast growth across the City and adequately accounts for the speed and growth projected in the North Ward.	Nil.
Economic Factors	Areas of commercial activity such as Wangara and Landsdale are in one ward	Nil.
Ratio of Councillors to Electors	The proposed structure and numbers of Councillors per ward provide for ratios within tolerances across the entire period to 2028.	The ratio for one ward (South) is just outside the acceptable tolerance level for the first year (2020).

Map of Option 4: Maintain existing three ward system but adjust Councillor representation numbers within wards



Option 5: Create six wards using the suburbs as the boundaries

This option doubles the number of Wards from the current system of 3 wards up to 6 new wards. The distribution of Councillor Representation is higher in the two proposed wards that have a greater anticipated growth, and the representation is equal across the remaining 4 proposed wards.

This model was based on suburbs aligned to Wards as follows:

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6
Eglinton	Tapping	Mindarie/Tamala Park	Mariginiup	Darch	Alexander Heights
Two Rocks	Ashby	Ridgewood	Hocking	Landsdale	Girrawheen
Yanchep	Pinjar	Jindalee	Pearsall	Madeley	Koondoola
Alkimos	Carabooda	Merriwa	Sinagra	Wangara	Marangaroo
Butler	Nowergup	Quinns Rocks	Wanneroo	Woodvale	
	Banksia Grove			Gnangara	
	Carramar			Jandabup	
	Neerabup				
	Clarkson				

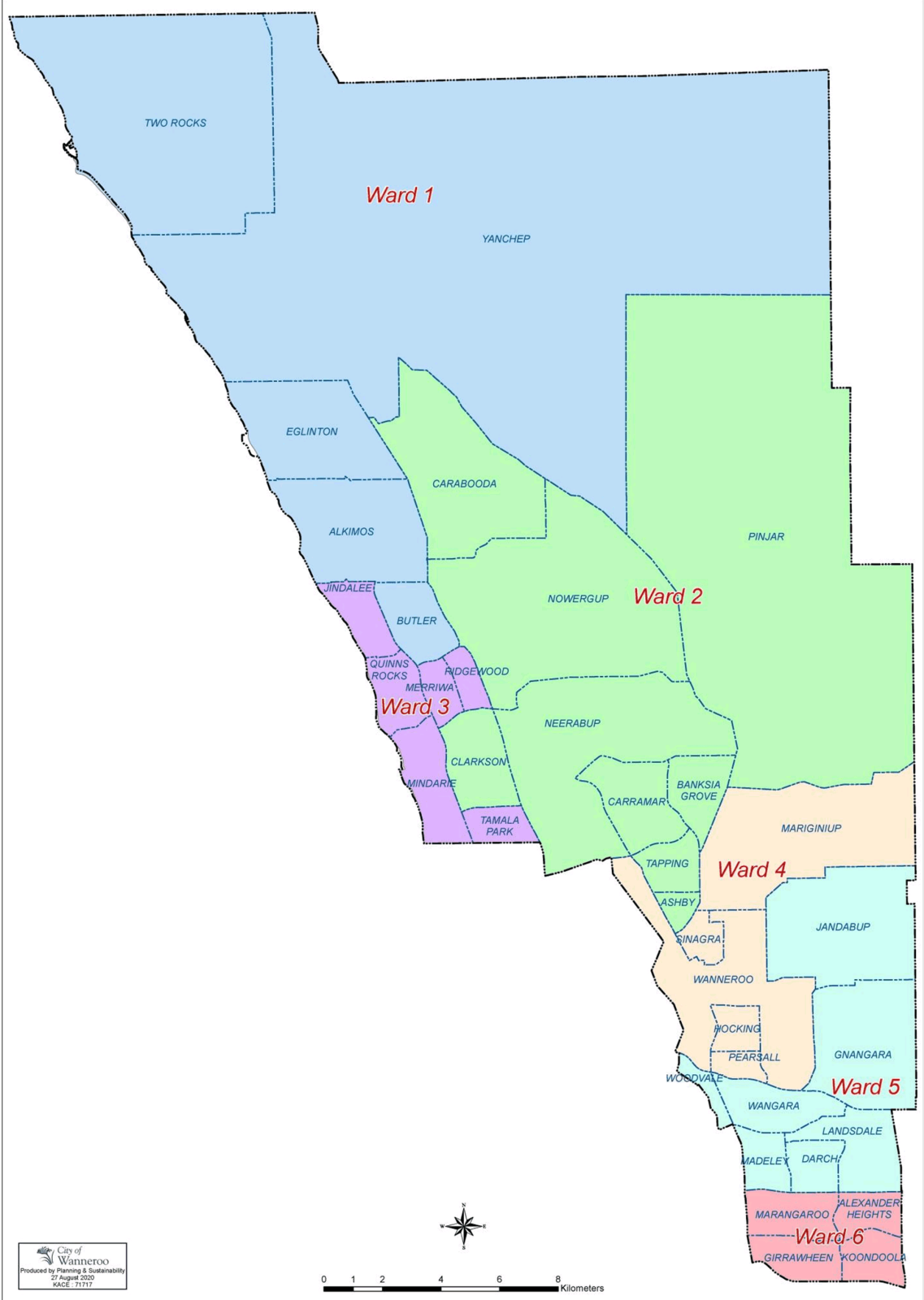
The resultant Councillor:Elector ratio forecast is:

Ward	2020				2024			2028		
	No. Crs	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation
1	3	22,068	7,356	18.14%	25,336	8,445	11.20%	32,537	10,846	-2.67%
2	3	26,649	8,883	1.15%	27,885	9,295	2.27%	29,755	9,918	6.11%
3	2	19,660	9,830	-9.39%	20,723	10,362	-8.94%	21,967	10,984	-3.97%
4	2	17,547	8,774	2.36%	18,443	9,222	3.04%	21,741	10,871	-2.90%
5	2	19,477	9,739	-8.37%	20,317	10,159	-6.81%	21,355	10,678	-1.08%
6	2	20,403	10,202	-13.53%	20,450	10,225	-7.51%	20,540	10,270	2.78%
Totals	14	125,804	8,986		133,154	9,511		147,895	10,564	

Consideration against Assessment Factors

Factor	Strengths	Weaknesses
Community of Interest	Rural areas are almost all in one ward area. Communities may feel more socially connected within their ward and to Councillors representing their ward.	The parts of the City that are rural in nature are split over two wards. Coastal areas are not all in one Ward. Focus on the district as a whole may be more challenging
Physical and Topographical Features	The ward boundaries follow locality boundaries. In most cases these boundaries are major roads.	Nil
Demographic Trends	The representation does support the higher forecast growth areas in the future.	The representation levels do not align to the northern growth until the end of the projected 8 year forecast.
Economic Factors	Areas of commercial activity such as Wangara and Landsdale are in one ward	Nil.
Ratio of Councillors to Electors	Future years project balance attained to the ratios	First year indicates high deviation within Wards 1 and 6. Deviation continues to exist in Ward 1 until the later half of the projected forecast.

Map of Option 5: Create six wards using the suburbs as the boundaries



Option 6: Create seven wards with two Councillors per Ward, using suburbs as the boundaries

This option would increase the current ward system from three wards up to seven wards, and provide an equal number of Councillor representatives per ward.

This model was based on suburbs aligned to Wards as follows:

Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	Ward 6	Ward 7
Koondoola	Madeley	Gnangara	Jandabup	Neerabup	Quinns Rocks	Alkimos
Girrawheen	Darch	Wanneroo	Mariginiup	Mindarie/Tamala Park	Butler	Eglinton
Alexander Heights	Landsdale	Hocking	Ashby	Clarkson	Jindalee	Yanchep
Marangaroo	Woodvale	Pearsall	Tapping	Ridgewood	Nowergup	Two Rocks
	Wangara	Sinagra	Carramar	Merriwa	Carabooda	
			Banksia Grove		Pinjar	

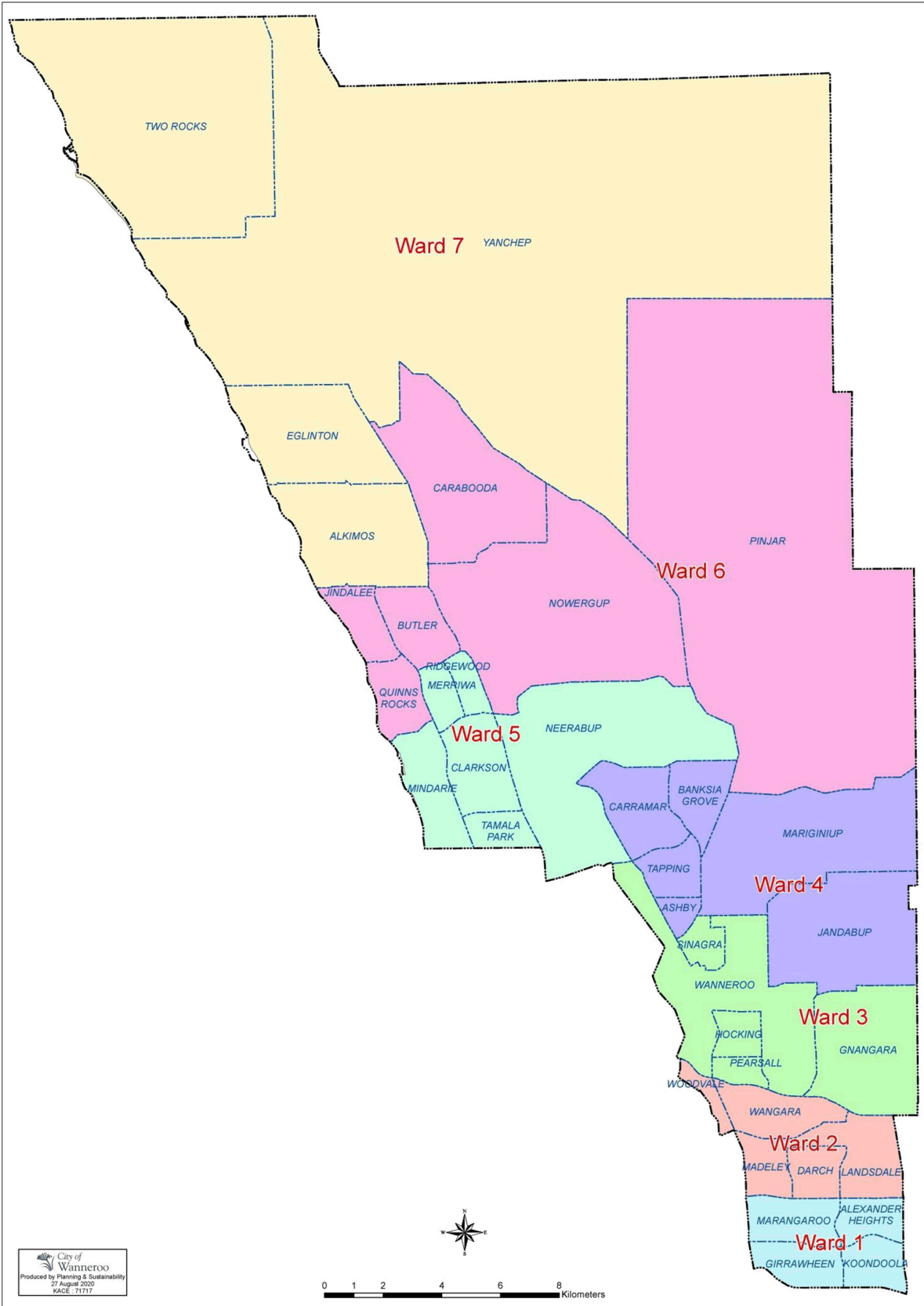
The resultant Councillor:Elector ratio forecast is:

Ward	No. Crs	2020			2024			2028		
		No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation	No. Electors	Cr:Elector Ratio	% Ratio Deviation
1	2	20,403	10,202	-13.53%	20,450	10,225	-7.51%	20,540	10,270	2.78%
2	2	17,914	8,957	0.32%	18,811	9,406	1.11%	22,129	11,065	-4.74%
3	2	18,286	9,143	-1.75%	19,122	9,561	-0.53%	20,095	10,048	4.89%
4	2	18,632	9,316	-3.67%	19,629	9,815	-3.19%	20,830	10,415	1.41%
5	2	20,193	10,097	-12.36%	20,917	10,459	-9.96%	22,116	11,058	-4.68%
6	2	15,825	7,913	11.95%	16,740	8,370	12.00%	18,238	9,119	13.68%
7	2	14,551	7,276	19.04%	17,485	8,743	8.08%	23,946	11,973	-13.34%
Totals	14	125,804	8,986		133,154	9,511		147,894	10,564	

Consideration against Assessment Factors

Factor	Strengths	Weaknesses
Community of Interest	Councillor representation is even across all wards. Communities may feel more socially connected within their ward and to Councillors representing their ward.	Focus on the district as a whole may be more challenging
Physical and Topographical Features	The ward boundaries follow locality boundaries. In most cases these boundaries are major roads.	Coastal areas and rural areas are split between 3 wards.
Demographic Trends	Areas of increased urban density across the district tend to be grouped within the same ward	The representation does not support the higher forecast growth areas in the future.
Economic Factors	Areas of commercial activity such as Wangara and Landsdale are in one ward	Nil.
Ratio of Councillors to Electors	Balance across 5 of the proposed wards can be seen by year 8	Deviations outside of the accepted range exists in most wards upon implementation and remains in two wards by the end of year 8

Map of Option 6: Create seven wards with two Councillors per Ward, using suburbs as the boundaries



SUBMISSION PROCESS

The City of Wanneroo community is invited to make a written submission and provide comment on any aspect of the City of Wanneroo Review of Wards and Representation. Submissions can be lodged as follows:

Online: Please access the City's online survey at **TBA**

By Email: **TBA**

By Mail: To the Chief Executive Officer
Attention: Council Support
City of Wanneroo
Locked Bag 1
Wanneroo WA 6946

In Person at: The City of Wanneroo Civic Centre
23 Dundobar Road Wanneroo WA 6065
General enquiries: 9405 5000
Business hours: Monday to Friday 8.30am - 5.00pm

Or at any of the City's library's during Council Service business Hours of 9:00am to 5:00pm Monday to Friday:

<p><u>Wanneroo</u> Telephone: 9405 5940 Address: Wanneroo Library & Cultural Centre, 3 Rocca Way, Wanneroo</p>	<p><u>Clarkson Library</u> Telephone: 9407 1600 Address: Cnr Ebb Way & Ocean Keys Blvd, Clarkson WA 6030</p>
<p><u>Yanchep/Two Rocks</u> Telephone: 9561 1110 Address: Phil Renkin Recreation Centre, Lisford Avenue, Two Rocks</p>	<p><u>Girrawheen</u> Telephone: 9342 8844 Address: 6 Patrick Court, off Girrawheen Ave, Girrawheen</p>

Submissions must be received by **time, day, date**

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the community of the City of Wanneroo.

For further information, please contact Council Support **email** and **phone**

SUBMISSION FORM

REVIEW OF WARDS AND REPRESENTATION

Thank you for your interest in the City of Wanneroo Review of Wards and Representation 2020. Please provide your comments on this Form.

All submissions are welcome and will be considered by the City.

Submissions must be received by **time, day, date**

1. Your details *(for contact purposes only)*

Name:			
Address:		Suburb:	
Phone Number:			
Email:			
Your interest in the City of Wanneroo <i>(eg resident/business owner/elector/visitor/etc)</i>			

2. Your comments on the Options within the Discussion Paper:

Option 1:	No wards – maintain existing number of Councillors and remove all Ward boundaries			
How would you rate this Option? <i>(Please tick the box that most closely aligns to your opinion.)</i>				
1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
What comments/changes would you make to Option 1?				

Option 2: Create two wards with even distribution of 7 Councillors per wardHow would you rate this Option *(Please tick the box that most closely aligns to your opinion.)*

1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
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What comments/changes would you make to Option 2?**Option 3: Maintain the current three ward systems with no change to boundaries or Councillor representation**How would you rate this Option *(Please tick the box that most closely aligns to your opinion.)*

1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
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What comments/changes would you make to Option 3?**Option 4: Maintain existing three ward system but adjust Councillor representation numbers within wards**How would you rate this Option *(Please tick the box that most closely aligns to your opinion.)*

1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
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What comments/changes would you make to Option 4?

Option 5: Create six wards using the suburbs as the boundariesHow would you rate this Option *(Please tick the box that most closely aligns to your opinion.)*

1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
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What comments/changes would you make to Option 5?**Option 6: Create seven wards with two Councillors per Ward, using suburbs as the boundaries**How would you rate this Option *(Please tick the box that most closely aligns to your opinion.)*

1 Very Poor	2 Poor	3 Satisfactory	4 Good	5 Very Good
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What comments/changes would you make to Option 6?**3. Your comments on other Options or Considerations:****Any other comments you would like to submit?**

3.15 Appointment of Delegate to the Wanneroo and Districts Historical Society

File Ref: 2379V02 – 20/306078
 Responsible Officer: Director Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

For Council to consider the appointment of a Delegate to the Wanneroo and Districts Historical Society.

Background

At the Special Council Meeting on 29 October 2019, Council resolved by absolute majority (SCS02-10/19) the following appointment:

“That Council, by ABSOLUTE MAJORITY, APPOINTS the following Elected Members to:

1. *External Council's Committees and Boards as per their Terms of Reference until the October 2021 Election Day, as below:*

j) Wanneroo and Districts Historical Society –

Mayor Roberts declared one delegate and one deputy delegate, being:

<i>Delegate</i>	<i>Deputy Delegate</i>
<i>Cr Aitken</i>	<i>Cr Cvitan”</i>

On 21 July 2020, Cr Aitken advised the City that she would unfortunately be unable to attend future meetings for the Wanneroo and Districts Historical Society and; therefore, has requested to step down in the role of Delegate for the City.

As a result, the City is seeking a new Delegate to be appointed as representative to the Wanneroo and Districts Historical Society.

Detail

The Wanneroo and Districts Historical Society aims to foster an interest in the history of the Wanneroo area. Meetings are arranged to be held on a monthly basis.

Representation on external Councils, Committees and Boards allows the City to have input into various issues that impact the local government sector and the City of Wanneroo district.

Where there are more nominations than vacancies for representation, a ballot will be conducted. Should the current deputy delegate be appointed as delegate, then Council is also requested to nominate a new deputy delegate for appointment.

Consultation

Nil

Comment

Nil

Statutory Compliance

Nil

Strategic Implications

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

“4 Civic Leadership

4.1 Working with Others

4.1.1 Build effective partnerships and demonstrate leadership in local government at regional, state and national levels”

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers, which relate to the issues contained in this report.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council APPOINTS the following Council Members to the Wanneroo and Districts Historical Society, until the October 2021 Election Day, as below:

One Delegate	One Deputy Delegate
Council Member:	Council Member:

Attachments: Nil

Chief Executive Office

Office of the CEO Reports

3.16 WA Recovery Plan funding

File Ref: 38561 – 20/381717
 Responsible Officer: Chief Executive Officer
 Disclosure of Interest: Nil
 Attachments: 1

Issue

To consider the list of projects that has been identified to receive funding from WA State Government under the WA Recovery Plan.

Background

The Minister for Sport and Recreation wrote to the City of Wanneroo's (the **City's**) Mayor on 31 August 2020 outlining the funding that has been made available to the City for a range of projects. The letter from the Minister is shown at **Attachment 1**.

The WA Recovery Plan provides for investment in sport and community infrastructure with a \$300m package, which is to be rolled out across the State.

Community benefits are expected to accrue through a pipeline of WA jobs, with local business and contractors set to benefit.

Detail

The specific City of Wanneroo projects to be funded include:

- | | |
|---|-----------|
| • Expansion of the Warradale Community Centre | \$600,000 |
| • Provision of a youth facilities in the South Ward | \$3M |
| • Contribution to the Alkimos Swimming Pool | \$10M |
| • Upgrade of soccer facilities at Kingsway Sporting Complex | \$2.667M |

Consultation

Following confirmation of the funding, the City has contacted the Department of Local Government, Sport and Cultural Industries to discuss the detail of the projects. These discussions are ongoing and likely to continue over the coming weeks. The City has also met with local Member of Parliament, Margaret Quirk MLA as two projects on the list refer to promises made in the lead up to the 2017 State election, namely Warradale Community Centre and the Youth Facilities.

Issues raised in the ongoing discussions relate in particular to the following matters:

- *Warradale Community Centre* – Administration is investigating the use of these funds for the provision of demountable style change-rooms and upgrade of the existing toilet facilities within the community centre to improve accessibility and amenity;
- *Youth Centre* – Initially identified in 2017, this project is evolving to be re-focussed on the provision of a Youth Innovation Hub in the vicinity of the Southern Suburbs Library to support young people access technology, skills development and enhanced job readiness; and

- *Upgrade of Soccer Facilities at Kingsway Sporting Complex* – As aligned to the City's Advocacy Strategy for Reserves and Open Spaces, the project focuses on upgrades to soccer facilities including provision of synthetic training pitches to enable increased programming time and participation increase, floodlighting upgrades to support increased participation and potentially additional perimeter fencing. The City is currently undertaking an infrastructure capacity assessment for the Kingsway Sporting Complex that will inform the project scope.

Comment

This report seeks Council's acceptance to proceed with the funding offered through negotiating project scope and timeframe and executing funding agreements. If required budget variation approval will be sought from Council at a later stage.

Statutory Compliance

There will be specific funding conditions to meet in each project, which will be identified through negotiations. Development Applications and Building Approvals will be determined as required.

Strategic Implications

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

"4 Civic Leadership

4.1 Working with Others

4.1.3 Advocate and collaborate for the benefit of the City"

Risk Management Considerations

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

Risk Title	Risk Rating
Long Term Financial Planning	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Engagement	Low
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 accept this risk to support existing management systems. This proposal aligns with the Civic Leadership objective of the existing Strategic Community Plan, Council should therefore consider the following risk appetite statement: **4.1 Working with Others – 4.1.3 Advocate and collaborate for the benefit of the City.**

The City's defined risk appetite for **4.1 Working with Others** is articulated through the risk appetite statement as – The City acknowledges that success in service delivery by the City cannot be achieved in isolation. It requires a collaborative approach, working with the community, partners, government agencies and the broader business community to achieve outcomes that are aligned to community aspirations. This will be achieved by being transparent with information, delivering, and maintaining a consistent message when engaging with stakeholders. 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.

Policy Implications

Nil

Financial Implications

The planning and development of the Northern Coastal Growth Corridor Aquatic and Recreation facility (now known as the Alkimos Aquatic and Recreation Centre) is included in the City's Long Term Financial Plan, noting that the City has been advocating for both Federal and State Government funding contributions to the project.

The Southern Suburbs Library is in the City's Long Term Financial Plan; however, the Youth Innovation Hub is not. It is expected that the City's co-contribution to the Hub will be the provision of land, with the remainder of the project costs to be covered from the grant funding.

