



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 03 August, 2021 commencing at 6:00PM

PROCEDURE FOR FULL COUNCIL BRIEFING SESSION

ATTENDANCE AT MEETINGS DURING STATE OF EMERGENCY

As the State is now in Phase 5 of the COVID-19 roadmap, public attendance numbers at City of Wanneroo meetings has been changed accordingly, where public attendance at Briefing Sessions and Council Meetings are no longer restricted, and Council Chamber can be at full capacity.

There is a requirement for the City to maintain a mandatory contact register. Residents are requested to scan the City of Wanneroo SafeWA QR Code on entry to the Council Chamber or complete the manual contact register before entering Chamber.

For your health and safety, members of the public are reminded to:

- Follow the direction of the Presiding Members and City employees when attending meetings;
- Maintain physical distancing where possible;
- Use the hand sanitiser that is provided by the City at the venue; and
- Not attend a meeting should they feel unwell or if they have been in contact with a known COVID-19 case, or been overseas in the preceding two weeks.

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.

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.

D E P U T A T I O N S

The procedure for Deputations has changed for 2021 to allow Deputations to be presented during the Briefing Session.

During the Briefing Session, members of the public may, by appointment, present a Deputation relating to items on the current Briefing Session Agenda. A maximum of up to ten minutes (dependent on the number of deputations received) is permitted for each deputation with up to three people to address the Council Members.

Please note that Deputation requests are to be received by no later than **9:00am** on the day of the Briefing Session, and must relate to an item on the current Briefing Session Agenda.

[Deputation online form](#)

Please note:

- Deputation requests must relate to items listed on the current Briefing Session Agenda;
- A Deputation is not to exceed three speakers in number and only those speakers may address the Council Members; and
- Speakers of a Deputation will collectively have a maximum of up to 10 minutes (dependent on the number of deputations received) to address the Council Members, unless an extension of time is granted.

Please ensure mobile phones are switched off before entering the Council Chamber.

For further information please contact Council Support on 9405 5000.



Briefing Papers for Tuesday 3 August, 2021

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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 Deputations

Item 4 Reports

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

Planning & Sustainability

Strategic Land Use Planning & Environment

4.1 Review of Local Planning Policy 4.12: Heritage Places

File Ref:	2188V02 – 21/292247
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider minor amendments to Local Planning Policy 4.12: Heritage Places (LPP 4.12).

Background

LPP 4.12 was adopted by Council on the 16 August 2016 (PS04-08/16) (**Attachment 1**) and is due for review. The policy provides guidance for the classification and assessment of heritage places included on the City's Local Heritage Survey (LHS). The LHS identifies and records places that are, or might become, of cultural heritage significance based on their heritage values.

There are two types of heritage in Western Australia, including cultural heritage, which is addressed in the *Heritage Act 2018*, and Aboriginal heritage, which is addressed through separate legislation (*Aboriginal Heritage Act 1972*). This policy focuses on cultural heritage.

The LPP has been reviewed in accordance with clause 5 of the Deemed Provisions of the District Planning Scheme No. 2 (DPS 2). As a result of the scheduled review, a number of minor amendments to the policy are proposed to ensure it aligns with current State and local heritage legislation.

Detail

A number of administrative changes are proposed to align the policy with State legislation and the City's standard local planning policy template, as well as to improve readability, including:

- Updating headings to be consistent with the City's current local planning policy template. A new heading 'Relationship to other policies, guidelines and documents' has been included to outline the relevant State and local legislation and policies which need to be considered when assessing a place of heritage significance;
- Inserting a table to describe the four heritage classification categories and their desired heritage outcomes, which will ensure any extensions or alterations will reinforce the significance of a heritage place;
- Inserting a new heading 'General provisions to alter, develop or demolish a heritage place' to clarify which requirements apply to all categories of heritage places; and
- Text modifications to reference current State heritage terminology. In particular, all references to 'management categories' have been changed to 'classification categories' in accordance with the Guidelines for Local Heritage Survey 2019 (Guidelines).

Administration has prepared a track changes version of the draft revised LPP 4.12 for Council's consideration (**Attachment 2**).