The expansion of the Warradale Community Centre and the upgrade of soccer facilities at the Kingsway Regional Sporting Complex are not currently listed in the City's Long Term Financial Plan and are not expected to require a financial contribution from the City.

Operational costs for the relevant facilities will be considered as part of the City's budgeting processes.

Voting Requirements

Simple Majority

Recommendation


That Council:-

1. **ACCEPTS** the external funding as outlined above subject to the Chief Executive Officer negotiating the required funding agreements with the State Department of Local Government, Sport and Cultural Industries for the following projects:

a) Expansion of the Warradale Community Centre –	\$600,000
b) Provision of a youth centre in the South Ward –	\$3M
c) Contribution to the Alkimos Swimming Pool –	\$10M
d) Upgrade of soccer facilities at Kingsway Sporting Complex –	\$2.667M
2. **AUTHORISES** the Chief Executive Officer to negotiate terms of the respective Deeds of Agreement on terms that are acceptable to the City:
3. **AUTHORISES** the Mayor and Chief Executive Officer to execute respective Deeds of Agreement in accordance with the City's Execution of Documents Policy:

4. NOTES that budget variations may be required upon completion of Recommendations 1, 2 and 3 above and will be presented to Council as necessary.

Attachments:

1.  Attachment 1 - Letter to Mayor from Minister Mick Murray - WA Recovery Plan and Funding - dated 31 August 2020 20/382005



**Minister for Seniors and Ageing; Volunteering;
Sport and Recreation**

Our ref: 68-09264

Cr Tracey Roberts
Mayor
City of Wanneroo
Locked Bag 1
WANNEROO WA 6946
tracey.roberts@wanneroo.wa.gov.au

Dear Cr Roberts

I am writing regarding the McGowan Government's recent announcements regarding the WA Recovery Plan.

The WA Recovery Plan is one of the most significant investments in sport and community infrastructure in Western Australia's history, with a \$300 million package to be rolled out across the State. The historic plan will benefit the community through the delivery of a range of projects and will also create a pipeline of WA jobs, with local small businesses and contractors set to benefit.

I am very pleased to advise you that the City of Wanneroo will receive \$600,000 for the expansion of Warradale Community Centre, \$3 million for a Youth Centre, \$10 million for the Alkimos Swimming Pool and \$2.667 million to upgrade soccer facilities at Kingsway Sporting Complex.

The Department of Local Government, Sport and Cultural Industries (the department) will contact you in the near future to discuss the funding opportunity in more detail. In the meantime, if you have any questions, please contact Rob Thomson, Director Infrastructure Planning and Investment, at the department on (08) 9492 9731.

I wish you every success in delivering these important community project.

Yours sincerely

A handwritten signature in black ink that reads "Mick Murray".

HON MICK MURRAY MLA
MINISTER FOR SPORT AND RECREATION

31 AUG 2020

A handwritten signature in black ink that reads "Tracey Roberts".

Level 7, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 6400 Facsimile: +61 8 6552 6401 Email: Minister.Murray@dpc.wa.gov.au
www.premier.wa.gov.au

Governance & Legal

3.17 Request for Extension to Review Dates and Minor Review of Council Policies

File Ref:	26321V07 – 20/382059
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	12

Issue

For Council to consider proposed minor amendments and extension to review dates for Council Policies.

Background

Council Policies and supporting procedures are a statement of the principles or position that are intended to guide or direct decision-making and operations within the City of Wanneroo (the **City**). The City's Strategic Community Plan (**SCP**) sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level through policies and procedures.

All Council Policies (as well as other like documents) should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted SCP and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

Detail

Reviews have been undertaken of the Policies listed below and the following changes are recommended:

Policies that Have Been Reviewed and Revised:

1. **Welcome to Country Protocols Policy**

Administration has reviewed the Welcome to Country Protocols Policy, due for review by October 2020. Changes made to the Welcome to Country Protocols Policy (**Attachment 2**) and are mostly administrative. There is; however, the addition of a written Acknowledgement of Country to be included in City communications and an increased reference to 'Whadjuk Noongar People' as opposed to 'Noongar People' to make the Welcome to Country Protocols Policy more relevant to the local area.

2. **Community Transport Services Policy**

Administration has reviewed the Community Transport Services Policy, which is due for review by May 2021. Since its adoption, the Community Transport Services Policy has been working well; however, the review has been completed early in the 2020/21 financial year to enable consistent delivery of the program across the whole financial year. Changes that have been made to the policy include updating it to the new template for Council Policies and ensuring detail contained within the Community Transport Services Policy provides a clear statement with succinct and clear direction for users. Specific operational details that are contained in the Community Transport Services Terms and Conditions of Hire and other relevant procedures have been removed. The proposed changes are in **Attachment 5**.

3. **Australia Day Awards Policy**

The City seeks nominations throughout the year for the Australia Day Awards to recognise individuals who have provided outstanding contributions their community during the year or over a number of years. Winners are announced annually on Australia Day. The Australia Day Awards Policy provides detail on these awards and the criteria around the selection of recipients. The Australia Day Awards Policy has been subject to a scheduled review, with only minor administrative changes proposed to reflect the responsibility for implementation. Changes to the Australia Day Awards Policy are in **Attachment 8**. No changes are proposed to the Award categories.

4. **Local Planning Policy 4.14: Compliance**

Local Planning Policy 4.14: Compliance (**LPP 4.14**) sets out the manner in which the City will investigate and take action against any alleged breach of the *Planning and Development Act 2005* and the City's District Planning Scheme No 2 (**DPS 2**), including any planning approval granted by the City under DPS 2. The LPP 4.14 does not apply to the enforcement of other legislation or approvals, whether administered by the City or not.

The review of LPP 4.14 has been completed by Administration with only minor changes identified. An administrative task of sending correspondence to the alleged offender requesting they contact Administration within seven days to discuss the breach and timeframe to achieve compliance has been added. Further clarity on circumstances when the City may determine not to take compliance action has also been included. The review considered advice on situations when non-compliance relates to building work constructed/ installed pre 2 April 2012, prior to the introduction of the *Building Act 2011*. **Attachment 11** provides a marked up copy of the LPP 4.14. If approved, this draft will be advertised for 42 days pursuant to Clauses 4 and 5 of the Deemed Provisions of the City's DPS 2.

Request Extension of Review Date for the Following Policies:

5. **Donations and Youth Sponsorships Policy**

The Donations and Youth Sponsorship Policy is due for review; however, an extension to the review date to the 30 November 2020 is requested. This will allow for a review of the new Community Funding Framework to occur to see what impact the new program may have had on the existing Donations and Youth Sponsorships Policy.

6. **Local Planning Policy 2.2: Caravan Park, Camping Grounds and Park Home Park Policy**

Administration's review of Local Planning Policy 2.2: Caravan Park, Camping Grounds and Park Home Park Policy (**LPP 2.2**) intends to include provisions for tourism uses such as short stay accommodation (Airbnb and similar). Following a parliamentary inquiry in 2019 into short stay accommodation the Department of Planning, Lands and Heritage (**DPLH**) were required to adopt and undertake a number of actions. The actions were the preparation of a Tourism Position Statement, consideration of new land uses to address short stay accommodation and implementation of a state register for short stay accommodation. The initial timeline for DPLH to complete this work was late 2020; however, this has been delayed due to the State Government's prioritisation of Planning Reform (R-Codes review and amendments to the planning regulations). Administration is unable to proceed with a review of LPP 2.2 until the outcomes of DPLH's action items are finalised, as this will be an important consideration in the policy review. An extension to the review date is requested to 31 December 2021.

7. **Local Planning Policy 2.6: Ancillary Accommodation**

Administration requests an extension to the review date of the Local Planning Policy 2.6: Ancillary Accommodation to the 30 June 2021 to allow the Western Australian Planning Commission (**WAPC**) to complete its current review of the R-Codes. This will directly

affect the content of this Local Planning Policy 2.6: Ancillary Accommodation. Administration will then be able to ensure the City's Local Planning Policy 2.6: Ancillary Accommodation does not conflict with the new R-Code provisions.

8. Local Planning Policy 4.18: Earthworks and Sand Drift

The review of Local Planning Policy 4.18: Earthworks and Sand Drift (**LPP 4.18**) requires consultation with a number of key stakeholders in the development industry, who are currently unavailable due to the increased demand for new houses because of the State Government's economic housing stimulus. Before preparing any modifications to LPP 4.18, Administration intends to undertake stakeholder engagement with a number of the developers in the northern growth corridor, which will be used to help guide the LPP 4.18 review. Administration will commence its review of LPP 4.18 once the housing stimulus has concluded and the development industry can be consulted. An extension to the review date is requested to 31 October 2021.

9. Local Planning Policy 4.21: Coastal Assets

There are elements imbedded within Local Planning Policy 4.21: Coastal Assets (**LPP 4.21**) that form integral considerations of the City's new Coastal Management Plan (**CMP**). The new CMP is proposed to be the strategic guiding document for coastal planning within the City and; therefore, until the final CMP has been confirmed, any changes required to LPP 4.21 would be premature and potentially superseded by the new CMP. As the CMP is not due for delivery until the end of the 2020/21 financial year, it is requested that the review date for LPP 4.21 be extended to 31 October 2021.

10. Local Planning Policy 4.23: Design Review

Local Planning Policy 4.23: Design Review (**LPP 4.23**) was approved in September 2018 (PS06-09/18). An extension to the review date to 31 December 2021 is requested to allow changes to the planning framework, including amendments to the Residential Design Codes Vol. 1, amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* and implementation of Design WA Stage 2: Precinct Planning to be finalised by DPLH. The review of LPP 4.23 documents and the regulations may affect the function and operation of the Design Review Panel and subsequently, LPP 4.23.

11. Local Planning Policy 4.3: Public Open Space Contributions

Local Planning Policy 4.3: Public Open Space Contributions (**LPP 4.3**) should include guidance on public open space provision in relation to structure plans. This requires a substantial quantity of work, requiring additional time to complete the review. An extension to the review of LPP 4.3 is requested to 30 June 2021.

12. Local Planning Policy 4.6: Signs

Local Planning Policy 4.6: Signs (**LPP 4.6**) is currently under review by Administration, which included discussion at Forum on 8 September 2020. LPP 4.6 has been discussed at Forum on multiple occasions, which has delayed the finalisation of the draft policy. Administration intends to finalise the review of LPP 4.6 for presentation back to Forum in late 2020, before presenting the draft policy to Council for consent to advertise. To allow time for the review to be completed, which includes presentation to Council and public consultation Administration requests an extension to the review date to 30 June 2021.

13. Local Planning Policy 4.8: Tree Preservation

Administration requests that the due date for review of Local Planning Policy 4.8: Tree Preservation (**LPP 4.8**) be extended to 31 December 2021. Administration is currently preparing an Urban Forest Plan that will have significant implications for the function and operation of LPP 4.8. Council has not yet adopted the plan and once it is, investigations will need to be made into how LPP 4.8 will operate, particularly in regards to the potential establishment of a tree register (amongst other potential options for tree protection).

Consultation

Consultation has been undertaken with the relevant stakeholders.

Comment

The review of Council policies will ensure that the information available to the City's stakeholders is aligned to the current SCP and are relevant and up to date.

Statutory Compliance

Nil

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
Decision Making	Low
Accountability	Action Planning Option
Chief Executive Officer	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.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:

1. **ADOPTS** the following revised Policies:
 - a) **Welcome to Country Policy**, as set out in Attachment 1;
 - b) **Community Transport Services Policy**, as set out in Attachment 4; and
 - c) **Australia Day Awards Policy**, as set out in Attachment 7;

2. Pursuant to Clauses 4 and 5 of the Deemed Provisions of the City of Wanneroo District Planning Scheme No. 2, PREPARES the amended Local Planning Policy 4.14: Compliance, as contained in Attachment 10, and ADVERTISES it for public comment for a period of 42 days by way of:
 - a) An advertisement published in the Wanneroo Times newspaper at the commencement of the advertising period;
 - b) Display at the City of Wanneroo's Civic Centre Building and on the City of Wanneroo's website; and
 - c) Letters to relevant State Government agencies and other relevant stakeholders, as determined by Director Planning and Sustainability; and
3. EXTENDS the scheduled review date for the following policies:
 - a) Donations and Youth Sponsorships Policy to the 30 November 2020;
 - b) Local Planning Policy 2.2: Caravan Park, Camping Grounds and Park Home Park Policy to the 31 December 2021;
 - c) Local Planning Policy 2.6: Ancillary Accommodation to the 30 June 2021;
 - d) Local Planning Policy 4.18: Earthworks and Sand Drift to the 31 October 2021;
 - e) Local Planning Policy 4.21: Coastal Assets to the 31 October 2021;
 - f) Local Planning Policy 4.23: Design Review to the 31 December 2021;
 - g) Local Planning Policy 4.3: Public Open Space Contribution to the 30 June 2021;
 - h) Local Planning Policy 4.6: Signs to the 30 June 2021; and
 - i) Local Planning Policy 4.8: Tree Preservation to 31 December 2021.

Attachments:

<u>1</u>	Attachment 1 - Welcome to Country Protocols Policy - Proposed Final	14/37415[v3]	Minuted
<u>2</u>	Attachment 2 - Welcome to Country Protocols Policy - Marked Up	20/345249	
<u>3</u>	Attachment 3 - Welcome to Country Protocols Policy - Original	14/37415[v2]	
<u>4</u>	Attachment 4 - Community Transport Services Policy - Proposed Final	17/382475[v3]	Minuted
<u>5</u>	Attachment 5 - Community Transport Services Policy - Marked Up	20/370387	
<u>6</u>	Attachment 6 - Community Transport Services Policy - Original	17/382475[v1]	
<u>7</u>	Attachment 7 - Australia Day Awards Policy - Proposed Final	20/382543	Minuted
<u>8</u>	Attachment 8 - Australia Day Awards Policy - Marked Up	20/382534	
<u>9</u>	Attachment 9 - Australia Day Awards Policy - Original	14/372609[v2]	
<u>10</u>	Attachment 10 - Local Planning Policy 4.14 - Compliance - Proposed Final	20/382465	Minuted
<u>11</u>	Attachment 11 - Local Planning Policy 4.14 - Compliance - Marked Up	20/382456	
<u>12</u>	Attachment 12 - Local Planning Policy 4.14 - Compliance - Original	20/383593	



Policy Manual

WELCOME TO COUNTRY PROTOCOLS POLICY

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval:

POLICY STATEMENT

The City of Wanneroo (the City) acknowledges and pays respect to the Traditional Custodians of the land upon which the City is situated; the Whadjuk Noongar people. This policy provides direction to the City outlining how this acknowledgement is conducted through both Welcome to Country and Acknowledgement of Country.

POLICY OBJECTIVE

The City values its' Aboriginal and Torres Strait Islander residents and employees observing Welcome to Country protocols demonstrates respect for Aboriginal and Torres Strait Islander peoples' traditional cultural practices and specifically recognises the Whadjuk Noongar people as the Traditional Custodians of the Wanneroo area. A Welcome to Country should be observed at all official major City events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander peoples and culture, for example NAIDOC and Reconciliation Week celebrations that are external facing;
- Opening of new significant buildings or other infrastructure;
- Major City run events;
- Australia Day Citizenship Ceremonies; and
- Opening of major exhibitions and annual art awards.

A Welcome to Country ceremony should be undertaken by an Elder of the Country it is being conducted on and acknowledged as such by their family and community. The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Whadjuk Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country.

A Smoking Ceremony can also be part of a Welcome to Country; and a local Elder can provide advice on when it is appropriate to conduct one.

An Acknowledgement of Country is a way for people to show respect for Noongar heritage. An Acknowledgement of Traditional Custodians should be conducted by a Council Member or appropriate City Officer at significant events, meetings and ceremonies prior to the commencement of the activity. It can also be used at appropriate discretion when wishing to acknowledge the Whadjuk Noongar people at smaller meetings and/or gatherings.

An Acknowledgment of Country should be included in written format on the City's website, within City email signature blocks and on Council meeting agendas.



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SCOPE

This policy applies to all Council Members and employees.

CONSULTATION WITH STAKEHOLDERS

Internal and external stakeholders have been consulted in the development of this policy. This includes members of the City's Reconciliation Action Plan Advisory Group. The South West Land and Sea Council provided support through their published resource: *Living Culture-Living Land and its people: Noongar Protocols Welcome to Country*.

IMPLICATIONS (Financial, Human Resources)

In providing cultural services such as a Welcome to Country, Aboriginal and Torres Strait Islander people are using their intellectual property and should be appropriately remunerated.

IMPLEMENTATION

When arranging a Welcome to Country or delivering an Acknowledgement of Country, the City will be guided by the South West Aboriginal Land and Sea Council *Noongar Welcome to Country Protocols*.

Implementation of this Policy is to be guided by appropriate City processes and procedures.

ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that engage Elders to deliver a Welcome to Country or a Smoking Ceremony are responsible for ensuring all protocols are followed as per the policy and associated procedures.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Manager Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

EVALUATION AND REVIEW PROVISIONS

This policy shall be reviewed every three (3) years.

DEFINITIONS

<p>DEFINITIONS: Any definitions listed in the following table apply to this document only.</p>
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Policy Manual

Country	<p>Aboriginal identities are directly link to their language groups and traditional country (a specific geographic location), for example, in this context, the City is on Whadjuk Noongar Country.</p> <p>https://aiatsis.gov.au/explore/articles/indigenous-australians-aboriginal-and-torres-strait-islander-people</p>
Welcome to Country	<p>The Welcome to Country ceremony is an acknowledgment and recognition of the rights of Noongar people. The act of getting a representative who has traditional local links to a particular place, area or region, is an acknowledgement of respect for traditional owners. It is respect for people, respect for rights and a respect for country. The land, waterways and cultural significant sites are still very important to Noongar people. It is an acknowledgement of the past and provide a safe passage for visitors and a mark of respect.</p> <p><i>Source: South West Land and Sea (n.d) Noongar Protocols Booklet accessed 03/08/2020 at (http://www.noongar.org.au/noongar-protocols)</i></p>
Acknowledgement of Country	<p>An Acknowledgement of Country is an opportunity for anyone to show respect for the Traditional Custodians of the land they are on, and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both Aboriginal people and Aboriginal and Torres Strait Islander peoples.</p> <p><i>Source: Reconciliation Australia</i> https://www.reconciliation.org.au/wp-content/uploads/2017/11/Welcome-to-and-Acknowledgement-of-Country.pdf</p>
Aboriginal and Torres Strait Islander Peoples	<p>'Aboriginal' and 'Torres Strait Islander' refer to different groups of peoples. Aboriginal refers to the original peoples of mainland Australia. Torres Strait Islander refers to the original peoples of the 274 islands located north of Australia, in the Torres Strait.</p>
Smoking Ceremony	<p>A Smoking Ceremony is a Traditional Noongar ritual used to not only cleanse and purify a specific area but it cleanses the spirit, body and soul whilst you are on Noongar Country.</p> <p><i>Source: South West Aboriginal Land and Sea Council Website Noongar Culture http://www.noongarculture.org.au/spirituality</i></p>
Traditional Custodians	<p>Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as Traditional Custodians by local Aboriginal communities.</p>
Whadjuk	<p>The Traditional Custodians of the majority of the areas encompassed by the Perth metropolitan area, including the City of Wanneroo.</p>



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Noongar	Noongar is a term which is used to broadly identify Aboriginal people who come from the South West of Western Australia and includes areas encompassed between Jurien Bay in the North through to Esperance. Sometimes spelt Noongah or Nyoongar.
Reconciliation	Reconciliation involves building mutually respectful relationships between Aboriginal and/or Torres Strait Islander peoples and other Australians that encourages us to work together to solve problems and generate success that is in everyone's best interests.
Reconciliation Action Plan (RAP)	<p>A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.</p> <p><i>Source: Reconciliation Australia website</i> https://www.reconciliation.org.au/reconciliation-action-plans/</p>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

City of Wanneroo Reconciliation Action Plan
 Welcome to Country and Acknowledgement of Country Management Procedure
 Civic Events Policy
 City Event Management Procedure
 Welcome to Country Guidelines

REFERENCES

South West Aboriginal Land and Sea Council (n.d). Living Culture-Living Land and its people: Noongar Protocols Welcome to Country.
 Available at: <http://www.noongar.org.au/noongar-protocols/>

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development.

Version	Next review	Record Number
1 – 22 July 2014 - CD01-07/14	March 2016	14/37415v1
2 – 19 September 2017 - CE01-09/17	December 2019	14/37415v2
3 -	October 2023	14/37415v3



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WELCOME TO COUNTRY PROTOCOLS POLICY

Policy Owner: ~~Place Strengthening Community Development~~
Contact Person: Manager ~~Place Strengthening Community Development~~
Date of Approval: ~~19 September 2017 (CE01-09/17)~~

POLICY ~~OBJECTIVE~~ STATEMENT

~~The purpose of this policy is to~~ The City of Wanneroo (the City) acknowledges and pays respect to the ~~the~~ Traditional Custodians of the land upon which the City ~~of Wanneroo (the City)~~ is situated; the Whadjuk Noongar people. ~~and demonstrate respect for the original custodians.~~ This policy provides direction to the City outlining how this acknowledgement is conducted through both Welcome to Country and Acknowledgement of Country.

POLICY STATEMENT ~~OBJECTIVE~~

The City values ~~it's~~ its Aboriginal and Torres Strait Islander residents and ~~staff employees~~ Observing observing Welcome to Country protocols demonstrates respect for Aboriginal and Torres Strait Islander peoples' traditional cultural practices and specifically recognises the Whadjuk Noongar Aboriginal people as the Traditional Custodians in the cultural history of the Wanneroo area. A Welcome to Country should be observed at all official major City events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander peoples and culture, for example NAIDOC and Reconciliation Week celebrations that are external facing;
- Opening of new significant buildings or other infrastructure;
- ~~Freedom of Entry to City Parade~~
- Major City run events;
- Australia Day Citizenship Ceremonies; and
- Opening of major exhibitions and annual art awards.

~~A Welcome to Country ceremony gives Traditional Custodians, the Noongar people, the opportunity to formally welcome people to their land. A Welcome to Country~~ This ceremony should be undertaken by an Elder of the Country it is being conducted on and ~~is~~ acknowledged as such by their family and community. The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Whadjuk Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country.

A Smoking Ceremony can also be part of a Welcome to Country, and; it is up to the relevant and a local Elder can provide advice on when it is appropriate to conducting it to whether or not they proceed with one.

An Acknowledgement of Country is a way for people to show respect for Noongar heritage. An Acknowledgement of Traditional Custodians should be ~~used~~ conducted by a Council Member



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~~or an appropriate delegated City Officer or Elected Council Member~~ at significant events, meetings and ceremonies prior to the commencement of the activity. ~~It can also be used at an appropriate officers discretion when they wish to wishing to acknowledge the Whadjuk Noongar people at smaller meetings and/or gatherings.~~

~~An Acknowledgment of Country should be included in written format on the City's website, below all within City email signature blocks, Infocouncil templates and on Council meeting agendas.~~

~~A Smoking Ceremony is "a Traditional Noongar ritual used to not only cleanse and purify a specific area but it cleanses the spirit, body and soul whilst you are on Noongar Country".~~
~~Source: South West Aboriginal Land and Sea Council Website Noongar Culture~~
~~<http://www.noongarculture.org.au/spirituality>~~

~~It is recommended that the Officer responsible for the event or activity consults initially with the City's Diversity Officer – Aboriginal & CaLD Team Leader Community Planning, to determine if a Welcome to Country, Acknowledgement of Country or Smoking Ceremony are appropriate for a particular event or activity.~~

SCOPE

This policy applies to all ~~Council Members and employees, staff and Elected Members~~ Councillors Members, ~~involved in initiating and running public functions and events in the City.~~

CONSULTATION WITH STAKEHOLDERS

Internal and external stakeholders have been consulted in the development of this policy. This includes members of the City's Reconciliation Action Plan ~~(RAP) Working Advisory Group (2015-2017)~~. The South West Land and Sea Council provided support through their published resource: *Living Culture-Living Land and its people: Noongar Protocols Welcome to Country*.

IMPLICATIONS (Financial, Human Resources)

In providing cultural services such as a Welcome to Country, Aboriginal and Torres Strait Islander people are using their intellectual property and should be appropriately remunerated. ~~Fees will be negotiated with the Elder who is engaged to provide a Welcome to Country. Financial allocations for Welcome to Country Protocols to be observed will be included in each service unit's operational budget on an annual basis.~~

IMPLEMENTATION

When arranging a Welcome to Country or delivering an Acknowledgement of Country, the City will be guided by the South West Aboriginal Land and Sea Council *Noongar Welcome to Country Protocols*.

Implementation of this Policy is to be guided by appropriate City processes and procedures.



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Welcome to Country

Welcome to Country should always occur as the first item in a ceremony or event. There is no specific wording or format for a Welcome to Country and it may include speech, dance, music, song and/or other cultural rituals.

Arrangements for a Welcome to Country are to be made by the Officer/s responsible for the event or activity, in consultation with the City's Diversity Officer — Aboriginal & CaLD Team Leader Community Planning Community Development team. This includes contacting and liaising with the appropriate Elder and negotiating remuneration. A Management Procedure is available to provide guidance in determining whether it is appropriate for a Welcome to Country to be held and names of Elders available to provide a Welcome to Country.

Acknowledgement of Country

An Acknowledgement of Country can be undertaken by an Aboriginal and Torres Strait Islander person who is not a Traditional Custodian of the area or a non-Aboriginal person. An Acknowledgement of Country is to be organised by the Officer/s responsible for the event or activity. The Management Procedure is available to provide suggested wording for an Acknowledgement of Country.

Where a Welcome to Country has occurred an Acknowledgement of Country should also be included in the speech notes of the MC, Senior Officer or Elected Member who is the next to speak at the event, meeting or ceremony. This Acknowledgement of Country should make a specific link or observation to the Welcome to Country that has just occurred and give thanks to the particular Elder/s that provided the ceremony. It occurs after the Elder has given their Welcome to Country. The Management Procedure provides a recommended Acknowledgement of Country.

An Acknowledgement of Country can also occur at functions where a Welcome to Country is not taking place in order to recognise the Traditional Custodians and elders Elders of the area in which the activity is being held.

ROLES AND RESPONSIBILITIES

The Coordinator Healthy and Inclusive Communities Coordinator Community Planning and Development Community Development service unit is responsible for publication, implementation, enforcement and compliance, as well as interpretations in the event of the need for clarification or when there is a dispute, the implementation of this Policy and all associated procedures.

Service units within the City that engage Elders to deliver a Welcome to Country or a Smoking Ceremony are responsible for ensuring all protocols are followed as per the policy and associated procedures. Initial enquiries can be made to the Diversity Officer — Aboriginal & CaLD Team Leader Community Planning.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Manager Place Activation Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.



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WHO NEEDS TO KNOW ABOUT THIS POLICY?

~~All City Elected Members and Officers need to be aware of this policy and able to interpret and implement its requirements.~~

EVALUATION AND REVIEW PROVISIONS

This policy shall be reviewed every three (3) years.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

<u>Country</u>	<p>Aboriginal identities are directly link to their language groups and traditional country (a specific geographic location), for example, in this context, the City is on Whadjuk Noongar Country.</p> <p>https://aiatsis.gov.au/explore/articles/indigenous-australians-aboriginal-and-torres-strait-islander-people</p>
Welcome to Country	<p>The Welcome to Country ceremony is an acknowledgment and recognition of the rights of Noongar people. The act of getting a representative who has traditional local links to a particular place, area or region, is an acknowledgement of respect for traditional owners. It is respect for people, respect for rights and a respect for country. The land, waterways and cultural significant sites are still very important to Noongar people. It is an acknowledgement of the past and provide a safe passage for visitors and a mark of respect.</p> <p>Source: Quote taken from South West Land and Sea (n.d) Noongar Protocols Booklet accessed 19/9/201<u>203/08/2020</u> at (http://www.noongar.org.au/noongar-protocols)</p>
<u>Acknowledgement of Country</u>	<p>An Acknowledgement of Country is an opportunity for anyone to show respect for the Traditional Custodians of the land they are on, and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both Aboriginal people and Aboriginal and Torres Strait Islander peoples.</p> <p>Source: Reconciliation Australia https://www.reconciliation.org.au/wp-content/uploads/2017/11/Welcome-to-and-Acknowledgement-of-Country.pdf</p>
<u>Aboriginal and Torres Strait Islander Peoples</u>	<p>'Aboriginal' and 'Torres Strait Islander' refer to different groups of peoples. Aboriginal refers to the original peoples of mainland Australia. Torres Strait Islander refers to the original peoples of the 274 islands located north of Australia, in the Torres Strait.</p>



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<u>Smoking Ceremony</u>	<p>A Smoking Ceremony is <u>"a Traditional Noongar ritual used to not only cleanse and purify a specific area but it cleanses the spirit, body and soul whilst you are on Noongar Country"</u>.</p> <p><u>Source: South West Aboriginal Land and Sea Council Website Noongar Culture http://www.noongarculture.org.au/spirituality</u></p>
Traditional Custodians	<p>Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as Traditional Custodians by local Aboriginal communities.</p>
Whadjuk	<p>The Traditional Custodians of the majority of the areas encompassed by the Perth metropolitan area, including the City of Wanneroo.</p>
Noongar	<p>Noongar is a generic and accepted term which is used to broadly identify Aboriginal people who come from the South West of Western Australia and includes areas encompassed between Jurien Bay in the North through to Esperance. It is estimated that there are approximately 30,000 Noongar people living in the south west making this group the largest Aboriginal or Torres Strait Islander peoples in Australia. Sometimes spelt Noongah or Nyoongar.</p>
Reconciliation	<p>Reconciliation involves building mutually respectful relationships between Aboriginal and/or Torres Strait Islander peoples and other Australians that encourages us to work together to solve problems and generate success that is in everyone's best interests.</p>
Reconciliation Action Plan (RAP)	<p><u>A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates.</u></p> <p><u>Source: Reconciliation Australia website https://www.reconciliation.org.au/reconciliation-action-plans/</u> A tool to help an organisation build positive relationships between Indigenous and non-Indigenous people. RAPs includes a blend of actions under three pillars — Relationships, Respect and Opportunities and give a format for exploring how reconciliation can advance the organisation's business and organisational objectives.</p>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

[City of Wanneroo Reconciliation Action Plan](#)

[Welcome to Country and Acknowledgement of Country Management Procedure](#)

[Civic Events Policy](#)

[City Event Management Procedure](#)

[Welcome to Country Guidelines](#)



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REFERENCES

South West Aboriginal Land and Sea Council (n.d). Living Culture-Living Land and its people: Noongar Protocols Welcome to Country.
Available at: <http://www.noongar.org.au/noongar-protocols/>

RESPONSIBILITY FOR IMPLEMENTATION

~~Coordinator Healthy and Inclusive Communities~~
~~Coordinator Community Planning and Development~~
~~Manager Community Development.~~

~~All staff and elected members involved in initiating and running public functions and events in the City.~~

Version	Next review	Record Number
1 – 22 July 2014 - CD01-07/14	March 2016	14/37415v1
2 – 19 September 2017 - CE01-09/17	December 2019	14/37415v2
<u>3 -</u>	<u>October 2023</u>	<u>14/37415v3</u>



Policy Manual

WELCOME TO COUNTRY PROTOCOLS POLICY

Policy Owner:	Place Strengthening
Contact Person:	Manager Place Strengthening
Date of Approval:	19 September 2017 (CE01-09/17)

POLICY OBJECTIVE

The purpose of this policy is to acknowledge the Traditional Custodians of the land upon which the City of Wanneroo (the City) is situated and demonstrate respect for the original custodians. This policy provides direction to the City outlining how this acknowledgement is conducted.

POLICY STATEMENT

The City values its Aboriginal and Torres Strait Islander residents and staff. Observing Welcome to Country protocols demonstrates respect for Aboriginal traditional cultural practices and recognises the Aboriginal people as Traditional Custodians in the cultural history of Wanneroo. A Welcome to Country should be observed at all official major City events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander people and culture, for example NAIDOC and Reconciliation Week celebrations;
- Opening of new significant buildings or other infrastructure
- Freedom of Entry to City Parade
- Australia Day Citizenship Ceremonies; and
- Opening of major exhibitions and annual art awards.

A Welcome to Country ceremony gives Traditional Custodians, the Noongar people, the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and community. The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country.

An Acknowledgement of Country is a way for people to show respect for Noongar heritage. An Acknowledgement of Traditional Custodians should be used by a delegated City Officer or Elected Member at significant events, meetings and ceremonies prior to the commencement of the activity.

A Smoking Ceremony is "a Traditional Noongar ritual used to not only cleanse and purify a specific area but it cleanses the spirit, body and soul whilst you are on Noongar Country".

Source: South West Aboriginal Land and Sea Council Website Noongar Culture

<http://www.noongarculture.org.au/spirituality>



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It is recommended that the Officer responsible for the event or activity consults initially with the City's Diversity Officer – Aboriginal & CaLD, to determine if Welcome to Country, Acknowledge of Country or Smoking Ceremony are appropriate for a particular event or activity.

SCOPE

This policy applies to all staff and Elected Members involved in initiating and running public functions and events in the City.

CONSULTATION WITH STAKEHOLDERS

Internal and external stakeholders have been consulted in the development of this policy. This includes members of the City's Reconciliation Action Plan (RAP) Working Group (2015-2017). The South West Land and Sea Council provided support through their published resource: *Living Culture-Living Land and its people: Noongar Protocols Welcome to Country*.

IMPLICATIONS (Financial, Human Resources)

In providing cultural services such as a Welcome to Country, Aboriginal and Torres Strait Islander people are using their intellectual property and should be appropriately remunerated. Fees will be negotiated with the Elder who is engaged to provide a Welcome to Country. Financial allocations for Welcome to Country Protocols to be observed will be included in each service unit's operational budget on an annual basis.

IMPLEMENTATION

Welcome to Country

Welcome to Country should always occur as the first item in a ceremony or event. There is no specific wording or format for a Welcome to Country and it may include speech, dance, music, song and/or other cultural rituals.

Arrangements for a Welcome to Country are to be made by the Officer/s responsible for the event or activity, in consultation with the City's Diversity Officer – Aboriginal & CaLD. This includes contacting and liaising with the appropriate Elder and negotiating remuneration. A Management Procedure is available to provide guidance in determining whether it is appropriate for a Welcome to Country to be held and names of Elders available to provide a Welcome to Country.

Acknowledgement of Country

An Acknowledgement of Country can be undertaken by an Aboriginal and Torres Strait Islander person who is not a Traditional Custodian of the area or a non-Aboriginal person. An Acknowledgement of Country is to be organised by the Officer/s responsible for the event or activity. The Management Procedure is available to provide suggested wording for an Acknowledgement of Country.

Where a Welcome to Country has occurred an Acknowledgement of Country should also be included in the speech notes of the MC, Senior Officer or Elected Member who is the next to speak at the event, meeting or ceremony. This Acknowledgement of Country should make a specific link or observation to the Welcome to Country that has just occurred and give thanks



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to the particular Elder/s that provided the ceremony. It occurs after the Elder has given their Welcome to Country. The Management Procedure provides a recommended Acknowledgement of Country.

An Acknowledgement of Country can also occur at functions where a Welcome to Country is not taking place in order to recognise the Traditional Custodians and elders of the area in which the activity is being held.

ROLES AND RESPONSIBILITIES

The Coordinator Healthy and Inclusive Communities is responsible for publication, implementation, enforcement and compliance, as well as interpretations in the event of the need for clarification or when there is a dispute. Initial enquiries can be made to the Diversity Officer – Aboriginal & CaLD.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Manager Place Activation in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All City Elected Members and Officers need to be aware of this policy and able to interpret and implement its requirements.

EVALUATION AND REVIEW PROVISIONS

This policy shall be reviewed every three (3) years.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Welcome to Country

The Welcome to Country ceremony is an acknowledgment and recognition of the rights of Noongar people. The act of getting a representative who has traditional local links to a particular place, area or region, is an acknowledgement of respect for traditional owners. It is respect for people, respect for rights and a respect for country. The land, waterways and cultural significant sites are still very important to Noongar people. It is an acknowledgement of the past and provide a safe passage for visitors and a mark of respect.

Quote taken from South West Land and Sea (n.d) Noongar Protocols Booklet accessed 19/9/2012 at (<http://www.noongar.org.au/images/pdf/forms/BookTwo-ProtocolGuide16p.pdf>)



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Traditional Custodians	Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as Traditional Custodians by local Aboriginal communities.
Wadjuk	The Traditional Custodians of the majority of the areas encompassed by the Perth metropolitan area, including the City of Wanneroo.
Noongar	Noongar is a generic and accepted term which is used to broadly identify Aboriginal people who come from the South West of Western Australia and includes areas encompassed between Jurien Bay in the North through to Esperance. It is estimated that there are approximately 30,000 Noongar people living in the south west making this group the largest Aboriginal or Torres Strait Islander peoples in Australia. Sometimes spelt Noongah or Nyoongar.
Reconciliation	Reconciliation involves building mutually respectful relationships between Aboriginal and/or Torres Strait Islander peoples and other Australians that encourages us to work together to solve problems and generate success that is in everyone's best interests.
Reconciliation Action Plan (RAP)	A tool to help an organisation build positive relationships between Indigenous and non-Indigenous people. RAPs includes a blend of actions under three pillars – Relationships, Respect and Opportunities and give a format for exploring how reconciliation can advance the organisation's business and organisational objectives.

REFERENCES

South West Aboriginal Land and Sea Council (n.d). Living Culture-Living Land and its people: Noongar Protocols Welcome to Country.

Available at: <http://www.noongar.org.au/noongar-protocols/>

RESPONSIBILITY FOR IMPLEMENTATION

Coordinator Healthy and Inclusive Communities

All staff and elected members involved in initiating and running public functions and events in the City.

Version	Next review	Record Number
1 – 22 July 2014 - CD01-07/14	March 2016	14/37415v1
2 – 19 September 2017 - CE01-09/17	December 2019	14/37415v2



Policy Manual

Community Transport Service Policy

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval:

POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe, connected and accessible communities through the provision of a **Community Transport Service**. The purpose of this service is to support the delivery of, and accessibility to local community-based activities and services (defined as **community services** in this policy).

The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.

POLICY OBJECTIVE

The policy will:

- Provide a framework to govern and guide the efficient and effective management and operations of a successful Community Transport Service within the City.
- Ensure consistency and equity in the use and hire of the City's Community Transport Service.
- Clarify the roles and responsibilities of all stakeholders involved.

SCOPE

This policy applies to all Council Members, employees and the general community.

IMPLICATIONS (Strategic, Financial, Human Resources)

This policy and related processes can be supported with existing resources and staffing. Community Transport Service vehicles are purchased and maintained in accordance with the City's Purchasing Policy and standard fleet maintenance practices.

IMPLEMENTATION

The provision of this Community Transport Service is split into two distinct components:

1. City use of community transport service vehicles to deliver community services.
2. External hire of the City's community transport service vehicles to deliver community services.

The Community Transport Service is primarily for use by the following eligible users (in order of priority):



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- a. **City of Wanneroo to deliver community services;**
- b. **Community, Sporting or Recreational Groups:**
 - o Primarily servicing City of Wanneroo residents
 - o Providing community services in the City of Wanneroo
- c. **Other Community-Based Organisations and Associations**
 - o Primarily servicing City of Wanneroo residents
 - o Providing community services in the City of Wanneroo

Priority for the hire of Community Transport Service vehicles will be given to:

- o City sponsored programs, services and events;
- o Eligible users who do not have their own vehicle/transport;
- o Eligible users who do not currently receive any vehicle allocation; and
- o Community events.

Community Transport Service vehicles are to be used for local travel to support the delivery of, and accessibility to, local community-based activities and services.

Specific details on the above guidelines are available in the Terms and Conditions of Hire.

Fees, Charges and Bonds

Fees, charges and bonds are applicable to all Community Transport Service vehicles defined in this policy and will be in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

Use of Volunteers

Volunteer drivers are available for use by the City to deliver that component of the Community Transport Service associated with delivery of City affiliated community services. All volunteer Community Transport Service drivers must be registered with the City in accordance with the *Volunteering Policy*.

Reward and recognition of City volunteer drivers is in accordance with the City's *Volunteering Policy*.

Local Emergency Management Arrangements

In accordance with the *WA Emergency Management Act 2005* and the City's *Local Emergency Management Arrangements* the Community Transport Service vehicles may be commandeered at any time in response to an emergency in the community.

ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that use the Community Transport Service Vehicles are responsible for complying with requirements of this Policy.

External hirers are required to adhere to the Terms and Conditions of Hire.



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DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Manager Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

EVALUATION AND REVIEW PROVISIONS

The Community Transport Policy will be reviewed every three (3) years.

POLICY EXEMPTIONS

The following exemptions apply to Section 3.2 of this policy, *Fees and Charges*; all other provisions of this policy still apply.

- Wanneroo Agricultural Society (Inc.) for the hire of community transport service vehicles for patron transport during the period of the Wanneroo Agricultural Show, as per the Sponsorship Agreement in force at the time.
- City of Joondalup for the hire of community transport service vehicles to provide community services, as per the Memorandum of Understanding in force at the time.
- **Seniors groups**, as defined in this Policy, for the hire of community transport service vehicles to support member's accessibility to community services. Seniors groups must complete the Community Transport Service Subsidised Use Request Form annually to be eligible for this exemption, as per the Terms and Conditions of Hire. Please note this does not include individuals accessing a City run community service.
- Kookaburras Aboriginal Seniors Group for the provision of community transport to individuals attending the Group, both resident and non-resident members of the Group may access the service through application of the individual per client per one way trip charge.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Community Transport Service	<i>A locally based transport service which is responsive to community needs and provides equity of access to residents and groups within the City of Wanneroo.</i>
Community Services	<i>Community services promote, provide or carry out activities or programs for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.</i>
Community, Sporting or Recreational Groups	<i>Not-for-profit groups (either unincorporated or incorporated under the 'Associations Incorporation Act 2015') of a community, sporting or recreational nature that have a focus on community needs with a social benefit.</i>
Other Community-Based Organisations	<i>Not-for-profit, community-based organisations and incorporated associations (under the 'Associations Incorporation Act 2015')</i>



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<i>and Associations</i>	<i>that are providing a specific service addressing community needs with a social benefit. For example this may include community service organisations, professional and business associations and social organisations.</i>
<i>Seniors Groups</i>	<i>Seniors Groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 60 years and over. Seniors groups must consist of over 75% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</i>
<i>External Casual Hire</i>	<i>Casual hirers are those users of the City's Community Transport Service that hire for a one-off specific purpose during any given year to a maximum of 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>
<i>External Recurring Hire</i>	<i>Recurring hirers are those users of the City's Community Transport Service that hire on an ongoing basis, which results in more than 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Community Transport Service Vehicle Hire Form
- Community Transport Service Terms and Conditions of Hire
- Community Transport Service Subsidised Use Form
- City of Wanneroo Schedule of Fees and Charges
- Volunteering Policy
- Purchasing Policy

REFERENCES

- Local Emergency Management Arrangements, Recourse Register Appendix: Plant and Equipment

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
29 May 2018	May 2021	17/382476[v1]
September 2020	September 2023	17/382475[v3]



Policy Manual

Community Transport Service Policy

Policy Owner: Community ~~Services~~Development
Contact Person: Manager, Community ~~Services~~Development
Date of Approval: ~~29 May 2018 CP03-05/18~~

POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe, connected and accessible communities through the provision of a **Community Transport Service**. The purpose of this service is to support the delivery of, and accessibility to local community-based ~~projects, activities and services (defined as **community services** in this policy).~~

The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.

~~The purpose of this policy is to provide a framework for the City of Wanneroo's (the City) **Community Transport Service**.~~

POLICY OBJECTIVE

The policy will:

- Provide a framework to govern and guide the efficient and effective management and operations of a successful Community Transport Service within the City.
- Ensure consistency and equity in the use and hire of the City's Community Transport Service.
- Clarify the roles and responsibilities of all stakeholders involved.
- ~~Aid in achieving the City's Strategic Community Plan outcomes, including:~~
 - ~~Healthy and active people~~
 - ~~Connected communities~~
 - ~~Connected and accessible City.~~

SCOPE

~~This policy applies to all Council Members, employees and the City Staff, Elected Members, gGeneral cCommunity.~~

IMPLICATIONS (Strategic, Financial, Human Resources)

~~This policy and related processes can be supported with existing resources and staffing.~~

~~Community Transport Service vehicles are purchased and maintained in accordance with the City's Purchasing Policy and standard fleet maintenance practices.~~

IMPLEMENTATION



Policy Manual

~~The primary purpose of the City's Community Transport Service is to support the delivery of, and accessibility to local community-based projects, activities and services (defined as community services in this policy).~~

The provision of this Community Transport Service is split into two distinct components:

1. City use of community transport service vehicles to deliver community services.
2. External hire of the City's community transport service vehicles to deliver community services.

The Community Transport Service is primarily for use by the following eligible users (in order of priority):

- a. **City of Wanneroo to deliver community services;**
- b. **Community, Sporting or Recreational Groups:**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo
- c. **Other Community-Based Organisations and Associations**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo

~~The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.~~

Overarching Guidelines



Policy Manual

~~The City's Community Transport Service is available for use between 8am and 10pm, 7 days per week, unless prior written permission is granted by the City. The vehicles will be allocated on an equitable basis ensuring a balance between eligible users.~~

Priority for the hire of Community Transport Service vehicles will be given to:

- City sponsored programs, services and events;
- ~~Eligible users who do not have their own vehicle/transport;~~
- Eligible users who do not currently receive any vehicle allocation; and
- ~~Eligible users who do not have their own vehicle/transport; and~~
- Community events.