Consultation

In accordance with sub clause 5(2) of the Deemed Provisions of DPS 2, an amendment to a LPP must be publicly advertised, unless the City is of the opinion that the proposed amendment is of minor nature and therefore does not require public advertising.

In this instance, the amendments are considered minor as they propose to improve the formatting and legibility of the policy, as well as ensure the terminology is consistent with relevant State heritage legislation and guidelines. Therefore, Administration recommends no public advertising be required for the draft revised LPP.

Comment

LPP 4.12 refers to places that have been identified on the LHS, and provides guidance for assessing development applications to alter, develop or demolish these places. In accordance with the *Heritage Act 2018*, the LHS includes all places that have been identified to have cultural heritage significance, excluding Aboriginal places which solely have significance based on their Aboriginal culture or tradition.

Aboriginal heritage is currently protected under the *Aboriginal Heritage Act 1972*, and has different development assessment requirements to those of a cultural heritage place. In particular, applications to alter or damage a registered Aboriginal site require approval from the Minister of Aboriginal Affairs through a Section 18 application. Clarification has been included in the policy to outline what type of heritage this Policy refers to.

The policy has undergone a minor review to ensure that it remains consistent with the relevant State and local heritage legislation and policies until the upcoming review of the City's LHS has been completed. The proposed changes will improve the formatting of the policy, ensuring that the requirements for assessing heritage applications are clear to the policy user.

As part of the City's upcoming review of the City's LHS, Administration will seek advice from a heritage consultant as to how this LPP can be revised to better guide the development of cultural heritage places within the City. The review of the LHS is anticipated to be presented to council for consent to advertise by mid-2022.

Until the review of the LHS, the minor changes proposed will ensure the policy remains effective in providing guidance for classifying and assessing heritage places listed on the existing LHS. It is intended that the feedback received during the LHS review will result in a major review of the policy as part of its next scheduled review.

Statutory Compliance

The policy review has been undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, and clause 4 and 5 of the Deemed Provisions of the DPS 2.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

2 ~ A City that celebrates rich cultural histories, where people can visit and enjoy unique experiences

2.1 - Valuing cultures and history

Risk Management Considerations

Risk Title	Risk Rating
CO O26 Heritage	High
Accountability	Action Planning Option
Director Community and Place	Manage

There is a risk that poorly protected heritage places will be damaged or lost if not properly managed. This policy is essential in providing guidance to planners and applicants when classifying and assessing heritage places on the LHS. This will ensure all heritage places are appropriately identified and protected in the City.

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

The revised LPP has been reviewed to ensure it is consistent with State heritage legislation and guidelines. Upon adoption by Council, the revised LPP 4.12 would supersede the existing policy currently adopted on the City's website.

Financial Implications

Nil.

Voting Requirements



Simple Majority

Recommendation

That Council:-

1. Pursuant to subclause 5 (2) of the Deemed Provisions of District Planning Scheme No. 2, **RESOLVES** that the final draft revised Local Planning Policy 4.12: Heritage Places is a minor amendment which does not require public advertising;
2. Pursuant to subclause 5 (2) of the Deemed Provisions of District Planning Scheme No. 2, **ADOPTS** the final draft revised Local Planning Policy 4.12: Heritage Places, as included in Attachment 2;
3. Pursuant to subclause 4 (4) of the Deemed Provisions of District Planning Scheme No. 2, **PUBLISHES** notice of its adoption; and
4. **FORWARDS** a copy of the adopted Policy to the Department of Planning, Lands and Heritage for information.

Attachments:

- | | | |
|---|---|-----------|
| 1  | Attachment 1 - Adopted_2016_LPP_4.12_Heritage_Places | 21/284274 |
| 2  | Attachment 2 - Track_Changed_LPP4.12_Heritage_Places_2021_Draft | 21/290339 |

AUTHORISATION	Adopted August 2016
REVIEW	2021

PART 1 - POLICY OPERATION

Policy Development

This policy has been prepared under the provisions of Division 2 of the City of Wanneroo District Planning Scheme No. 2.

Purpose

To articulate the role of the City's Planning Team when dealing with development and building applications and enquiries relating to heritage places included in the City's Local Heritage Survey (LHS).

Objective

To provide an appropriate level of protection for heritage places identified on the City's Local Heritage Survey.