~~Community Transport Service vehicles are to be used for local travel to support the delivery of, and accessibility to, local community-based activities and services.~~

~~All eligible users must complete and abide by the 'Hire Form', 'Terms and Conditions of Hire' and the City's 'Schedule of Fees and Charges'. Breach of these requirements will disqualify the hirer from future booking eligibility.~~

~~All eligible users must supply their own driver(s) who holds a current, valid full Australian drivers licence (no P plates).~~

~~Destinations must be no further than a maximum of 100km radius from the City of Wanneroo Depot, 1204 Wanneroo Rd, Ashby, unless prior written permission is sought and granted by the City, and vehicles must only be driven on sealed roads.~~

- ~~Children under the age of four (4) years are not allowed to travel on the City's Community Transport vehicles and children aged between four (4) and seven (7) years must comply with WA Department of Transport child restraint requirements.~~

~~The City of Wanneroo has the right to accept or refuse any hire application in accordance with the Hire Form and Terms and Conditions of Hire.~~

Specific details on the above guidelines are available in the Terms and Conditions of Hire.

Fees, and Charges and Bonds

Fees, and charges and bonds are applicable to all Community Transport Service vehicles defined in this policy and will be in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

~~Bonds applicable to Community Transport Service Vehicle Hire~~

~~Bonds are applicable to all external hire bookings of Community Transport Service vehicles in accordance with the *Schedule of Fees and Charges* adopted by Council annually.~~

~~The City will withhold bond as payment towards any damages arising from misuse, additional cleaning or non-compliance with the Community Transport Service Terms and Conditions of Hire.~~

~~If damages exceed the amount of the bond, the City will invoice the eligible user nominated on the Community Transport Service Vehicle Hire Form for the additional amount owed.~~

Use of Volunteers



Policy Manual

Volunteer drivers are available for use by the City to deliver that component of the Community Transport Service associated with delivery of City affiliated community services. All volunteer Community Transport Service drivers must be registered with the City in accordance with the *Volunteering Policy*. ~~External hirers may use their own volunteers as drivers where their insurance policy provides adequate coverage for these drivers, on provision of said policy to the City.~~

Reward and recognition of City volunteer drivers is in accordance with the City's *Volunteering Policy*.

Local Emergency Management Arrangements

In accordance with the *WA Emergency Management Act 2005* and the City's *Local Emergency Management Arrangements* the Community Transport Service vehicles may be commandeered at any time in response to an emergency in the community.

ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that use the Community Transport Service Vehicles are responsible for complying with requirements of this Policy.

External hirers are required to adhere to the Terms and Conditions of Hire.

- ~~○ City of Wanneroo Administration and management of this Policy~~
- ~~○ Volunteer driver induction, management and coordination~~
- ~~○ Vehicle insurance and claims~~
- ~~○ Vehicle renewal purchase and replacement~~
- ~~○ Fleet management~~
- ~~○ Fleet maintenance~~
- ~~○ Hirer: Completion and compliance with:~~
 - ~~▪ This Policy~~
 - ~~▪ Community Transport Service Vehicle Hire Form~~
 - ~~▪ Community Transport Service Terms and Conditions of Hire~~
 - ~~▪ Community Transport Service Subsidised Use Request Form~~
 - ~~▪ City of Wanneroo Schedule of Fees and Charges~~
 - ~~▪ Pre-Start Checklist~~

DISPUTE RESOLUTION ~~(If applicable)~~

All disputes in regard to this policy will be referred to the Manager Community Development in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling. ~~All disputes in regard to this policy will be managed in accordance with the City's *Compliments, Feedback and Complaints Policy*.~~

EVALUATION AND REVIEW PROVISIONS



Policy Manual

The Community Transport Policy will be reviewed every three (3) years.

POLICY EXEMPTIONS

The following exemptions apply to Section 3.2 of this policy, *Fees and Charges*; all other provisions of this policy still apply.

- Wanneroo Agricultural Society (Inc.) for the hire of community transport service vehicles for patron transport during the period of the Wanneroo Agricultural Show, as per the Sponsorship Agreement in force at the time.
- City of Joondalup for the hire of community transport service vehicles to provide community services, as per the Memorandum of Understanding in force at the time.
- **Seniors groups**, as defined in this Policy, for the hire of community transport service vehicles to support member's accessibility to community services. Seniors groups must complete the Community Transport Service Subsidised Use Request Form annually to be eligible for this exemption, as per the Terms and Conditions of Hire. Please note this does not include individuals accessing a City run community service.
- Kookaburras Aboriginal Seniors Group for the provision of community transport to individuals attending the Group, both resident and non-resident members of the Group may access the service through application of the individual per client per one way trip charge.

DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<i>Community Transport Service</i>	<i>A locally based transport service which is responsive to community needs and provides equity of access to residents and groups within the City of Wanneroo.</i>
<i>Community Services</i>	<i>Community services promote, provide or carry out activities or programs or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.</i>
<i>Community, Sporting or Recreational Groups</i>	<i>Not-for-profit groups (either unincorporated or incorporated under the 'Associations Incorporation Act 2015') of a community, sporting or recreational nature that have a focus on community needs with a social benefit.</i>
<i>Other Community-Based Organisations and Associations</i>	<i>Not-for-profit, community-based organisations and incorporated associations (under the 'Associations Incorporation Act 2015') that are providing a specific service addressing community needs with a social benefit. For example this may include community service organisations, professional and business associations and social organisations.</i>
<i>Seniors Groups</i>	<i>Seniors Groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 60 years and over. Seniors groups must consist of over 75% senior members and have over 50% of members reside within the City</i>



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	<i>of Wanneroo to be eligible for special conditions noted under this policy.</i>
<i>External Casual Hire</i>	<i>Casual hirers are those users of the City's Community Transport Service that hire for a one-off specific purpose during any given year to a maximum of 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>
<i>External Recurring Hire</i>	<i>Recurring hirers are those users of the City's Community Transport Service that hire on an ongoing basis, which results in more than 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Community Transport Service Vehicle Hire Form
- Community Transport Service Terms and Conditions of Hire
- Community Transport Service Subsidised Use Form
- City of Wanneroo Schedule of Fees and Charges
- ~~Community Transport Service Process and Management Procedure~~
- Volunteering Policy
- ~~Compliments, Feedback and Complaints Policy~~
- Purchasing Policy

REFERENCES

- Local Emergency Management Arrangements, Recourse Register Appendix: Plant and Equipment

RESPONSIBILITY FOR IMPLEMENTATION

~~Director Community and Place~~Manager Community Development

Version	Next Review	Record No:
29 May 2018	May 2021	17/382476[v1]
<u>September 2020</u>	<u>September 2023</u>	<u>17/382475[v3]</u>

Community Transport Service Policy



Policy Owner:	Community Services
Contact Person:	Manager, Community Services
Distribution:	City Staff, Elected Members, General Community
Date of Approval:	29 May 2018 CP03-05/18

1. Policy Statement

The purpose of this policy is to provide a framework for the City of Wanneroo's (the City) **Community Transport Service**.

2. Objectives

The policy will:

- Provide a framework to govern and guide the efficient and effective management and operations of a successful Community Transport Service within the City.
- Ensure consistency and equity in the use and hire of the City's Community Transport Service.
- Clarify the roles and responsibilities of all stakeholders involved.
- Aid in achieving the City's Strategic Community Plan outcomes, including:
 - Healthy and active people
 - Connected communities
 - Connected and accessible City.

3. Policy Details

The primary purpose of the City's Community Transport Service is to support the delivery of, and accessibility to local community-based projects, activities and services (defined as **community services** in this policy). The provision of this Community Transport Service is split into two distinct components:

1. City use of community transport service vehicles to deliver community services.
2. External hire of the City's community transport service vehicles to deliver community services.

The Community Transport Service is primarily for use by the following eligible users (in order of priority):

- a. **City of Wanneroo to deliver community services;**
- b. **Community, Sporting or Recreational Groups:**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo
- c. **Other Community-Based Organisations and Associations**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo

The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.

Community Transport Service Policy



3.1 Overarching Guidelines

- The City's Community Transport Service is available for use between 8am and 10pm, 7 days per week, unless prior written permission is granted by the City.
- The vehicles will be allocated on an equitable basis ensuring a balance between eligible users.
- Priority for the hire of Community Transport Service vehicles will be given to:
 - City sponsored programs, services and events;
 - Eligible users who do not currently receive any vehicle allocation;
 - Eligible users who do not have their own vehicle/transport; and
 - Community events.
- All eligible users must complete and abide by the 'Hire Form', 'Terms and Conditions of Hire' and the City's 'Schedule of Fees and Charges'. Breach of these requirements will disqualify the hirer from future booking eligibility.
- All eligible users must supply their own driver(s) who holds a current, valid full Australian drivers licence (no P plates).
- Destinations must be no further than a maximum of 100km radius from the City of Wanneroo Depot, 1204 Wanneroo Rd, Ashby, unless prior written permission is sought and granted by the City, and vehicles must only be driven on sealed roads.
- Children under the age of four (4) years are not allowed to travel on the City's Community Transport vehicles and children aged between four (4) and seven (7) years must comply with WA Department of Transport child restraint requirements.
- The City of Wanneroo has the right to accept or refuse any hire application in accordance with the Hire Form and Terms and Conditions of Hire.

Specific details on the above guidelines are available in the Terms and Conditions of Hire.

3.2 Fees and Charges

Fees and charges are applicable to all Community Transport Service vehicles defined in this policy and will be in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

3.2.1 Bonds applicable to Community Transport Service Vehicle Hire

Bonds are applicable to all external hire bookings of Community Transport Service vehicles in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

The City will withhold bond as payment towards any damages arising from misuse, additional cleaning or non-compliance with the Community Transport Service Terms and Conditions of Hire.

If damages exceed the amount of the bond, the City will invoice the eligible user nominated on the Community Transport Service Vehicle Hire Form for the additional amount owed.

3.3 Use of Volunteers

Volunteer drivers are available for use by the City to deliver that component of the Community Transport Service associated with delivery of City affiliated community services. All volunteer Community Transport Service drivers must be registered with the City in accordance with the *Volunteering Policy*. External hirers may use their own volunteers as drivers where their insurance policy provides adequate coverage for these drivers, on provision of said policy to the City.

Community Transport Service Policy



Reward and recognition of City volunteer drivers is in accordance with the City's *Volunteering Policy*.

3.4 Local Emergency Management Arrangements

In accordance with the *WA Emergency Management Act 2005* and the City's *Local Emergency Management Arrangements* the Community Transport Service vehicles may be commandeered at any time in response to an emergency in the community.

4. Roles and Responsibilities

- City of Wanneroo
 - Administration and management of this Policy
 - Volunteer driver induction, management and coordination
 - Vehicle insurance and claims
 - Vehicle renewal and replacement
 - Fleet management
 - Fleet maintenance
- Hirer
 - Completion and compliance with:
 - This Policy
 - Community Transport Service Vehicle Hire Form
 - Community Transport Service Terms and Conditions of Hire
 - Community Transport Service Subsidised Use Request Form
 - City of Wanneroo Schedule of Fees and Charges
 - Pre-Start Checklist

5. Dispute Resolution

All disputes in regard to this policy will be managed in accordance with the City's *Compliments, Feedback and Complaints Policy*.

6. Evaluation and Review Provisions

The Community Transport Policy will be reviewed every three (3) years.

7. Policy Exemptions

The following exemptions apply to Section 3.2 of this policy, *Fees and Charges*; all other provisions of this policy still apply.

- Wanneroo Agricultural Society (Inc.) for the hire of community transport service vehicles for patron transport during the period of the Wanneroo Agricultural Show, as per the Sponsorship Agreement in force at the time.
- City of Joondalup for the hire of community transport service vehicles to provide community services, as per the Memorandum of Understanding in force at the time.
- **Seniors groups**, as defined in this Policy, for the hire of community transport service vehicles to support member's accessibility to community services. Seniors groups must complete the Community Transport Service Subsidised Use Request Form annually to be eligible for this exemption, as per the Terms and Conditions of Hire. Please note this does not include individuals accessing a City run community service.

Community Transport Service Policy



- Kookaburras Aboriginal Seniors Group for the provision of community transport to individuals attending the Group, both resident and non-resident members of the Group may access the service through application of the individual per client per one way trip charge.

8. Definitions

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Community Transport Service	<i>A locally based transport service which is responsive to community needs and provides equity of access to residents and groups within the City of Wanneroo.</i>
Community Services	<i>Community services promote, provide or carry out activities, programs or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.</i>
Community, Sporting or Recreational Groups	<i>Not-for-profit groups (either unincorporated or incorporated under the 'Associations Incorporation Act 2015') of a community, sporting or recreational nature that have a focus on community needs with a social benefit.</i>
Other Community-Based Organisations and Associations	<i>Not-for-profit, community-based organisations and incorporated associations (under the 'Associations Incorporation Act 2015') that are providing a specific service addressing community needs with a social benefit. For example this may include community service organisations, professional and business associations and social organisations.</i>
Seniors Groups	<i>Seniors Groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 60 years and over. Seniors groups must consist of over 75% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</i>
External Casual Hire	<i>Casual hirers are those users of the City's Community Transport Service that hire for a one-off specific purpose during any given year to a maximum of 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>
External Recurring Hire	<i>Recurring hirers are those users of the City's Community Transport Service that hire on an ongoing basis, which results in more than 10 bookings per calendar year. Hirers must provide their own drivers with a current valid licence, as per Terms and Conditions of Hire.</i>

9. Relevant Policies/Management Procedures/Documents or Delegations

- Community Transport Service Vehicle Hire Form
- Community Transport Service Terms and Conditions of Hire
- Community Transport Service Subsidised Use Form
- City of Wanneroo Schedule of Fees and Charges
- Community Transport Service Process and Management Procedure
- Volunteering Policy
- Compliments, Feedback and Complaints Policy

17/382475

Community Transport Service Policy



10. References

- Local Emergency Management Arrangements, Recourse Register Appendix: Plant and Equipment

11. Responsibility for Implementation

Director Community and Place

REVISION HISTORY

Version	Next Review	Record No:
29 May 2018	May 2021	17/382475

17/382475



Policy Manual

Australia Day Awards Policy

Policy Owner:	Place Management
Contact Person:	Manager Place Management
Date of Approval:	

POLICY STATEMENT

This policy defines the guidelines for the recognition and celebration of individuals and organisations who have made **outstanding contributions** during the current year, and/or to those who have given **outstanding service** over a number of years to the City of Wanneroo's (City) community, through the annual awards presented at the Australia Day Citizenship ceremony.

POLICY OBJECTIVE

The City annually recognises individuals and organisations that have made outstanding contribution\ or have given outstanding service to the City's community by awarding four categories of awards every Australia Day.

Only one award is presented in each of the categories:

City of Wanneroo Australia Day Award

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Charles Searson Australia Day Youth Award

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Australia Day Senior Award

Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.

City of Wanneroo Australia Day Community Group or Event Award

Presented to an outstanding local community group or event.

SCOPE

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City
- A person cannot receive the same award twice
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Councillors, State and Federal politicians are not eligible to receive an Award



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- City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award

Students who are awarded the City of Wanneroo Student Citizenship Award, in the 12 months preceding the Australia Day Awards, are automatically considered for the *City of Wanneroo Charles Searson Australia Day Youth Award*.

Nominees for the City Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Made significant positive contribution to the local community.
- Demonstrated leadership and inspiring qualities as a role model for the community.
- Active member of the local community which has brought about positive change and improvements in their local community.
- Committed to enhancing their local community.

All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.

Awards are presented at the annual Australia Day Citizenship ceremony.

IMPLICATIONS (Strategic, Financial, Human Resources)

Costs related to coordinating the functions in this policy will be included in the operating budget of Place Management.

IMPLEMENTATION

Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.

Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.

Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.

Award recipients are presented with a framed certificate and an engraved award.

ROLES AND RESPONSIBILITIES

The City's Place Management team is responsible for implementation of all elements of this policy.

DISPUTE RESOLUTION (If applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO for a ruling.

EVALUATION AND REVIEW PROVISIONS

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:



Policy Manual

- Number of nominations received for each of the categories.
- Quality of nominations.
- Media exposures.

This policy shall be reviewed every three (3) years.

DEFINITIONS

The definitions for this policy.

DEFINITIONS: Any definitions listed in the following table apply to this document only.

<i>Outstanding contributions and service</i>	Includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.
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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Related Policies and Procedures:

- Youth Reward and Recognition Policy.
- Australia Day Awards Management Procedure.

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

The Manager Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.

Reviewed	Next Review	Record No
June 2006		
May 2010 – CS05-05/10	March 2012	888680 TRIM: 10/912
April 2011 – CS05-04/11	March 2012	11/27894
CS05-08/12	December 2014	14/372609
CD03-03/15 – 31 March 2015	March 2017	14/372609
19 September 2017 – CE01-09/17	September 2020	14/372609v2
22 September 2020	September 2022	14/372609v3



Policy Manual

Australia Day Awards Policy

Policy Owner:	Communications, Marketing & Events Place Management
Contact Person:	Manager Communications, Marketing & Events Manager Place Management
Date of Approval:	19 September 2017 (CE01-09/17)

POLICY STATEMENT

This policy defines the guidelines for the recognition and celebration of individuals and organisations who have made **outstanding contributions** during the current year, and/or to those who have given **outstanding service** over a number of years to the City of Wanneroo's (City) community, through the annual awards presented at the Australia Day Citizenship ceremony.

POLICY OBJECTIVE

The City annually recognises individuals and organisations that have made outstanding contribution\ or have given outstanding service to the City's community by awarding four categories of awards every Australia Day.

Only one award is presented in each of the categories:

City of Wanneroo Australia Day Award

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Charles Searson Australia Day Youth Award

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Australia Day Senior Award

Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.

City of Wanneroo Australia Day Community Group or Event Award

Presented to an outstanding local community group or event.

SCOPE

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City
- A person cannot receive the same award twice
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Councillors, State and Federal politicians are not eligible to receive



Policy Manual

an Award

- City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award

Students who are awarded the City of Wanneroo Student Citizenship Award, in the 12 months preceding the Australia Day Awards, are automatically considered for the *City of Wanneroo Charles Searson Australia Day Youth Award*.

Nominees for the City Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Made significant positive contribution to the local community.
- Demonstrated leadership and inspiring qualities as a role model for the community.
- Active member of the local community which has brought about positive change and improvements in their local community.
- Committed to enhancing their local community.

All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.

Awards are presented at the annual Australia Day Citizenship ceremony.

IMPLICATIONS (Strategic, Financial, Human Resources)

Costs related to coordinating the functions in this policy will be included in the operating budget of [Communications, Marketing & Events](#) [Place Management](#).

IMPLEMENTATION

Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.

Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.

Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.

Award recipients are presented with a framed certificate and an engraved award.

ROLES AND RESPONSIBILITIES

The City's [Communications, Marketing & Events](#) [Place Management](#) team is responsible for implementation of all elements of this policy.

DISPUTE RESOLUTION (If applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO for a ruling.

EVALUATION AND REVIEW PROVISIONS

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:



Policy Manual

- Number of nominations received for each of the categories.
- Quality of nominations.
- Media exposures.

This policy shall be reviewed every three (3) years.

DEFINITIONS

The definitions for this policy.

DEFINITIONS: Any definitions listed in the following table apply to this document only.

<i>Outstanding contributions and service</i>	Includes areas such as; education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment or any other area that contributes to the advancement and wellbeing of the City of Wanneroo community.
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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Related Policies and Procedures:

- Youth Reward and Recognition Policy.
- Australia Day Awards Management Procedure.

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

The Manager ~~Communications, Marketing and Events~~ Place Management is responsible for the publication, implementation, enforcement and compliance of the policy.

Reviewed	Next Review	Record No
June 2006		
May 2010 – CS05-05/10	March 2012	888680 TRIM: 10/912
April 2011 – CS05-04/11	March 2012	11/27894
CS05-08/12	December 2014	14/372609
CD03-03/15 – 31 March 2015	March 2017	14/372609
19 September 2017 – CE01-09/17	September 2020	14/372609v2



Policy Manual

Australia Day Awards Policy

Policy Owner:	Communications, Marketing & Events
Contact Person:	Manager Communications, Marketing & Events
Date of Approval:	19 September 2017 (CE01-09/17)

POLICY STATEMENT

This policy defines the guidelines for the recognition and celebration of individuals and organisations who have made **outstanding contributions** during the current year, and/or to those who have given **outstanding service** over a number of years to the City of Wanneroo's (City) community, through the annual awards presented at the Australia Day Citizenship ceremony.

POLICY OBJECTIVE

The City annually recognises individuals and organisations that have made outstanding contribution\ or have given outstanding service to the City's community by awarding four categories of awards every Australia Day.

Only one award is presented in each of the categories:

City of Wanneroo Australia Day Award

Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Charles Searson Australia Day Youth Award

Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

City of Wanneroo Australia Day Senior Award

Presented to an individual over 65 years of age who has made outstanding contributions and/or has made a longstanding commitment to the local community.

City of Wanneroo Australia Day Community Group or Event Award

Presented to an outstanding local community group or event.

SCOPE

Nominations are invited via advertising and promotions preceding the annual Australia Day Citizenship ceremony. Anyone in the community can submit a nomination.

Award recipients must meet the following eligibility criteria:

- Recipients must be residents of the City; or have coordinated a community event within the City; or be members of a community group whose principal activities are conducted within the City
- A person cannot receive the same award twice
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Councillors, State and Federal politicians are not eligible to receive an Award



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- City staff acting in their role or performing duties required by their employment with the City, are not eligible to receive an Award

Students who are awarded the City of Wanneroo Student Citizenship Award, in the 12 months preceding the Australia Day Awards, are automatically considered for the *City of Wanneroo Charles Searson Australia Day Youth Award*.

Nominees for the City Australia Day Awards will be assessed by a judging panel according to the following criteria:

- Made significant positive contribution to the local community.
- Demonstrated leadership and inspiring qualities as a role model for the community.
- Active member of the local community which has brought about positive change and improvements in their local community.
- Committed to enhancing their local community.

All award nominees will be subject to an assessment process to ensure there is neither conflict of interest nor negative impact on the City's reputation or probity.

Awards are presented at the annual Australia Day Citizenship ceremony.

IMPLICATIONS (Strategic, Financial, Human Resources)

Costs related to coordinating the functions in this policy will be included in the operating budget of Communications, Marketing & Events.

IMPLEMENTATION

Promotion of the City's Australia Day Awards will be targeted at people/groups active within the community.

Nominations are made using the official nomination process. Nominations are submitted via an online form on the City's website or using forms provided by the City. Nominations received after the closing date will be ineligible.

Nominees for the City's Australia Day Awards will be assessed by a judging panel according to the specified criteria. The judging panel determines the Award recipients.

Award recipients are presented with a framed certificate and an engraved award.

ROLES AND RESPONSIBILITIES

The City's Communications, Marketing & Events team is responsible for implementation of all elements of this policy.

DISPUTE RESOLUTION (If applicable)

All disputes in regard to this policy will be referred to the Director Community and Place in the first instance. In the event that an agreement cannot be reached, the matter will be referred to the CEO for a ruling.

EVALUATION AND REVIEW PROVISIONS

The effectiveness of this policy can be measured and evaluated using the following key performance indicators:



Policy Manual

- Number of nominations received for each of the categories.
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This policy shall be reviewed every three (3) years.

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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Related Policies and Procedures:

- Youth Reward and Recognition Policy.
- Australia Day Awards Management Procedure.

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

The Manager Communications, Marketing and Events is responsible for the publication, implementation, enforcement and compliance of the policy.

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Planning and Sustainability
Local Planning Policy Framework
Local Planning Policy 4.14: Compliance

OWNER - Health and Compliance

IMPLEMENTATION - 9 May 2017 PS02-05/17

REVIEW - Biennial - May 2019

Part 1

POLICY OPERATION

Introduction

This Policy is prepared under the provisions of clause 3, Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations).

Purpose

The purpose of the Policy is to establish a consistent, transparent and integrated approach for planning and building compliance.

Objectives

The Policy objectives are:-

1. To ensure that development complies with the provisions of the District Planning Scheme No.2 (the Scheme), the Planning and Development Act 2005 and conditions of development approval.
2. To ensure that building works and breaches comply with the provisions of the Building Act 2011, the Building Regulations 2012 and building permit conditions, together with any relevant provisions contained in the Local Government Act 1995 and Local Laws adopted by the Council.
3. To ensure that any alleged non-compliances and/or breaches of the relevant legislation are investigated in a fair, transparent and equitable manner.
4. To facilitate negotiated outcomes where it is found that a breach of the relevant legislation or conditions of approval or permit have not been complied with.
5. To undertake legal, accountable and defensible enforcement.

Definitions

- **Building:** has the same meaning as the term defined in section 3 of the Building Act 2011
- **Building Commission:** means a Commission of the Western Australian Department of Commerce
- **Building Work:** has the same meaning as the term defined in section 3 of the Building Act 2011
- **City:** means the administrative officials serving the elected Council of the local government
- **Council:** means the elected Council of the local government
- **Development:** has the same meaning as the term defined in section 4 of the Planning and Development Act 2005
- **District:** means the boundaries of the City of Wanneroo

Discovery of Non-compliance

The City may become aware of an alleged non-compliance or a breach by a land owner or occupier within the District through either a site inspection, aerial photography or a complaint. In the case of a complaint, the City will investigate all complaints whether received in writing, by telephone or in person.

Inspections

The City will not, as a matter of course, carry out inspections of properties to determine if the development on land is compliant. However, should a site inspection reveal a non-compliance, the City is obliged to investigate the matter and determine what course of action to take if any.

All complaints of alleged non-compliance, will be investigated by the City to determine the level of public and environmental risk as described under clause 2 of the Policy.

Part 2

APPLICATION

The Policy applies to alleged breaches of the Planning and Development Act 2005, the District Planning Scheme, the Building Act 2011, the Local Government Act 1995 and Local Laws.

Planning issues relating to amenity and/or adverse impacts on adjoining properties will be dealt with before building issues, with the exception of buildings that are deemed to be high risk, dangerous or unsafe. Dangerous and unsafe buildings may be dealt with under both the planning and building legislation simultaneously.

1. Jurisdiction

1.1 Any compliance issue falling outside the jurisdiction of the City will be referred to the relevant authority for action, and the complainant will be advised accordingly. No further action will be taken by the City.

1.2 Any compliance issue falling partly within the jurisdiction of the City and partly within the jurisdiction of another authority, that part falling within City's jurisdiction will be dealt with in accordance with this Policy, and that part falling outside the City's jurisdiction will be referred to the relevant authority for action, and the complainant will be advised accordingly.

2. Priority

2.1 Compliance priorities will be processed in the following order, irrespective of the number or frequency of complaints received, namely:-

1. Dangerous and/or unsafe works, and matters of significant nuisance with a high risk of adversely impacting on public amenity, health and/or safety regardless of the constructed/installation date;
2. Any matter involving irreversible and permanent damage to a building or place on the State Register of Heritage Places or on the Municipal Heritage Inventory established under the scheme, or the natural environment;
3. All other compliance issues not referred to in 1 and 2 above, will be progressed in the order in which the City becomes aware of the matter;
4. All compliance matters will be investigated where the City has reasonable grounds to suspect that non-compliant activity is occurring.
5. The City will not take action in relation to those complaints which the Council determines are either frivolous, or have been made with the intention to create mischief.

3. Determine Not To Take Compliance Action

3.1 The City may determine not to take compliance action where:-

1. On the balance of issues, it is not within the public interest to do so;
2. The non-compliance does not require approval, or at the time of development or building work the non-compliance would not have required approval.
3. The non-compliance is building work constructed/installed pre 2 April 2012, prior to the introduction of the Building Act 2011.
4. A deviation from approved plans will not adversely impact the adjoining properties or streetscape, any approvals or requirements of the relevant legislation.
5. After reasonable investigation, it is uncertain that the matter is compliant or is incapable of being made compliant due to a lack of specific information in the plans and documents of any relevant approval or a lack of certainty at the time of development as to the legal status of the development or the requirement to obtain approval;

6. The extent of the non-compliance is so minor that the distinction between complying and not complying with the relevant legislation would be unnoticeable to the general public; or

7. The non-compliance has been in existence for a substantial period of time and has had no apparent adverse impact on the amenity, health or safety of the adjoining properties, the streetscape, the locality or the natural environment, and the land use, development or building work pose no potential risk to the public or the natural environment.

3.2 In determining not to take compliance action, the City is not legitimising or giving its consent or approval to the non-compliance, but has decided, in the particular circumstance, not to pursue the matter.

3.3 Notwithstanding clause 3.1 and 3.2 of the Policy, the City may in the future determine to take action to require compliance, in any particular case, pursuant to clause 6 of the Policy.

4. Undertaking Compliance Action

4.1 The City will issue a notice advising that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws has been identified, and that contact with the City is required within 7 days, to discuss the breach and time frame for compliance.

4.2 After the expiry of the notice period outlined in clause 4.1 with no contact made with the City or no reasonable time frame for compliance established, the City will issue a notice requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant within 28 days where:-

1. An outstanding condition of development approval, non-compliant development or building work has not been complied with to the City's satisfaction, within a specified time.
2. Clauses 8.2 and 8.3 of the scheme have been breached relating to the preservation of the local amenity and unkempt land, respectively.
3. There is a breach of the Local Government Act 1995 or relevant Local Law.

4.3 Notwithstanding clause 4.1 and 4.2 of the Policy, where the non-compliance or breach of the conditions of approval and/or the scheme is determined by the City to have a significant adverse impact on the amenity, health and/or safety of the public or the natural environment, a notice may be issued to the land owner requiring that the land use or the building work be stopped immediately and the non-compliance or breach be rectified within a timeframe appropriate to the severity of the non-compliance or breach, as determined by the City.

4.4 The City may at its absolute discretion temporarily defer the commencement of enforcement action where an application for planning, building or Local Law approval has been submitted in respect of the alleged breach, within 28 days of the City's notice outlined in clause 4.2 above, or such further period agreed in writing by the City.

4.5 After the expiry of the notice period outlined in clause 4.2, the City may at its absolute discretion issue a further notice of a lesser period requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant

4.6 If after the notice period the non-compliance referred to in clauses 4.1, 4.2, 4.3 or 4.5 of the Policy, has not ceased or been rectified as directed, or where land is being used unlawfully or without approval, the following action may apply simultaneously:-

1. The issuing of the following:

- a. An infringement to the offending party in accordance with the penalties prescribed in the Planning and Development Regulations 2009, the relevant Local Law, or any other applicable law the City is empowered to issue an infringement under, as the case may be;
- b. A written direction pursuant to section 214 of the Planning and Development Act 2005 will be issued requiring the non-compliance be made compliant within 60 days from the date of the direction, or another period specified by the City. The written direction may require (amongst other things) the land owner/recipient to obtain subsequent development approval, cease the unapproved development, remove any unapproved structures or undertake prescribed work;
- c. A building order may be issued under section 110 of the Building Act 2011 in respect to particular building work, demolition work or incidental structure specifying the period in which to comply with the order;
- d. A notice under Section 3.25 of the Local Government Act 1995; and/or
- e. A notice under the respective Local law;

2. If non-compliance has not been rectified after the expiry of the date of the written direction, order or notice or other period specified by the City as the case may be, the commencement of legal action:

- a. As provided for under Section 10 of the Planning and Development Act 2005;
- b. To enforce a penalty under Section 115 of the Building Act 2011;
- c. Under Section 9.24 of the Local Government Act 1995; and/or
- d. As provided for under the relevant Local Law

4.7 Nothing in this Clause 4 precludes the City from commencing prosecution in respect of a non-compliance at any time.

4.8 Notwithstanding clauses 4.1, 4.2, 4.3, 4.4 and 4.5 of the Policy, the City may, having regard to clause 6 of the Policy, grant an extension of time, where in the opinion of the City there has been a genuine attempt by the land owner to address the non-compliance.

4.9 Where a City decision relating to non-compliance is referred to the State Administrative Tribunal, (SAT) or Council for review by the land owner, the City will defer any further compliance action until the matter has been determined by SAT or Council, unless an order has been made under section 111(2) of the Building Act 2011.

4.10. If the City is of the opinion that the referral by the land owner to SAT is frivolous, vexatious or used to delay or frustrate the action of the City to require the land use,

development or building work to be made compliant, the City will not support any requests for adjournments to the SAT proceedings.

5 Subsequent Approvals

5.1 Under clause 65 of the deemed provisions of the Regulations, the Council has the discretion to give subsequent development approval to a development already existing or commenced without having applied for or received the Council's approval. Sometimes is referred to as retrospective approval.

5.2 Clause 65, does not affect the power of the Council to take legal action for a breach of the scheme or the Planning and Development Act 2015. Section 51 of the Building Act 2011 provides for the authorisation of unauthorised occupancy of a building or building work by retrospectively issuing an occupancy permit or building approval certificate.

5.3 When considering subsequent approval, the Council shall have regard for the following:-

1. The extent of compliance of the development or building work with the relevant legislation, regulations, scheme provisions and policies.
2. The ability of the development or building work to be made compliant.

5.4 Subject to the receipt of a complete application and the payment of the appropriate fees the Council may issue a subsequent approval with or without conditions.

5.5 The Planning and Development Regulations 2009, Schedule 2 prescribes the maximum fees, and in respect to development applications (other than extractive industries) where development has commenced or been carried out, the fee for the subsequent approval is the prescribed development fee which includes an additional charge to reflect a financial penalty for commencing the development without approval.

5.6 In respect to unauthorised building works, the fees are set out in the City's schedule of building fees. The unauthorised works need to be certified and inspected.

5.7 Before a land owner with unapproved development or unauthorised building works is advised to apply for subsequent approval or a Building Approval Certificate, the City shall ensure that the retrospective approval or permit has the prospect of being issued.

5.8 If the City determines that an unapproved development or unauthorised building work cannot be made compliant by the issue of a subsequent approval or a building approval certificate, the land owner may be liable for a penalty.

6 Discretionary Action

6.1 Where there are extenuating circumstances associated with the reason for non-compliance in relation to a development or building work, the City shall have regard for the following when deciding the course of action it may take against the land owner in relation to the matter:-

1. The need to reinforce the orderly and proper development of the District.
2. The public interest served by requiring the land owner to comply with the law.

3. The factual circumstances which may have caused the non-compliance and/or the breach of the applicable laws and requirements relating to the development, building or building work.

7 Proof of Compliant Development

7.1 Under clause 6.3.3 of the Scheme it states in relation to development that:- “No use shall commence until such time as all conditions of approval have been satisfied and the development from which the use is to be conducted has been completed in accordance with approved plans, unless otherwise agreed in writing by the Council.”

7.2 In order to satisfy clause 6.3.3 of the Scheme, the land owner or authorised agent shall certify to the City that the development has been completed in accordance with all the relevant conditions of the approval.

7.3 To facilitate this, a condition shall be included on all conditional development approvals, unless the Council determines otherwise, stating:-

“The owner/applicant is to submit the “Certification of Compliance with Development Approval Conditions” form certifying that all of the conditions specified in the approval by the Council for the development of the land have been completed in accordance with the approved plans, and the certification is to be lodged with the Council within 14 days from the date of practical completion, and applies to all of the conditions, except for those conditions relating to on-going compliance.”

7.4 The City shall determine those use classes requiring development approval which will require “certification”, but in any event will include the general land use categories of multi-residential, commercial and industrial.

7.5 Attached to the Policy is a copy of the “Certification of Compliance with Development Approval Conditions” form. The form will be attached to the City of Wanneroo Development Approval, and is to be completed and certified by the land owner or the applicant as the authorised agent of the owner and returned to the City within the prescribed time.

8 Proof of Compliant Building Work

8.1 Under section 33 of the Building Act 2011 and regulation 4 of the Building Regulations 2012, the responsible person is required within 7 days of completion of the works, to submit a Notice of Completion form BA7 to the City notifying that the works are complete. If the form is not submitted to the City within the specified time, the responsible person may be liable for a penalty of \$10,000.

8.2 In respect to commercial buildings, the City issues a Certificate of Occupancy, which confirms that the building has been completed in accordance with the conditions of the permit.

8.3 For all other building work, any dispute about the building not complying with the conditions of approval, will become a matter to be resolved between the owner and the builder, and if the matter remains unresolved, it may be referred to the Building Commission for determination.

8.4 Private building surveyors are responsible for ensuring that privately certified buildings are compliant following completion. In respect to privately certified building applications the City only determines if the correct information has been provided with the application, prior to issuing a building permit.

8.5 The City's Building Services' is responsible for assessing building applications and issuing building permits for those buildings that are not privately certified.

8.6 In addition, the City's Building Services' is responsible for processing all applications for single houses, grouped dwellings, and multiple dwellings under the Residential Design Codes to ensure the applications comply, whether or not the plans have been privately certified.

9 Limitations

9.1 This Policy only relates to development and building works where a development approval and a building permit are required or have been issued.

9.2 The policy does not apply to zoning anomalies, inconsistencies with adopted or endorsed structure plans.

9.3 Where there is a difference between the provision of the Planning and Development Act 2005 and the Scheme, the Scheme prevails.

CERTIFICATION OF COMPLIANCE WITH DEVELOPMENT APPROVAL CONDITIONS**CITY OF WANNEROO****Property address:****Unit No..... Street No..... Lot No..... Street Name.....****Suburb.....Post Code.....****Name of Landowner:.....****Name of the Applicant:.....****Date of Development Approval:.....Date of Practical Completion.....****Development Approval Reference Number:.....****Description of the Approved Development:.....****Conditions of Approval to be satisfied at the date of practical completion:-****Condition Numbers:.....**

.....

Ihereby confirm that the above conditions of approval have been completed in accordance with the approved plans.

SIGNED:.....Date:.....**Position:.....****Address:.....**

.....

Contact Details:**Telephone..... Mobile:.....****E-mail:.....**

The completed Certification is to be returned to the Approval Services in the Planning and Sustainability Directorate within 14 days of the practical completion of the development. Until the Certificate is received by the Council the development will be deemed to be non-compliant under clause 6.3 of District Zoning Scheme No.2.

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NOTE:-

1. The Certification shall be signed by the land owner or by an authorised agent of the land owner.
2. Clause 6.3.1 of the City of Wanneroo District Planning Scheme No.2 states that:- “***no person shall use any land or building affected by the conditions or subject to the conditions to be used or otherwise commenced or carry out or subject to the conditions or carrying out any development on land otherwise than in accordance with the conditions.***” , and
3. Clause 6.3.3 of the scheme states that “***no use shall commence until such time as all conditions of approval have been satisfied and the development proposed***
4. ***which the use is to be conducted has been completed in accordance with approved plans unless otherwise agreed in writing by the Council.***”
5. Until the Council receives the completed “*Certification of Compliance with Development Approval Conditions*” form as required as a condition of development approval, the development will be deemed to be non-compliant.
6. Any queries regarding the completion of the “*Certificate of Compliance with Development Approval Conditions*” should be directed to the Council’s Approval Services by telephone 9405 5000 or by e-mail on enquiries@wanneroo.wa.gov.au

The completed Certification can be hand delivered to the Council Office, mailed to City of Wanneroo, Locked Bag 1, Wanneroo, WA 6946 or emailed to [enquiries@ wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)

Planning and Sustainability
Local Planning Policy Framework
Local Planning Policy 4.14: Compliance

OWNER - Health and Compliance

IMPLEMENTATION - 9 May 2017 PS02-05/17

REVIEW - Biennial - May 2019

Part 1

POLICY OPERATION

Introduction

This Policy is prepared under the provisions of clause 3, Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations).

Purpose

The purpose of the Policy is to establish a consistent, transparent and integrated approach for planning and building compliance.

Objectives

The Policy objectives are:-

1. To ensure that development complies with the provisions of the District Planning Scheme No.2 (the Scheme), the Planning and Development Act 2005 and conditions of development approval.
2. To ensure that building works and breaches comply with the provisions of the Building Act 2011, the Building Regulations 2012 and building permit conditions, together with any relevant provisions contained in the Local Government Act 1995 and Local Laws adopted by the Council.
3. To ensure that any alleged non-compliances and/or breaches of the relevant legislation are investigated in a fair, transparent and equitable manner.
4. To facilitate negotiated outcomes where it is found that a breach of the relevant legislation or conditions of approval or permit have not been complied with.
5. To undertake legal, accountable and defensible enforcement.

Definitions

- **Building:** has the same meaning as the term defined in section 3 of the Building Act 2011
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The City may become aware of an alleged non-compliance or a breach by a land owner or occupier within the District through either a site inspection, aerial photography or a complaint. In the case of a complaint, the City will investigate all complaints whether received in writing, by telephone or in person.

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The City will not, as a matter of course, carry out inspections of properties to determine if the development on land is compliant. However, should a site inspection reveal a non-compliance, the City is obliged to investigate the matter and determine what course of action to take if any.

All complaints of alleged non-compliance, will be investigated by the City to determine the level of public and environmental risk as described under clause 2 of the Policy.

Part 2

APPLICATION

The Policy applies to alleged breaches of the Planning and Development Act 2005, the District Planning Scheme, the Building Act 2011, the Local Government Act 1995 and Local Laws.

Planning issues relating to amenity and/or adverse impacts on adjoining properties will be dealt with before building issues, with the exception of buildings that are deemed to be high risk, dangerous or unsafe. Dangerous and unsafe buildings may be dealt with under both the planning and building legislation simultaneously.

1. Jurisdiction

1.1 Any compliance issue falling outside the jurisdiction of the City will be referred to the relevant authority for action, and the complainant will be advised accordingly. No further action will be taken by the City.

1.2 Any compliance issue falling partly within the jurisdiction of the City and partly within the jurisdiction of another authority, that part falling within City's jurisdiction will be dealt with in accordance with this Policy, and that part falling outside the City's jurisdiction will be referred to the relevant authority for action, and the complainant will be advised accordingly.

2. Priority

2.1 Compliance priorities will be processed in the following order, irrespective of the number or frequency of complaints received, namely:-

1. Dangerous and/or unsafe works, and matters of significant nuisance with a high risk of adversely impacting on public amenity, health and/or safety regardless of the constructed/installation date;
2. Any matter involving irreversible and permanent damage to a building or place on the State Register of Heritage Places or on the Municipal Heritage Inventory established under the scheme, or the natural environment;
3. All other compliance issues not referred to in 1 and 2 above, will be progressed in the order in which the City becomes aware of the matter;
4. All compliance matters will be investigated where the City has reasonable grounds to suspect that non-compliant activity is occurring.
5. The City will not take action in relation to those complaints which the Council determines are either frivolous, or have been made with the intention to create mischief.

3. Determine Not To Take Compliance Action

3.1 The City may determine not to take compliance action where:-

1. On the balance of issues, it is not within the public interest to do so;
2. The non-compliance does not require approval, or at the time of development or building work the non-compliance would not have required approval.
3. The non-compliance is building work constructed/installed pre 2 April 2012, prior to the introduction of the Building Act 2011.
4. A deviation from approved plans will not adversely impact the adjoining properties or streetscape, any approvals or requirements of the relevant legislation.
5. After reasonable investigation, it is uncertain that the matter is compliant or is incapable of being made compliant due to a lack of specific information in the plans and documents of any relevant approval or a lack of certainty at the time of development as to the legal status of the development or the requirement to obtain approval;

6. The extent of the non-compliance is so minor that the distinction between complying and not complying with the relevant legislation would be unnoticeable to the general public; or

7. The non-compliance has been in existence for a substantial period of time and has had no apparent adverse impact on the amenity, health or safety of the adjoining properties, the streetscape, the locality or the natural environment, and the land use, development or building work pose no potential risk to the public or the natural environment.

3.2 In determining not to take compliance action, the City is not legitimising or giving its consent or approval to the non-compliance, but has decided, in the particular circumstance, not to pursue the matter.

3.3 Notwithstanding clause 3.1 and 3.2 of the Policy, the City may in the future determine to take action to require compliance, in any particular case, pursuant to clause 6 of the Policy.

4. Undertaking Compliance Action

4.1 The City will issue a notice advising that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws has been identified, and that contact with the City is required within 7 days, to discuss the breach and time frame for compliance.

4.2 After the expiry of the notice period outlined in clause 4.1 with no contact made with the City or no reasonable time frame for compliance established, the City will issue a notice requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant within 28 days where:-

1. An outstanding condition of development approval, non-compliant development or building work has not been complied with to the City's satisfaction, within a specified time.
2. Clauses 8.2 and 8.3 of the scheme have been breached relating to the preservation of the local amenity and unkempt land, respectively.
3. There is a breach of the Local Government Act 1995 or relevant Local Law.

4.3 Notwithstanding clause 4.1 and 4.2 of the Policy, where the non-compliance or breach of the conditions of approval and/or the scheme is determined by the City to have a significant adverse impact on the amenity, health and/or safety of the public or the natural environment, a notice may be issued to the land owner requiring that the land use or the building work be stopped immediately and the non-compliance or breach be rectified within a timeframe appropriate to the severity of the non-compliance or breach, as determined by the City.

4.4 The City may at its absolute discretion temporarily defer the commencement of enforcement action where an application for planning, building or Local Law approval has been submitted in respect of the alleged breach, within 28 days of the City's notice outlined in clause 4.2 above, or such further period agreed in writing by the City.

4.5 After the expiry of the notice period outlined in clause 4.2, the City may at its absolute discretion issue a further notice of a lesser period requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant

4.6 If after the notice period the non-compliance referred to in clauses 4.1, 4.2, 4.3 or 4.5 of the Policy, has not ceased or been rectified as directed, or where land is being used unlawfully or without approval, the following action may apply simultaneously:-

1. The issuing of the following:

- a. An infringement to the offending party in accordance with the penalties prescribed in the Planning and Development Regulations 2009, the relevant Local Law, or any other applicable law the City is empowered to issue an infringement under, as the case may be;
- b. A written direction pursuant to section 214 of the Planning and Development Act 2005 will be issued requiring the non-compliance be made compliant within 60 days from the date of the direction, or another period specified by the City. The written direction may require (amongst other things) the land owner/recipient to obtain subsequent development approval, cease the unapproved development, remove any unapproved structures or undertake prescribed work;
- c. A building order may be issued under section 110 of the Building Act 2011 in respect to particular building work, demolition work or incidental structure specifying the period in which to comply with the order;
- d. A notice under Section 3.25 of the Local Government Act 1995; and/or
- e. A notice under the respective Local law;

2. If non-compliance has not been rectified after the expiry of the date of the written direction, order or notice or other period specified by the City as the case may be, the commencement of legal action:

- a. As provided for under Section 10 of the Planning and Development Act 2005;
- b. To enforce a penalty under Section 115 of the Building Act 2011;
- c. Under Section 9.24 of the Local Government Act 1995; and/or
- d. As provided for under the relevant Local Law

4.7 Nothing in this Clause 4 precludes the City from commencing prosecution in respect of a non-compliance at any time.

4.8 Notwithstanding clauses 4.1, 4.2, 4.3, 4.4 and 4.5 of the Policy, the City may, having regard to clause 6 of the Policy, grant an extension of time, where in the opinion of the City there has been a genuine attempt by the land owner to address the non-compliance.

4.9 Where a City decision relating to non-compliance is referred to the State Administrative Tribunal, (SAT) or Council for review by the land owner, the City will defer any further compliance action until the matter has been determined by SAT or Council, unless an order has been made under section 111(2) of the Building Act 2011.

4.10. If the City is of the opinion that the referral by the land owner to SAT is frivolous, vexatious or used to delay or frustrate the action of the City to require the land use,

development or building work to be made compliant, the City will not support any requests for adjournments to the SAT proceedings.

5 Subsequent Approvals

5.1 Under clause 65 of the deemed provisions of the Regulations, the Council has the discretion to give subsequent development approval to a development already existing or commenced without having applied for or received the Council's approval. Sometimes is referred to as retrospective approval.

5.2 Clause 65, does not affect the power of the Council to take legal action for a breach of the scheme or the Planning and Development Act 2015. Section 51 of the Building Act 2011 provides for the authorisation of unauthorised occupancy of a building or building work by retrospectively issuing an occupancy permit or building approval certificate.

5.3 When considering subsequent approval, the Council shall have regard for the following:-

1. The extent of compliance of the development or building work with the relevant legislation, regulations, scheme provisions and policies.

2. The ability of the development or building work to be made compliant.

5.4 Subject to the receipt of a complete application and the payment of the appropriate fees the Council may issue a subsequent approval with or without conditions.

5.5 The Planning and Development Regulations 2009, Schedule 2 prescribes the maximum fees, and in respect to development applications (other than extractive industries) where development has commenced or been carried out, the fee for the subsequent approval is the prescribed development fee which includes an additional charge to reflect a financial penalty for commencing the development without approval.

5.6 In respect to unauthorised building works, the fees are set out in the City's schedule of building fees. The unauthorised works need to be certified and inspected.

5.7 Before a land owner with unapproved development or unauthorised building works is advised to apply for subsequent approval or a Building Approval Certificate, the City shall ensure that the retrospective approval or permit has the prospect of being issued.

5.8 If the City determines that an unapproved development or unauthorised building work cannot be made compliant by the issue of a subsequent approval or a building approval certificate, the land owner may be liable for a penalty.

6 Discretionary Action

6.1 Where there are extenuating circumstances associated with the reason for non-compliance in relation to a development or building work, the City shall have regard for the following when deciding the course of action it may take against the land owner in relation to the matter:-

1. The need to reinforce the orderly and proper development of the District.

2. The public interest served by requiring the land owner to comply with the law.

3. The factual circumstances which may have caused the non-compliance and/or the breach of the applicable laws and requirements relating to the development, building or building work.

7 Proof of Compliant Development

7.1 Under clause 6.3.3 of the Scheme it states in relation to development that:- “No use shall commence until such time as all conditions of approval have been satisfied and the development from which the use is to be conducted has been completed in accordance with approved plans, unless otherwise agreed in writing by the Council.”

7.2 In order to satisfy clause 6.3.3 of the Scheme, the land owner or authorised agent shall certify to the City that the development has been completed in accordance with all the relevant conditions of the approval.

7.3 To facilitate this, a condition shall be included on all conditional development approvals, unless the Council determines otherwise, stating:-

“The owner/applicant is to submit the “Certification of Compliance with Development Approval Conditions” form certifying that all of the conditions specified in the approval by the Council for the development of the land have been completed in accordance with the approved plans, and the certification is to be lodged with the Council within 14 days from the date of practical completion, and applies to all of the conditions, except for those conditions relating to on-going compliance.”

7.4 The City shall determine those use classes requiring development approval which will require “certification”, but in any event will include the general land use categories of multi-residential, commercial and industrial.

7.5 Attached to the Policy is a copy of the “Certification of Compliance with Development Approval Conditions” form. The form will be attached to the City of Wanneroo Development Approval, and is to be completed and certified by the land owner or the applicant as the authorised agent of the owner and returned to the City within the prescribed time.

8 Proof of Compliant Building Work

8.1 Under section 33 of the Building Act 2011 and regulation 4 of the Building Regulations 2012, the responsible person is required within 7 days of completion of the works, to submit a Notice of Completion form BA7 to the City notifying that the works are complete. If the form is not submitted to the City within the specified time, the responsible person may be liable for a penalty of \$10,000.

8.2 In respect to commercial buildings, the City issues a Certificate of Occupancy, which confirms that the building has been completed in accordance with the conditions of the permit.

8.3 For all other building work, any dispute about the building not complying with the conditions of approval, will become a matter to be resolved between the owner and the builder, and if the matter remains unresolved, it may be referred to the Building Commission for determination.

8.4 Private building surveyors are responsible for ensuring that privately certified buildings are compliant following completion. In respect to privately certified building applications the City only determines if the correct information has been provided with the application, prior to issuing a building permit.

8.5 The City's Building Services' is responsible for assessing building applications and issuing building permits for those buildings that are not privately certified.

8.6 In addition, the City's Building Services' is responsible for processing all applications for single houses, grouped dwellings, and multiple dwellings under the Residential Design Codes to ensure the applications comply, whether or not the plans have been privately certified.

9 Limitations

9.1 This Policy only relates to development and building works where a development approval and a building permit are required or have been issued.

9.2 The policy does not apply to zoning anomalies, inconsistencies with adopted or endorsed structure plans.

9.3 Where there is a difference between the provision of the Planning and Development Act 2005 and the Scheme, the Scheme prevails.

CERTIFICATION OF COMPLIANCE WITH DEVELOPMENT APPROVAL CONDITIONS**CITY OF WANNEROO****Property address:****Unit No..... Street No..... Lot No..... Street Name.....****Suburb.....Post Code.....****Name of Landowner:.....****Name of the Applicant:.....****Date of Development Approval:.....Date of Practical Completion.....****Development Approval Reference Number:.....****Description of the Approved Development:.....****Conditions of Approval to be satisfied at the date of practical completion:-****Condition Numbers:.....**

.....

Ihereby confirm that the above conditions of approval have been completed in accordance with the approved plans.

SIGNED:.....Date:.....**Position:.....****Address:.....**

.....

Contact Details:**Telephone..... Mobile:.....****E-mail:.....**

The completed Certification is to be returned to the Approval Services in the Planning and Sustainability Directorate within 14 days of the practical completion of the development. Until the Certificate is received by the Council the development will be deemed to be non-compliant under clause 6.3 of District Zoning Scheme No.2.

16/369711

NOTE:-

1. The Certification shall be signed by the land owner or by an authorised agent of the land owner.
2. Clause **6.3.1** of the City of Wanneroo District Planning Scheme No.2 states that:- “***no person shall use any land or building affected by the conditions or suffer or permit them to be used or otherwise commence or carry out or suffer or permit the commencement or carrying out of any development on land otherwise than in accordance with the conditions.***” , and
3. Clause **6.3.3** of the scheme states that “***No use shall commence until such time as all conditions of approval have been satisfied and the development from***
4. ***which the use is to be conducted has been completed in accordance with approved plans, unless otherwise agreed in writing by the Council.***”
5. Until the Council receives the completed “*Certification of Compliance with Development Approval Conditions*” form as required as a condition of development approval, the development will be deemed to be non-compliant.
6. Any queries regarding the completion of the “*Certificate of Compliance with Development Approval Conditions*” should be directed to the Council’s Approval Services by telephone 9405 5000 or by e-mail on enquiries@wanneroo.wa.gov.au

The completed Certification can be hand delivered to the Council Office, mailed to City of Wanneroo, Locked Bag 1, Wanneroo, WA 6946 or emailed to [enquiries@ wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au)

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OWNER	Health and Compliance
IMPLEMENTATION	9 May 2017 PS02-05/17
REVIEW	Biennial.- May 2019

Part 1

POLICY OPERATION

Introduction

This Policy is prepared under the provisions of clause 3, Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations).

Purpose

The purpose of the Policy is to establish a consistent, transparent and integrated approach for planning and building compliance.

Objectives

The Policy objectives are:-

1. To ensure that development complies with the provisions of the District Planning Scheme No.2 (the Scheme), the Planning and Development Act 2005 and conditions of development approval.
2. To ensure that building works and breaches comply with the provisions of the Building Act 2011, the Building Regulations 2012 and building permit conditions, together with any relevant provisions contained in the Local Government Act 1995 and Local Laws adopted by the Council.
3. To ensure that any alleged non-compliances and/or breaches of the relevant legislation are investigated in a fair, transparent and equitable manner.
4. To facilitate negotiated outcomes where it is found that a breach of the relevant legislation or conditions of approval or permit have not been complied with.
5. To undertake legal, accountable and defensible enforcement.

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Definitions

- **Building** : has the same meaning as the term defined in section 3 of the Building Act 2011
- **Building Commission** : means a Commission of the Western Australian Department of Commerce
- **Building Work** : has the same meaning as the term defined in section 3 of the Building Act 2011
- **City** : means the administrative officials serving the elected Council of the local government
- **Council** : means the elected Council of the local government
- **Development** : has the same meaning as the term defined in section 4 of the Planning and Development Act 2005
- **District** : means the boundaries of the City of Wanneroo

Discovery of Non-compliance

The City may become aware of an alleged non-compliance or a breach by a land owner or occupier within the District through either a site inspection, aerial photography or a complaint. In the case of a complaint, the City will investigate all complaints whether received in writing, by telephone or in person.

Inspections

The City will not, as a matter of course, carry out inspections of properties to determine if the development on land is compliant. However, should a site inspection reveal a non-compliance, the City is obliged to investigate the matter and determine what course of action to take if any.

All complaints of alleged non-compliance, will be investigated by the City to determine the level of public and environmental risk as described under clause 2 of the Policy.

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Part 2

APPLICATION

The Policy applies to alleged breaches of the Planning and Development Act 2005, the District Planning Scheme, the Building Act 2011, the Local Government Act 1995 and Local Laws.

Planning issues relating to amenity and/or adverse impacts on adjoining properties will be dealt with before building issues, with the exception of buildings that are deemed to be high risk, dangerous or unsafe. Dangerous and unsafe buildings may be dealt with under both the planning and building legislation simultaneously.

1. Jurisdiction

- 1.1 Any compliance issue falling outside the jurisdiction of the City will be referred to the relevant authority for action, and the complainant will be advised accordingly. No further action will be taken by the City.
- 1.2 Any compliance issue falling partly within the jurisdiction of the City and partly within the jurisdiction of another authority, that part falling within City's jurisdiction will be dealt with in accordance with this Policy, and that part falling outside the City's jurisdiction will be referred to the relevant authority for action, and the complainant will be advised accordingly.

2. Priority

- 2.1 Compliance priorities will be processed in the following order, irrespective of the number or frequency of complaints received, namely:-
 1. Dangerous and/or unsafe works, and matters of significant nuisance with a high risk of adversely impacting on public amenity, health and/or safety;
 2. Any matter involving irreversible and permanent damage to a building or place on the State Register of Heritage Places or on the Municipal Heritage Inventory established under the scheme, or the natural environment;
 3. All other compliance issues not referred to in 1 and 2 above, will be progressed in the order in which the City becomes aware of the matter;

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4. All compliance matters will be investigated where the City has reasonable grounds to suspect that non-compliant activity is occurring.
5. The City will not take action in relation to those complaints which the Council determines are either frivolous, or have been made with the intention to create mischief.

3. Determine Not to Take Compliance Action

3.1 The City may determine not to take compliance action where:-

1. On the balance of issues, it is not within the public interest to do so;
2. After reasonable investigation, it is uncertain that the matter is compliant or is incapable of being made compliant due to a lack of specific information in the plans and documents of any relevant approval or a lack of certainty at the time of development as to the legal status of the development or the requirement to obtain approval;
3. The extent of the non-compliance is so minor that the distinction between complying and not complying with the relevant legislation would be unnoticeable to the general public; or
4. The non-compliance has been in existence for a substantial period of time and has had no apparent adverse impact on the amenity, health or safety of the adjoining properties, the streetscape, the locality or the natural environment, and the land use, development or building work pose no potential risk to the public or the natural environment.

- 3.2 In determining not to take compliance action, the City is not legitimising or giving its consent or approval to the non-compliance, but has decided, in the particular circumstance, not to pursue the matter.

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- 3.3 Notwithstanding clause 3.1 and 3.2 of the Policy, the City may in the future determine to take action to require compliance, in any particular case, pursuant to clause 6 of the Policy.

4. Undertaking Compliance Action

- 4.1 The City will issue a notice requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant within 28 days where:-
1. An outstanding condition of development approval or building work has not been complied with to the City's satisfaction, within a specified time.
 2. Clauses 8.2 and 8.3 of the scheme have been breached relating to the preservation of the local amenity and unkempt land, respectively.
 3. There is a breach of the Local Government Act 1995 or relevant Local Law.
- 4.2 Where the non-compliance or breach of the conditions of approval and/or the scheme is determined by the City to have a significant adverse impact on the amenity, health and/or safety of the public or the natural environment, a notice may be issued to the land owner requiring that the land use or the building work be stopped immediately and the non-compliance or breach be rectified within a timeframe appropriate to the severity of the non-compliance or breach, as determined by the City.
- 4.3 The City may at its absolute discretion temporarily defer the commencement of enforcement action where an application for planning, building or Local Law approval has been submitted in respect of the alleged breach, within 28 days of the City's notice outlined in clause 4.1 above, or such further period agreed in writing by the City.
- 4.4 After the expiry of the notice period outlined in clause 4.1, the City may at its absolute discretion issue a further notice of a lesser period requiring that a non-compliant development, building work or breach of the Local Government Act 1995 and/or Local Laws be made compliant

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- 4.5 If after the notice period the non-compliance referred to in clauses 4.1, 4.2 or 4.4 of the Policy, has not ceased or been rectified as directed, or where land is being used unlawfully or without approval, the following action may apply simultaneously:-
1. The issuing of the following:
 - a. An infringement to the offending party in accordance with the penalties prescribed in the Planning and Development Regulations 2009, the relevant Local Law, or any other applicable law the City is empowered to issue an infringement under, as the case may be;
 - b. A written direction pursuant to section 214 of the Planning and Development Act 2005 will be issued requiring the non-compliance be made compliant within 60 days from the date of the direction, or another period specified by the City. The written direction may require (amongst other things) the land owner/recipient to obtain subsequent development approval, cease the unapproved development, remove any unapproved structures or undertake prescribed work;
 - c. A building order may be issued under section 110 of the Building Act 2011 in respect to particular building work, demolition work or incidental structure specifying the period in which to comply with the order;
 - d. A notice under Section 3.25 of the Local Government Act 1995; and/or
 - e. A notice under the respective Local law;
 2. If non compliance has not been rectified after the expiry of the date of the written direction, order or notice or other period specified by the City as the case may be, the commencement of legal action:
 - a. As provided for under Section 10 of the Planning and Development Act 2005;
 - b. To enforce a penalty under Section 115 of the Building Act 2011;
 - c. Under Section 9.24 of the Local Government Act 1995; and/or

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d. As provided for under the relevant Local Law

4.6 Nothing in this Clause 4 precludes the City from commencing prosecution in respect of a non compliance at any time.

4.7 Notwithstanding clauses 4.1, 4.2 and 4.4 of the Policy, the City may, having regard to clause 6 of the Policy, grant an extension of time, where in the opinion of the City there has been a genuine attempt by the land owner to address the non-compliance.

4.8 Where a City decision relating to non-compliance is referred to the State Administrative Tribunal, (SAT) or Council for review by the land owner, the City will defer any further compliance action until the matter has been determined by SAT or Council, unless an order has been made under section 111(2) of the Building Act 2011.

4.9 If the City is of the opinion that the referral by the land owner to SAT is frivolous, vexatious or used to delay or frustrate the action of the City to require the land use, development or building work to be made compliant, the City will not support any requests for adjournments to the SAT proceedings.

5 Subsequent Approval

5.1 Under clause 65 of the deemed provisions of the Regulations, the Council has the discretion to give subsequent development approval to a development already existing or commenced without having applied for or received the Council's approval. Sometimes is referred to as retrospective approval.

5.2 Clause 65, does not affect the power of the Council to take legal action for a breach of the scheme or the Planning and Development Act 2015. Section 51 of the Building Act 2011 provides for the authorisation of unauthorised occupancy of a building or building work by retrospectively issuing an occupancy permit or building approval certificate.

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- 5.3 When considering subsequent approval, the Council shall have regard for the following:-
1. The extent of compliance of the development or building work with the relevant legislation, regulations, scheme provisions and policies.
 2. The ability of the development or building work to be made compliant.
- 5.4 Subject to the receipt of a complete application and the payment of the appropriate fees the Council may issue a subsequent approval with or without conditions.
- 5.5 The Planning and Development Regulations 2009, Schedule 2 prescribes the maximum fees, and in respect to development applications (other than extractive industries) where development has commenced or been carried out, the fee for the subsequent approval is the prescribed development fee which includes an additional charge to reflect a financial penalty for commencing the development without approval.
- 5.6 In respect to unauthorised building works, the fees are set out in the City's schedule of building fees. The unauthorised works need to be certified and inspected.
- 5.7 Before a land owner with unapproved development or unauthorised building works is advised to apply for subsequent approval or a Building Approval Certificate, the City shall ensure that the retrospective approval or permit has the prospect of being issued.
- 5.8 If the City determines that an unapproved development or unauthorised building work cannot be made compliant by the issue of a subsequent approval or a building approval certificate, the land owner may be liable for a penalty.

6 Discretionary Action

- 6.1 Where there are extenuating circumstances associated with the reason for non-compliance in relation to a development or building work, the City shall have regard for the following when deciding the course of action it may take against the land owner in relation to the matter:-
1. The need to reinforce the orderly and proper development of the District.

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2. The public interest served by requiring the land owner to comply with the law.
3. The factual circumstances which may have caused the non-compliance and/or the breach of the applicable laws and requirements relating to the development, building or building work.

7 Proof of Compliant Development

- 7.1 Under clause 6.3.3 of the Scheme it states in relation to development that:- *“No use shall commence until such time as all conditions of approval have been satisfied and the development from which the use is to be conducted has been completed in accordance with approved plans, unless otherwise agreed in writing by the Council.”*
- 7.2 In order to satisfy clause 6.3.3 of the Scheme, the land owner or authorised agent shall certify to the City that the development has been completed in accordance with all the relevant conditions of the approval.
- 7.3 To facilitate this, a condition shall be included on all conditional development approvals, unless the Council determines otherwise, stating:-

“The owner/applicant is to submit the “Certification of Compliance with Development Approval Conditions” form certifying that all of the conditions specified in the approval by the Council for the development of the land have been completed in accordance with the approved plans, and the certification is to be lodged with the Council within 14 days from the date of practical completion, and applies to all of the conditions, except for those conditions relating to on-going compliance.”

- 7.4 The City shall determine those use classes requiring development approval which will require “certification”, but in any event will include the general land use categories of multi-residential, commercial and industrial.
- 7.5 Attached to the Policy is a copy of the *“Certification of Compliance with Development Approval Conditions”* form. The form will be attached to the City of Wanneroo Development Approval, and is to be completed and certified by the land owner or the applicant as the authorised agent of the owner and returned to the City within the prescribed time.

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8 Proof of Compliant Building Work

- 8.1 Under section 33 of the Building Act 2011 and regulation 4 of the Building Regulations 2012, the responsible person is required within 7 days of completion of the works, to submit a Notice of Completion form BA7 to the City notifying that the works are complete. If the form is not submitted to the City within the specified time, the responsible person may be liable for a penalty of \$10,000.
- 8.2 In respect to commercial buildings, the City issues a Certificate of Occupancy, which confirms that the building has been completed in accordance with the conditions of the permit.
- 8.3 For all other building work, any dispute about the building not complying with the conditions of approval, will become a matter to be resolved between the owner and the builder, and if the matter remains unresolved, it may be referred to the Building Commission for determination.
- 8.4 Private building surveyors are responsible for ensuring that privately certified buildings are compliant following completion. In respect to privately certified building applications the City only determines if the correct information has been provided with the application, prior to issuing a building permit.
- 8.5 The City's Building Services' is responsible for assessing building applications and issuing building permits for those buildings that are not privately certified.
- 8.6 In addition, the City's Building Services' is responsible for processing all applications for single houses, grouped dwellings, and multiple dwellings under the Residential Design Codes to ensure the applications comply, whether or not the plans have been privately certified.

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9 Limitations

- 9.1 This Policy only relates to development and building works where a development approval and a building permit are required or have been issued.
- 9.2 The policy does not apply to zoning anomalies, inconsistencies with adopted or endorsed structure plans.
- 9.3 Where there is a difference between the provision of the Planning and Development Act 2005 and the Scheme, the Scheme prevails.

3.18 Local Government Review Panel Recommendations - City of Wanneroo Submission

File Ref:	30736V03 – 20/373879
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider the City of Wanneroo's (the **City's**) submission in response to the Local Government Review Panel recommendations for the development of a new Local Government Act.

Background

In 2017, the McGowan Government announced a review of the *Local Government Act 1995* (the **Review**) with the objective to have a new, modern Act that empowers local governments to better deliver for the community. The vision is for local governments to be agile, smart and inclusive.

After significant community and sector consultation to better understand the issues confronting local government, the areas in need of reform and possible options for reform, the Department of Local Government, Sport and Cultural Services (**Department**) established a panel of experts, (the Local Government Review Panel (**Panel**)) in November 2019, to consider and recommend high-level direction and guiding principles for the new Act.

The Panel delivered their report on 4 August 2020, is available on the Council Members' Hub (Panel Report), and has been discussed with Council Members previously.

Detail

The Panel Report makes 65 recommendations for the proposed legislation that focuses on future-proofing local governments in Western Australia and promoting healthy, connected and engaged local communities.

The Panel closely considered national and international best practice models as well as drew on the extensive feedback from the recent consultation conducted by the Department, which will be considered by the State Government as part of the Review.

The Western Australian Local Government Association (**WALGA**) developed a draft position in response to the recommendations that were also provided to Council Members previously.

The role of the Panel was to guide the Review's strategic direction and to consider and recommend high level guiding principles of the new Act.

A high level summary of the Panel's key recommendations for a new Local Government Act are as follows:

- Less prescriptive legislation and a principles-based approach;
- Minimal use of subsidiary regulations;
- Reforms to the local government boundary change process, although the report noted that forced amalgamations were beyond the scope of the review;
- Election reforms, including the introduction of preferential voting and the abolishment of the property electoral franchise;
- Recognition of the status of Aboriginal people as the traditional owners of the land;

- The introduction of independent Audit, Risk and Improvement Committees.
- Greater freedom for local governments to be involved in commercial activities where it is in the public interest (subject to competitive neutrality principles);
- Expanding the role of regional subsidiaries, which would include the replacement of Regional Local Governments created under the existing Act;
- The end of WALGA as a body constituted under local government legislation (the report recommends that WALGA be reconstituted as an incorporated association); and
- The development of model local laws to ensure greater consistency between local governments.

Consultation

The Panel recommendations have been considered by Council Members previously.

Council Members are to note that there is no official consultation process for interested parties to make submissions to the Department or the Minister in respect of the Panel Report recommendations. Notwithstanding this, it is open for Council to make a submission directly to the Department and the Minister.

Comment

The submission set out at **Attachment 1** for Council's consideration and adoption.

The submission only captures those positions in relation to the Panel recommendations where the City:

1. Opposes;
2. Supports conditionally; or
3. Either opposes or supports but where the City seeks further clarity in respect of the recommendation or further clarity required in the Legislation.

Statutory Compliance

Nil

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-S25 Local Government Act Review (review of functions and purpose of LG)	High
Accountability	Action Planning Option
Chief Executive Officer	manage

Risk Title	Risk Rating
CO-C01 Compliance Framework	moderate
Accountability	Action Planning Option
Executive Manager Governance and Legal	manage

Risk Title	Risk Rating
CO-012 Fraud and Misconduct	moderate
Accountability	Action Planning Option
Executive Manager Governance and Legal	manage

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. ENDORSES the City of Wanneroo's submission in response to the Local Government Review Panel recommendations for the development of a new Local Government Act, as set out in Attachment 1; and**
- 2. SUBJECT to Council's decision in respect of Recommendation 1 above, the City of Wanneroo's submission will be forwarded to the Department of Local Government, Sport and Cultural Industries and the Minister for Local Government, Heritage, Culture and the Arts.**

Attachments:



Attachment 1 - Submission on the Local Government Panel Recommendations for a new Local Government Act

20/373907 Minuted

NEW LOCAL GOVERNMENT ACT LOCAL GOVERNMENT ACT REVIEW PANEL RECOMMENDATIONS

REC. NO.	RECOMMENDATION	DETAIL	CITY OF WANNEROO PREVIOUS SUBMISSION AND/OR ADMIN COMMENT
CLEAR LEGISLATIVE INTENT			
5.	The Panel recognises the diversity of local governments in Western Australia and supports a new Act that is responsive to this but does not recommend the adoption of a multi-tiered legislative framework.	<p>The Panel considered the capacity and capability of Western Australia's local government sector more broadly, and the application of a legislative framework to support this.</p> <p>The Panel explored having different requirements and obligations under the new Act depending on a local government's size, scale and/or demographics. However, finding the balance of what local governments should be required to do and for what reasons proved difficult.</p> <p>The Panel decided that a more practical approach was for the new Act to apply minimum standards to all local governments and, where applicable, to provide flexibility within the new Act that enables a diversity of obligations to be placed on or assumed by local governments dependent on their capacity and capability.</p>	<p>OPPOSE</p> <p>The governance principles and compliance requirements should be same irrespective of the size or capability of the local government, however for smaller or less capable local governments, the Department should provide advice and support.</p> <p>Further, a tiered-system could be appropriate for regional local governments if it is limited to specific aspects and does not denigrate from minimum compliance requirements.</p>
THE ROLE AND FUNCTIONS OF LOCAL GOVERNMENT			
AN AGILE SYSTEM - ENABLING STRUCTURAL REFORM			
The Panel recommends that through their Partnership Agreement and the proposed Local Government Commission, State and local government consider options to facilitate structural reform that will strengthen the capacity and resilience of the local government system. Those options should include revised processes for boundary changes and mergers; substantially increased cooperation between local governments through an enhanced model of joint subsidiaries and provision for the establishment of community boards within local government areas.			
11.	The Panel recommends an additional legislative option for local governments to establish community boards.	<p>The Panel noted that with 137 local governments ranging in populations from less than 200 to over 200,000, Western Australian local governments can be either too small to meet their responsibilities, or too big to be properly representative of different localities within them, and respond adequately to varying community needs and demands.</p> <p>Accordingly, there is a need for mechanisms in the new Act that would, on the one hand, encourage small councils to combine their efforts 'upwards' through regional cooperation and/or mergers, and on the other, enable large councils to devolve some of their responsibilities 'downwards' in order to promote effective community</p>	<p>SUPPORT CONDITIONALLY</p> <p>Further clarity is required in respect of the purpose, objective, structure of community boards and the support required from the respective local government.</p> <p>The City of Wanneroo has an established Place Framework, which forms part of the City's Integrated Planning and Reporting Framework and meets the requirements of the community boards.</p> <p>The Place Framework is an informing</p>

REC. NO.	RECOMMENDATION	DETAIL	CITY OF WANNEROO PREVIOUS SUBMISSION AND/OR ADMIN COMMENT
		<p>governance.</p> <p>The Panel concluded that the new Act should therefore include an option for local governments to establish community boards along the lines of those that have operated successfully in New Zealand for more than 30 years, but with flexibility to tailor implementation of the model to particular local circumstances.</p> <p>Community boards could either replace councils that have been merged into a larger entity, thus maintaining local identity and democracy in former local government areas; or be established for specific localities within a large local government area – a suburb or group of suburbs, a rural district with a distinct identity and a sense of community, a town within a large shire, a remote Aboriginal settlement, and so on.</p> <p>Key features of the community boards model should include:</p> <ul style="list-style-type: none"> • Ultimate authority to rest with the 'parent' local government, which would determine the functions and budgets (if any) of boards in its area – the boards would not be incorporated as local governments in their own right. • Empowering the Local Government Commission to require the establishment of boards as part of a merger. • Giving local communities the right to petition the Local Government Commission for the establishment of a board. • No requirement for boards to cover the whole of a local government area. • Membership options ranging from a majority being locally elected to all members being appointed by the 'parent' local government after a community nomination process. • Mechanisms for boards to advocate to the 'parent' local government on behalf of their communities, and to play a significant advisory role in planning and budgeting processes. 	<p>document for future policy work, strategic planning and general guidance on the City's Place Approach, which aims to better respond to local community priorities through coordination of services provided in place and through integrated governance, facilitation, collaboration and leadership.</p> <p>A key element of this is the involvement of the local community in the process of determining how places will be developed, managed and activated now and into the future.</p>
14.	The Panel recommends:-	Greater cooperation and collaboration is one way to	SUPPORT CONDITIONALLY

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	<p>a) The regional council model is discontinued.</p> <p>b) A flexible model of joint (regional) and single (local) subsidiaries be introduced in</p> <p>c) order to enable:</p> <p>i. collaboration between local governments; and/or</p> <p>ii. involvement of local government in economic development including commercial activities.</p>	<p>address financial sustainability and capacity of local governments without the fear of loss of identity. The Panel noted that there are a range of areas that could potentially be delivered jointly by local governments, such as corporate services, economic development, IPR, waste management and community planning.</p> <p>The current Local Government Act provides for two formal approaches: regional local governments and regional subsidiaries.</p> <p>The Panel recommends that there would be benefits to having only one broader legislative model of collaboration. A single flexible model could reduce complexity and provide for a more tailored compliance regime.</p> <p>Local governments would still have the flexibility to enter into voluntary arrangements outside of the legislated model. This would remove the regional local government model under the new Act, noting the need for appropriate transitional provisions for those already established.</p> <p>Further discussion and recommendations on this new flexible model, including its use for economic development, can be found under Smarter Planning and Service Delivery at Recommendations 37 to 40.</p>	<p>Consider the City of Wanneroo's submission to Council on 6 February 2018 on Phase 1 of the Local Government Act 1995 Review (CE03-02/18) included the following statements:</p> <p>"It is also appropriate to consider that the authority and powers to establish and to provide to Council Controlled Organisations should be provided to Regional Subsidiaries noting that WALGA's 2012 "Metropolitan Local Government Review" submission stated:-</p> <p>The third key plank of the Association's position on shared services is for Local Governments to be enabled to establish Council Controlled Organisations (CCOs). This model is available to Local Governments in New Zealand where they are used for a variety of purposes. The model allows one or more Local Governments to establish a Local Government owned commercial organisation.</p> <p>In New Zealand, CCOs are employed:</p> <p>"to carry out a broad range of functions where (in the opinion of the shareholding local authorities) the efficiency of delivering such functions would be enhanced by the creation of professionally governed entities established for the specific purpose and where the appropriate consultation and oversight measures are in place."</p> <p>One key example of a function that could be undertaken by a Council Controlled Organisation is urban regeneration on a small, localised scale where low financial returns might be</p>

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			<p>justified in pursuit of broader social objectives.</p> <p>There are a number of benefits of the CCO model. Firstly, the CCO governance structure is flexible and will primarily consist of independent directors with experience relevant to the organisation's purpose and undertakings.</p> <p>Secondly, while the broad purpose and objectives will be set at the Council level, the CCO model removes commercial decisions from the political realm, which can lead to improved decision making. The CCO model can also reduce risk by quarantining ratepayers from legal liability and financial risk arising from commercial decisions.</p> <p>Another benefit is the increased oversight that a CCO provides relative to the traditional Local Government approach. The board of the CCO will provide greater oversight to the organisation's undertakings than if the function were being undertaken by a business unit inside the Local Government with a hierarchical oversight chain through the Chief Executive Officer to the Council".</p>
ELECTIONS			
19.	Optional preferential voting be adopted in place of the current first past the post system.	<p>The Panel discussed voting methodologies and agreed that the first past the post system can often lead to outcomes that do not adequately represent the community's preferences with successful candidates being elected without a clear majority of votes.</p> <p>There was support for the adoption of optional preferential voting, a variant to preferential voting whereby the voter can mark their preference of all or some of the candidates</p>	<p>OPPOSE</p> <p>Voting to remain as "First past the Post".</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the following statements: -</p>

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		<p>on the ballot paper, with "1" indicating their first preference.</p> <p>It was considered that this would provide results that are most representative of the community's views and would not require electors to vote for candidates about which they had little knowledge.</p>	<p>First Past the Post is the preferred method as it is commonly understood by the community at large.</p>
20 & 21.	<p>The principle of one vote per person be included in the legislation, subject to Recommendation 21 below.</p> <p>Property franchise voting should be replaced with the requirement for local governments to introduce mechanisms for regular and effective consultation with the business community.</p>	<p>The Panel considered that there are two sides to local democracy: involvement in local decision making to influence and inform the decisions that are being made by council, and elections.</p> <p>If structures and processes are in place to ensure all segments of the community are engaged, there may no longer be a need to extend election franchise beyond residents of the district.</p> <p>The Panel noted that the introduction of compulsory voting was previously recommended by the Robson Review and was suggested by several submissions, but believes that before this change is considered, recommendations contained within this report should be implemented to increase voter participation and possibly negate the need for the introduction of compulsory voting.</p> <p>The Panel considered democratic principles, the right of business owners and operators to participate in and inform local government decision-making, the relatively small take-up of the property electoral franchise and the administrative burden for local governments to retain a separate register for the small number of owner occupiers that are currently registered to vote.</p> <p>The Panel believed that there are other avenues that local governments could and should use to ensure that business and landowner views are adequately heard through mechanisms such as a business advisory group.</p>	<p>SUPPORT AND OPPOSE</p> <p>Support the principal of one vote per person.</p> <p>Oppose the replacement of franchise voting with the requirement for respective local governments to be required to introduce mechanisms as this will lead to inconsistency of voting systems and mechanisms within the local government sector</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the following statements: -</p> <p>Compulsory voting would increase the costs associated with Local Government Elections including for candidates contesting elections and the resources needed to determine whether those who failed to vote have valid reasons for not voting.</p> <p>To increase voter participation, postal voting should be encouraged as well as online voting.</p> <p>People who own land but who do not live in a District, who lease rateable property or corporations that lease property should be eligible to vote.</p>
22.	<p>Local government elections are held once every four years, two years after but to otherwise accord with the timing of the State election.</p>	<p>The Panel discussed the merits and disadvantages of all elected members being elected at the same time.</p> <p>While acknowledging the potential for loss of corporate</p>	<p>OPPOSE</p> <p>Considering that if a whole new Council or a substantial portion of a new Council is elected it</p>

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		knowledge if no councillors were re-elected, the benefits of one election held every four years midway between State Government elections has the potential to increase participation and would reduce costs for local governments.	<p>would take significant time before that Council would become an effective decision making body. Note that this change, combined with preferential voting has the potential to encourage factional and political alliances.</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the following statements: -</p> <p>Council disagrees that Council elections should be held every four years rather than every two years with all council members being elected at the same time.</p>
23.	All local government elections should be overseen by the Western Australian Electoral Commissioner.	<p>The Panel decided that the Western Australian Electoral Commission (WAEC) was the most appropriate organisation to coordinate local government elections.</p> <p>Having the one body responsible for conducting elections would allow for greater consistency across local governments.</p> <p>It was acknowledged that there would be higher costs associated with WAEC run elections; however, this would be offset by elections being held only every four years.</p>	<p>OPPOSE</p> <p>Local governments should have the autonomy to engage any party who can provide election services.</p> <p>Should it be determined that all elections are to be coordinated through the WAEC, then the WAEC should have carriage of the entire election process, excluding those matters relating to the location and size of electoral signage.</p> <p>The Role of the Returning Officer to be clarified at the outset of any election and be responsible for the entire election process.</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the following statements: -</p> <p>The City supports local governments determining whether to conduct their elections by postal elections however considers that the WAEC should not have a monopoly for conducting postal</p>

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			<p>elections.</p> <p>Local governments are required to achieve value for money in their procurement activities and this should also extend to undertaking postal elections, whether that be to allow local governments to undertake postal elections themselves or by contracting either the AEC, the WAEC or another capable entity.</p> <p>An external contractor can also provide an 'at-arm's length' and independent management of the electoral process.</p> <p>Notwithstanding that the AEC or WAEC have sophisticated processes and systems in place to manage postal elections, this does not preclude a corporate organisation from providing these services.</p> <p>Local governments should have the autonomy to determine who to engage to conduct their elections.</p>
25.	<p>The Panel makes the following further recommendations in relation to elections:</p> <p>a) Postal voting be required, with lodgement of these votes to be allowed in person on and before election day.</p> <p>b) The election process extended to provide more time for the issuing and receipt of postal votes.</p> <p>c) The information local government candidates must provide at Nomination should be expanded to ensure that adequate information is given for voters to make an informed decision. Candidate nomination forms should also include declaration of membership of a</p>	<p>To improve equity, the Panel determined all elections should be postal with the ability to lodge those votes in person, including on election day, being retained. The need for voting to be able to be carried out via the post has been demonstrated by the current COVID-19 pandemic.</p> <p>To optimise participation in the electoral process and in recognition of the changes to postal services in Australia, an extension to the electoral timeframe is recommended.</p> <p>This should allow additional time for the issuing of postal votes and more time for electors to return their votes. The timeframe should be set through regulations in consultation with the Western Australian Electoral Commissioner.</p>	<p>OPPOSE Recommendations 25 (a) and (d)</p> <p>In relation to Recommendation 25(a), local governments to have the autonomy to determine the appropriate voting method for their district.</p> <p>In relation to Recommendation 25(d), whilst the idea of a caretaker policy is supported, this is impossible to practically implement if the whole Council is up for election every four years (see recommendation 22) and all Council Members will be subject to the caretaker policy. The Caretaker Policy should not be mandatory.</p>

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	<p>political party and these forms should be published and available during the election period.</p> <p>d) A caretaker policy should be introduced barring elected members up for re-election from representing the council at events, handing out council grants or donations and moving substantive notices of motion in the period before the election, and a requirement to comply with this policy should be included in the Code of Conduct.</p> <p>e) The donor and the candidate should co-sign each declaration of a gift made.</p> <p>f) Donations via crowd funding platforms should be regulated so far as possible.</p>	<p>The Panel discussed methods to increase community knowledge of candidates including increasing the length of the candidate profile statements, providing more structure for these, and publishing candidate answers to WAEC approved questions on local governments' websites. The Panel was supportive of additional information being provided by candidates in local government elections. This would enable voters to make more informed voting decisions, rather than relying on the 150-word statement. This could be achieved through set questions in regulations to which candidates would respond in the form of a statutory declaration. The Victorian provisions serve as a model.</p> <p>The Panel also considered ways to increase transparency and accountability and reduce conflicts during a local government election period. The Panel agreed that the Code of Conduct should include caretaker provisions to be imposed from the close of nominations to the date of the election.</p> <p>The Panel acknowledged the need to protect the CEO from potential conflicts during the caretaker period and, consistent with Recommendation 59, the CEO would no longer receive or investigate complaints.</p> <p>In order to ensure integrity in the election process, the Panel agreed that there should be a requirement for the declaration of a gift to be signed by both the candidate and the donor.</p> <p>The Panel also acknowledged the increasing likelihood that candidates will receive donations through crowd funding platforms which makes identifying individual donors difficult and determined that the department should investigate the legality and practicality of regulating crowd funding donations to ensure integrity in the election process is upheld.</p>	
26.	<p>In respect to elected member representation, the Panel recommends:</p> <p>a) Population should be used to determine the</p>	<p>The Panel gave careful consideration to the recommendations of the Local Government Advisory Board in relation to wards and councillor numbers.</p>	<p>SUPPORT CONDITIONALLY</p> <p>Require clarity as to whether recommendation is referring to population or electors as the</p>

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	<p>number of elected member positions:</p> <p>(i) Population of up to 5,000 – 5 councillors (including President).</p> <p>(ii) Population of between 5,000 and 75,000 – 5 to 9 councillors (including Mayor/President).</p> <p>(iii) Population of above 75,000 – 9 to 15 councillors (including Mayor).</p> <p>b) Ward boundary reviews, to ensure equitable representation is maintained, should be conducted every four years by the Office of the Electoral Distribution Commissioners, with the support of the WAEC and should be conducted using similar processes and principles that are in place for state electoral boundaries as contained in the Electoral Act 1907.</p> <p>c) Current classification bands 3 and 4 should not have multiple wards unless the Local Government Commission permits it in the interests of ensuring local democracy is enabled in certain communities.</p> <p>d) The changes to wards and elected member numbers due to the above recommendations should be phased in.</p> <p>e) With the introduction of four-year elections, council elected mayors /presidents should be elected for two-year terms.</p> <p>f) No restriction should be placed on the number of terms an elected member or mayor/president can serve.</p>	<p>Wards in local governments with small populations were seen as unnecessarily increasing fragmentation and detracting from the requirement for elected members to act in the best interests of the entire community.</p> <p>However, the Panel acknowledged there may be situations, for example remote communities, where it is important to ensure there is balanced representation on council. The Panel decided local governments in bands 3 and 4 can apply to the new Local Government Commission for wards should it be necessary to enable local democracy in their districts.</p> <p>The Panel considered that it was desirable for councils to have an odd number of positions.</p> <p>The Panel considered that it was important to provide a council with the ability to elect a new mayor/president to replace one who had lost the confidence of the other members of council within their four-year term.</p> <p>The Panel decided the fairest and most efficient way to do this was to have two year terms for council elected mayors and presidents which will provide the opportunity for council to replace them after this period should there be dissatisfaction with their performance amongst council.</p> <p>The Panel agreed that there should be no change made to the current situation with no limits applying to the number of terms a councillor and mayor/president can serve.</p>	<p>number of electors should be used to determine the number of council member positions.</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the following statements: -</p> <p>Local governments can determine how the Mayor/President is elected once the district is established. The Act already has provisions for Council to determine how the Mayor/President is elected.</p> <p>Should electors propose to change the method of election for the Mayor then it is suggested that the number of electors or the percentage total of electors required to do so should be reviewed in line with population growth.</p>
RE-DEFINITION OF ROLES AND RESPONSIBILITIES			
29.	The Panel recommends the role of council as being :	<p>The council —</p> <p>a) considers the diversity of interests and needs of the local community;</p> <p>b) is accountable to the community for the local government's performance;</p>	<p>OPPOSE Recommendation 29(f) and (i)</p> <p>In relation to Recommendation 29(f), this crosses into the role of the CEO and should focus on Council receiving reports of the reviews</p>

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		<ul style="list-style-type: none"> c) ensures adequate opportunities and mechanisms for engagement with the local community; d) ensures the timely development and adoption of the strategic plans, programs and policies of the council and promotes the effective and consistent implementation of these; e) develops and adopts strategic plans and a budget for the local government; f) keeps the local government's resource allocation, expenditure and activities and the efficiency and effectiveness of its service delivery, under review; g) provides strategic direction to the CEO in order to achieve high-quality administration and performance of the local government's functions in accordance with the Local Government Act and local government's policies; h) carries out an annual performance review of the CEO and in agreement with the CEO adopts Key Performance Targets for the following year; i) provides a safe working environment for the CEO, officers and councillors; j) reviews annually the delegations of the council; and k) performs such other functions as are given to a council by this Act or any other written law. 	<p>undertaken by the CEO. Council determines service level standards and allocation of budget but the CEO determines the allocation of human resources. Further clarity is required to ensure that the role of Council and the CEO is clear on this point.</p> <p>In relation to Recommendation 29(i), under harmonised Work Health and Safety legislation (still currently the Occupational Health and Safety Act) the person conducting a business or undertaking (PCBU) owes an obligation to ensure a safe work place. It is arguable that Council would have a role to provide a safe work place for Councillors and the CEO, and whilst Council will have a role in respect of the entire organisation, the CEO is responsible for providing a safe work environment for all employees, volunteers, visitors and any other person captured under the harmonised legislation.</p> <p>Further legislative clarity is required to ensure alignment with Council's obligations and harmonised OSH legislation.</p>
32.	The Panel recommends the following as the functions of the CEO:	<p>(1) The CEO's functions are to —</p> <ul style="list-style-type: none"> (a) advise and assist the council in relation to the functions of a local government under this Act and other written laws; (b) ensure that timely and accurate advice and information is available to the council so that informed decisions can be made; (c) ensure that the mayor and other councillors are given the administrative and professional support necessary to effectively discharge their role; (d) advise the council on appropriate forms of community engagement; (e) advise and consult the mayor and council on the development and implementation of the strategic plans, programs, strategies and policies of the council; 	<p>OPPOSE Recommendation 32(2)(b) and (c)</p> <p>The City's submission to Council on 6 February 2018 on Phase 1 of the Local Government Act 1995 Review (CE03-02/18) included the following statements: -</p> <p>"All local government staff are employed by the CEO and the CEO, as a CEO executive function, can exercise the discretion as to the recruitment of all employees.</p> <p>It is not considered appropriate for Council Members or Council to be involved in the appointment, dismissal or performance management of any employee except for the CEO.</p>

REC. NO.	RECOMMENDATION	DETAIL	CITY OF WANNEROO PREVIOUS SUBMISSION AND/OR ADMIN COMMENT
		<ul style="list-style-type: none"> (f) prepare, in consultation with the mayor and council, the draft budget; (g) ensure that the policies and lawful decisions of the council are implemented in a timely and efficient manner; (h) conduct the day-to-day management of the local government in accordance with the strategic plans, programs, strategies and policies of the council; (i) ensure the effective and efficient management of the local government in a way that promotes — <ul style="list-style-type: none"> (i) the effective, efficient and economical management of public resources; (ii) excellence in service delivery; and (iii) continual improvement; (j) maintain systems to enable effective planning and accurate reporting of the financial and service performance of the local government to the council and community; (k) speak publicly on behalf of the local government when approved by the mayor or president to do so; (l) be responsible for the employment and management of local government employees, except with respect to the position of CEO, through management practices that — <ul style="list-style-type: none"> (i) promote equal employment opportunities; (ii) are responsive to the local government's policies and priorities; and (iii) provide a safe working environment; (m) ensure the local government complies with this Act and any other written law; (n) ensure that records, proceedings and documents of the local government are properly kept for the purposes of this Act and any other written law; and (o) perform any other function specified or delegated by the council or imposed under this Act or any other written law as a function to be performed by the CEO. <p>(2) The CEO must inform and consult the council when determining, or making, significant changes to –</p> <ul style="list-style-type: none"> (a) the organisational structure for the staff of the 	<p>Refer specifically to Section 5.41(g) that states that the CEO is responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees.</p> <p>Considering that the CEO is the only employee that Council directly employs and that all other employees are employed by the CEO, this change is considered appropriate.</p> <p>It is necessary for some employees designated as senior employees for the sole purpose that only a senior employee can be designated as the local governments Complaints Officer and Acting CEO.</p> <p><i>Administration Note: - The Local Government Legislation Amendment Act 2019 amends the Local Government Act 1995 to remove the designation of "Senior Employee".</i></p> <p>SUPPORT CONDITIONALLY Recommendation 32(1)(i) and 32(1)(k)</p> <p>In relation to Recommendation 32(1)(i), this may be in conflict with Recommendation 29(f).</p> <p>In relation to Recommendation 32(1)(k), the CEO should speak to operational matters only.</p>

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		<p>local government; or</p> <p>(b) the processes, terms or conditions that are to apply to the appointment of senior executive officers; or</p> <p>(c) the appraisal scheme that is to apply to senior executive officers.</p>	
35.	<p>The Panel recommends the Annual Electors' Meeting is replaced by an Annual Community Meeting whereby:</p> <p>a) As a minimum, councils provide information on their achievements and future prospects;</p> <p>b) Councils report on the local government's financial performance and performance against relevant Council Plans;</p> <p>c) Both the mayor/president and the Chair of the Audit Committee address the meeting;</p> <p>d) There is ample time for questions; and</p> <p>e) Wider community participation is encouraged through different delivery mechanisms.</p>	<p>The Panel recommended the retention of an annual meeting (to replace the Annual Electors' Meetings) which will facilitate community participation through more modern delivery mechanisms to reach people who may not be able to attend ordinary council meetings (for example, using Zoom and/or webinars).</p> <p>At this meeting there should be an annual performance statement made by the mayor/president, a report from the chair of the Audit, Risk and Improvement Committee and a question and answer session.</p>	<p>SUPPORT CONDITIONALLY</p> <p>The focus on the community is welcomed but meetings should not be compulsory</p>
MINIMUM SERVICE LEVELS			
38.	<p>The Panel recommends:</p> <p>As a minimum, local governments must seek to identify and provide, or offer, to all its citizens, a minimum level of services to meet statutory obligations.</p> <p>The Minister should have the power to direct a local government if it fails to provide or offer these services.</p> <p>The new Act should incorporate financial sustainability principles which also link to the IPR framework.</p> <p>Local government services and programs should be aligned to the IPR framework.</p> <p>Local governments conduct regular reviews of services and service levels including community consultation.</p>	<p>The Panel strongly believed that all citizens in Western Australia are entitled to a minimum level of service delivery, whether it be a metropolitan local government or a remote community. However, the diversity of the sector means that services may vary significantly between local governments.</p> <p>The Panel felt that while there are some services where it is reasonable to have discretion, there are some minimum services that all local governments must provide.</p> <p>The Panel was cognisant of the financial constraints and capability of local governments to be able to deliver basic services and in some cases, providing services independently would be challenging.</p> <p>In these situations, local governments should collaborate using the joint subsidiary model. As noted earlier, service delivery to remote communities was identified as an area that could be particularly challenging due to financial constraints,</p>	<p>SUPPORT CONDITIONALLY Recommendation 38(a), (c)-(e)</p> <p>In relation to Recommendation 38(a), respective local governments should have the autonomy to set their service levels noting the expectation and requirements of their community. Note that this will vary between regional, metropolitan and growth Councils – ratios, growth, assets, population, services.</p> <p>In relation to Recommendation 38(c), this will need to work for all local governments considering the differences.</p> <p>In relation to Recommendation 38(e), local governments will need to consider cost v quality of services.</p> <p>The City's submission to Council on 5 March 2019 (CE03-02/19) on Phase 2 of the Local Government Act 1995 Review included the</p>

REC. NO.	RECOMMENDATION	DETAIL	CITY OF WANNEROO PREVIOUS SUBMISSION AND/OR ADMIN COMMENT
		<p>isolation and access (among other things). The Panel strongly supported identification of service needs through the IPR process and minimum services being delivered.</p> <p>However, financial and cultural barriers will sometimes need to be addressed through broader whole of government initiatives. New mechanisms may be needed to facilitate such initiatives (such as the South Australian Outback Communities Authority). A community should have the right to decline a particular service or services if they have other arrangements in place.</p> <p>The Minister should have a qualified reserve power to intervene in certain situations and provide enforceable directions to local governments. This would include where minimum services were not being provided and in the event of a natural disaster or pandemic.</p>	<p>following statements:</p> <p>IPR should ensure that service levels are transparent for customers as this will also help explain the cost of delivering such services.</p> <p>OPPOSE Recommendation 38(b)</p> <p>The Minister's power should be not be unfettered and should be limited to making declarations, (not to direct local governments) and should not extend to rates and fees and charges. Further a direction could have significant budget consequences for the directed local government.</p>

LOCAL AND JOINT SUBSIDIARIES

41 & 42.	<p>41. The Panel recommends that 'beneficial enterprises' not be introduced as a new mechanism for local government commercial activities, but that instead an updated and more flexible subsidiary model should provide for the following:</p> <p>Local government autonomy to establish a single or joint subsidiary to:</p> <p>Carry out any scheme, work or undertaking on behalf of the council;</p> <p>Manage or administer any property or facilities on behalf of the council;</p> <p>Provide facilities or services on behalf of the council; and/or</p> <p>Carry out any other functions on behalf of the council.</p> <p>The subsidiary to be established through a charter.</p> <p>The charter to be certified by an independent and suitably experienced legal practitioner as within power and National Competition Policy.</p> <p>Public notice of the proposal to establish the subsidiary to ensure that there are no private</p>	<p>The Panel noted that the current regional subsidiaries model could be improved in relation to their establishment, scope of operations and governance. It was noted that the current model has not been utilised by the sector as its scope is perceived to be too limiting.</p> <p>While the Panel supported local governments being innovative and able to operate when market failure is identified, it was of the view that the new Act should explicitly require that local governments operate in accordance with competitive neutrality principles when establishing a subsidiary and setting fees and charges.</p> <p>The Panel also noted concerns that a local government may use a subsidiary to reduce employee pay and conditions and considered that this should be prohibited in the Act.</p> <p>The introduction of a new subsidiaries model, similar to the Tasmanian model, would allow local governments the flexibility to operate on a commercial basis (within reason). It is recommended that if this is to occur, adequate controls would need to be introduced, including community consultation, model charters, appropriate</p>	<p>OPPOSE Recommendation 41(h)</p> <p>In relation to Recommendation 41(h), local government subsidiary employees should not be considered local government employees and should be subject to the relevant awards for the industry that the subsidiary operates in. For example, for a waste services local government subsidiary, those employees should be employed under the relevant waste services award.</p> <p>Note that the model must provide real flexibility and have the respective local government clearly accountable for the subsidiary.</p> <p>Note previous submission relating to beneficial enterprises as detailed above.</p>
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operators that would be significantly disadvantaged.

The subsidiary to be able to undertake commercial activities (within the limits of competitive neutrality and a thorough risk assessment).

The subsidiary to have the ability to acquire, hold, dispose of or otherwise deal with property.

Dividends able to be paid to member local governments.

The requirement for employees of the subsidiary to be employed under the same award or agreement conditions as the relevant local government/s and within the jurisdiction of the Western Australian Industrial Relations Commission.

No requirement for ministerial approval at the outset, but reserve powers for the Minister for Local Government to intervene if issues arise should be included.

42. The Panel recommends local governments should utilise the subsidiary models and, as a general rule, should not form entities outside this, such as under the Associations Incorporation Act, except as a means of establishing or maintaining partnerships with other local or regional organisations in those instances where the local government is not the dominant party.

reporting and audit measures and providing the ability for the Minister to intervene if considered necessary.

The legislative framework for the model should provide autonomy for local governments to establish a subsidiary without Ministerial oversight while retaining reserve powers for the Minister if required.

There should be measures to ensure greater transparency and accountability to the community.

The Panel also discussed concerns with local governments using the Associations Incorporation Act to establish entities outside the Local Government Act and considered that as a general rule this be prohibited under the new Act. Local governments should encourage non-government providers to establish and govern associations where appropriate for community-led service delivery, with local governments only stepping in if the association cannot operate effectively or needs to be wound up.

RATING AND REVIEW

ENHANCED ACCOUNTABILITY, SELF REGULATION AND INTEGRITY

<p>53. & 54</p>	<p>53. The Panel recommends the role of audit committees be expanded to become Internal Audit, Risk and Improvement Committees and:</p> <ul style="list-style-type: none"> a) The majority of the Committee members, including the Chair, should be independent of the local government and should be drawn from a suitably qualified panel. b) To address the impost on small local governments, the committee could be established on a regional basis. <p>54. The Panel recommends the main roles of the</p>	<p>The Panel supported the expansion and strengthening of the role of local government audit committees to become Audit, Risk and Improvement Committees. Moving to a principles-based Act and providing local governments with more autonomy emphasises the need for self-regulation. This requires a robust process for accountability and transparency, justifying the need for the committee to have an independent chair.</p> <p>The Panel also concluded that, given the committee's expanded and critical role, there should be a majority of members not associated with the local government in any way and appointed and remunerated for their skills.</p>	<p>OPPOSE Recommendation 53(a)</p> <p>In relation to Recommendation 53(a), best practice guidance for audit committees refer to requiring independent skilled person(s) as a member of the committee however if the majority membership is independent of Council this could lead to a disconnect between the committee and Council. Council's role is to oversee risk and improvements.</p> <p>SUPPORT CONDITIONALLY Recommendation 54(b)</p>
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Audit, Risk and Improvement Committee should include:

- a) Developing an audit plan which focuses on compliance, risk (including procurement), financial management, fraud control, governance and delivery of the Council Plans;
- b) Identifying continuous improvement opportunities and monitoring programs and projects in this area;
- c) Conducting the mandatory internal audits as outlined in the audit plan; and
- d) Providing advice to the council in relation to these matters.

This aligns with the changes occurring within the State Government and the Office of the Auditor General recommendations.

Audit, Risk and Improvement Committees should be required to review matters such as compliance, risk management, financial management, fraud control and governance of the local government.

The Panel was of the view that an Audit, Risk and Improvement Committee could have a role in providing advice to council on decisions across a range of matters, including good governance, financial and risk management, and continuous improvement. The Chair could have a more public role, including in addressing council on relevant matters, reporting at the Annual Community Meeting and preparing a statement in the local government's annual report.

To address cost and access to suitable personnel to take on this role, regional Internal Audit, Risk and Improvement Committees should be permitted.

In addition, consideration should be given to establishing a panel of approved independent members from which councils could choose.

In relation to Recommendation 54(b), it is the CEO's role to identify continuous improvement opportunities and monitoring programs and projects, however reports should be provided to the committee

RENEWED FOCUS ON INTEGRITY

55. In relation to governance, the Panel recommends:

- a) Meeting procedures are standardised across all local governments, allowing for both a committee system and a public briefing system.
- b) Elected members should be required to lodge a declaration of interest as well as a confirmation of impartiality prior to meetings.
- c) Elected members who believe that they are unable to maintain impartiality on a particular matter should be permitted to withdraw from that part of the meeting provided a quorum is maintained.
- d) All votes should be recorded in the minutes on each motion with details of how each councillor voted.

The Panel discussed ways to ensure council decision-making was transparent and accountable. It recommends that not only should actual conflicts of interest be declared before the council meeting, but that each councillor should make a declaration in relation to any item on the agenda on which they may not be impartial.

This would include, for example, items where they had taken a public position or lobbied in relation to the matter before the meeting. If the councillor believes that they are unable to put those interests aside and make a decision in the best interests of the district as a whole, the person should be able to remove themselves from the meeting for that item, providing a quorum is maintained so that a vote can be taken.

SUPPORT CONDITIONALLY Recommendation 55(c), (h)

In relation to Recommendation 55(c), consider a disclosure of impartiality interest process not dissimilar to disclosing financial interests in circumstances where a Council member unable to maintain impartiality.

Council members who believe that they are unable to maintain impartiality on a particular matter should be permitted to withdraw from that part of the meeting provided a quorum is maintained as this aligns with the issue of apprehend bias that can impact the legality and validity of a Council decision – see recent Supreme Court decision in *Dain Pty Ltd v Shire*

<p>e) As a minimum, audio recordings of public parts of council meetings should be available on the local government's website when the minutes become available, with livestreaming to be encouraged.</p> <p>f) CEO contracts should be standardised and consistent with the Public Sector Commission's policy and relevant conditions for public sector employees.</p> <p>g) CEO contracts should be no more than five years and after two terms the local government must readvertise the position.</p> <p>h) The department should facilitate additional oversight in the recruitment and management processes of CEOs. This could include representation on the selection panel and/or screening of applicants.</p> <p>i) Primary and Annual Returns should include disclosure of membership of political parties and associations likely to be seen as exerting an influence on decision making.</p>	<p>A declaration prior to the meeting would assist the CEO in determining whether or not a quorum is available for a matter.</p> <p>While webcasting (livestreaming) of council meetings was preferred, given the technology constraints that could be experienced by some local governments, audio recordings of the meetings were considered as a practical minimum to ensure greater transparency in the decision making process. These recordings would be State records under the State Records Act 2000.</p> <p>The recordings should be required to be published on the website by the time the minutes were published.</p> <p>The Panel agreed that the department should play an active role in assisting the council in the CEO recruitment and performance review processes. Another option is that prior to selection, the Department could provide a reference check and possible recommendations for training for the shortlisted candidates for the positions of CEO.</p> <p>To increase transparency and foster greater trust in local government, the Panel believed that elected members should declare in their Primary and Annual Returns interests that could be perceived as affecting decision-making. This would include membership of political parties, business associations and the holding of any office in an incorporated association such as a sporting club.</p>	<p>of Peppermint Grove [2019] WASC 264 where the Supreme Court determine that a decision of the Council of the Shire of Peppermint Grove was unlawful and invalid because Council members participating in that decision were affected by 'apprehended bias' – essentially, an interest affecting their impartiality.</p> <p>In relation to Recommendation 55(h), the Public Sector Commission instead of the Department should provide oversight for CEO recruitment.</p> <p>OPPOSE Recommendation 55(g)</p> <p>The Council of a local government is in the best position to determine whether there is a requirement to readvertise the CEO position and this should not be arbitrarily mandated</p>
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EXPANDED REQUIREMENTS FOR TRAINING AND PROFESSIONAL DEVELOPMENT

A NEW INTERVENTION FRAMEWORK

58.	The Panel recommends the Minister should have the power to direct local governments and make declarations in respect to the Local Government Act during a declared state of emergency.	The COVID-19 situation has highlighted the need for the Minister to be able to direct local governments and make declarations without having to apply to the State Emergency Coordinator so that the Local Government Act can be applied flexibly and adapt to the changing environment of an emergency.	<p>SUPPORT CONDITIONALLY</p> <p>The Minister's power should not be unfettered and should be limited to making declarations, (not to direct local governments) and should not extend to rates and fees and charges. Note the potential for a budget impact in circumstances where the Minister's direction requires the City to do an action that has a cost not previously contemplated.</p>
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ESTABLISHMENT OF AN OFFICE OF THE INDEPENDENT ASSESSOR

59. &	59. The Panel recommends establishing an Office	The Panel considered the range of bodies that currently	OPPOSE Recommendation 60
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60	<p>of the Independent Assessor that should:</p> <ul style="list-style-type: none"> a) Be an independent body to receive, investigate and assess complaints against elected members and undertake inquiries. This removes the CEO from being involved in processing and determining complaints. b) Be a statutory appointment by the Governor. c) Upon assessment, refer the complaint back to the council (behaviour-related), the State Administrative Tribunal (SAT) (serious breaches), or to another appropriate body (such as, Corruption and Crime Commission, Public Sector Commission, Ombudsman) according to the subject of the complaint. d) Replace the Standards Panel by investigating and making determinations on Rules of Conduct breaches. SAT will determine the penalties. e) Amongst other powers, have the power to investigate, to order compulsory mediation and to deal with abuses of process. f) Be required to notify the CEO and council of any matters on a confidential basis. <p>60. The Panel recommends consideration should be given to the appropriate recognition and management of complaints by an elected member against a CEO or other senior officer, with one option for these to be investigated by the Office of the Independent Assessor.</p>	<p>play a role in ensuring the integrity of local governments. They supported the continuation of the Ombudsman's role in dealing with complaints related to local government administrative decisions.</p> <p>The Panel supported the creation of an Office of the Independent Assessor, an independent "one stop shop" body to investigate and assess complaints against elected members. The Independent Assessor could assess and prioritise all complaints and, depending on the outcome of its investigations, refer it to the relevant agency. This could include the Corruption and Crime Commission, the Public Sector Commission, or the State Administrative Tribunal for mediation, possible further investigation and determination of a sanction/s.</p> <p>Where a complaint involves behaviour it could be referred back to the council to deal with under Part B of the new Code of Conduct provisions. It was suggested that the Queensland model for an Independent Assessor may provide appropriate guidance.</p> <p>The Office of the Independent Assessor would require a team of investigators and the Panel considered that the Office could take over the department's current role in conducting inquiries and investigations.</p> <p>The Independent Assessor could advise the Minister on suspension and dismissals of elected members and councils. It could also have powers to make recommendations to the State Administrative Tribunal and local governments.</p> <p>The Office of Independent Assessor would replace the Standards Panel, and have the power to investigate complaints of breach of Part C of the Code of Conduct. Its findings in relation to breaches of conduct could be referred to the State Administrative Tribunal for imposition of the penalty.</p> <p>The Panel considered that there should be a power under the Act for the appointment of an acting CEO to temporarily take the place of a CEO if an investigation by the Office of Independent Assessor reveals serious deficiencies in the way the local government is administered.</p>	<p>Complaints about the conduct of the CEO should be considered by the current oversight agencies such as the PSC or CCC. Issues in relation to CEO performance are to be addressed through the performance review process.</p>
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OTHER MATTERS**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION**

64.	<p>In relation to WALGA, the Panel recommends:</p> <ul style="list-style-type: none"> a) WALGA not be constituted under the new Act; b) A transition period is provided to ensure continuity in operations of WALGA while it is re-formed under other legislation; and c) Recognition of WALGA's Preferred Supplier Program and mutual insurance coverage in the legislation should be accompanied by appropriate oversight measures, including auditing. 	<p>The Panel deliberated the merits of WALGA being constituted under the Local Government Act and determined that it was not appropriate to incorporate a member body under this legislation. This created confusion as to the extent of the Minister's powers over the organisation and WALGA's level of independence.</p> <p>More appropriate legislation would appear to be the Associations Incorporation Act 2015.</p> <p>Transitional provisions should be included in the new Local Government Act to allow for the orderly reconstitution of WALGA without affecting their operations.</p> <p>This change would not restrict the new Act (or other Acts) from referencing WALGA membership on boards and committees.</p> <p>The Panel saw merit in the sector being able to use its aggregated buying power through use of WALGA's preferred supplier program and their mutual insurance coverage.</p> <p>Recognition of these initiatives in the legislation should be accompanied by a power for the Auditor General to conduct regular audits of these programs and related processes.</p>	<p>SUPPORT CONDITIONALLY</p> <p>Subject to any legislative change not impacting WALGA continuing to provide the WALGA's Preferred Supplier Program and mutual insurance coverage.</p> <p>Note that more transparency is required in respect of the Preferred Supplier Program.</p>
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NOTE: THE FOLLOWING CITY OF PERTH INQUIRY RECOMMENDATION IS INCLUDED FOR THE PURPOSES OF THIS SUBMISSION.

	ISSUE	RECOMMENDATIONS SUMMARY	ADMINISTRATION COMMENT
11.	External Oversight and Intervention	The creation of a Local Government Inspectorate, to improve the capability and integrity of local governments and the local government system.	<p>SUPPORT CONDITIONALLY</p> <p>The Office of the Inspector of Local Government remit should be limited to:</p> <ul style="list-style-type: none"> • assume regulatory function of the Department • replace the Standards Panel • receive complaints and referrals to investigate, assess

			<ul style="list-style-type: none">• inquire into local government matters as directed by the Minister• report to the Minister where in Inspector's opinion a local government may be failing to provide good government or Council member/s impeding the ability for the local government to do so• bring legal proceedings against Council members and employees for failing to comply with legislative obligations or the Code• The Department should be resourced to provide an advisory function to support local government
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Item 4 Motions on Notice**Item 5 Late Reports (to be circulated under separate cover)**

Nil

Item 6 Public Question Time**Item 7 Confidential**

Nil

Item 8 Date of Next Meeting

The next Ordinary Council Meeting has been scheduled for 7:00pm on Tuesday, 22 September 2020, to be held in Council Chambers (Level 1), 23 Dundobar Road, Wanneroo.

Item 9 Closure



COUNCIL CHAMBERS SEATING DIAGRAM