Application

The City's LHS is prepared in accordance with Section 45 of the Heritage of Western Australia Act 1990. The LHS itself has no statutory implications under the Heritage Act, and is simply a list of the City's important heritage places, prepared in consultation with the community and sent to the Heritage Council of Western Australia for public information. Council adopted the City's Local Heritage Survey in March 2016.

Each place on the City's LHS is assigned a management category, being the recommended level of management of a place according to its heritage value. This assignment is based on assessment of significance of the place, with the criteria being historic, aesthetic and social significance and representativeness and rarity. Management categories provide guidance to the City and owners of the place when considering planning and development issues and in encouraging conservation of the place. In terms of heritage management, the higher the management category the greater the care and responsibility that should be taken in protecting the place.

A description of each of the four management categories is as follows:

Category 1: Recommended for State Register of Heritage Places

Highest level of protection appropriate: recommended for entry into the State Register of Heritage Places as well as inclusion in a Heritage List prepared pursuant to Clause 8 of the deemed provisions of the City of Wanneroo District Planning Scheme No 2 (DPS2); provide maximum encouragement to the owner to conserve the significance of the place.

Note: Category 1A in the LHS refers to a place already included on the State Register of Heritage Places.

Category 2: High Level of protection through the town planning scheme,

Category 2 places are included in the City's Heritage List prepared pursuant to Clause 5.2 of the City of Wanneroo DPS2. Inclusion on the City's Heritage List provides maximum encouragement to the owner to conserve the heritage significance of the place.

Category 3: Retain and conserve if possible

Provide maximum encouragement to the owner to conserve the significance of the place. Photographic record required prior to any major redevelopment or demolition.

Category 4: Historic Site or Natural Place – Recognise

Historic site without built features or natural place. Interpret – for example with a plaque, place name, or reflection in urban or architectural design.

STATEMENTS

Applications to Alter, Develop or Demolish Category 1 and 2 Heritage Places

Category 1 and 2 Heritage Places have the greatest Heritage Value for the City of Wanneroo. As such, all Category 1 and 2 Places are included on the Heritage List established under Clause 8 of the deemed provisions of DPS 2.

A Planning Approval will be required for all development¹ involving places on the Heritage List, in accordance with the requirements of Clause 61 of the deemed provisions of DPS 2.

In addition to the usual application requirements, applicants will be requested to provide with their planning application the details set out in Clause 63 of the deemed provisions of DPS2 and a heritage impact statement prepared by an appropriately qualified and experienced Heritage Consultant with the application for Planning Approval.

A heritage impact statement should include an assessment of:

- What parts of the place will be affected by the proposal;
- What will change;
- How are the heritage values affected by the proposal; and
- Reasons for making the changes.

Applications involving places on the Heritage List will be forwarded to the Heritage Council of Western Australia and any other relevant bodies for comment and recommendations and these views will be taken into consideration in determining the application.

Demolition of places on the Heritage List will be discouraged and alternatives to demolition investigated and discussed with the owner/applicant prior to a determination being made.

¹ The term 'development' shall have the same meaning given to it in and for the purposes of the Act but shall also include in relation to any building, object, structure or places listed on the Heritage List any act or thing that:

a) is likely to change the character of the place or the external appearance of any building; or
b) would constitute an irreversible alteration to the fabric of any building.

In the event that Council grants approval to develop or demolish a place on the Heritage List, a condition shall be imposed requiring the information as required and contained in Column 1 of the attached Table being provided prior to the lodgement of a building licence or demolition licence.

City will provide maximum encouragement to the owner to ensure the retention and conservation of these places, wherever possible. Owners should consider alternatives to altering the external character of the building, object, structure or place to ensure retention of these Heritage Places.

Demolition of Category 3 and 4 Heritage Places will be discouraged. In the event that Council grants approval to develop or demolish a Category 3 or 4 Heritage Place, a condition requiring the information as required and contained in Column 2 of the attached Table being provided prior to the lodgement of a building licence or demolition licence shall be imposed.

Review of Heritage Places

The Local Heritage Survey and Heritage List will be reviewed from time to time. Requests from the public wanting to add or remove a Heritage Place may be made by lodging a written request with supportive justification with the City. The decision to add or remove such a place can only be made through a resolution of full Council. Prior to Council making a decision to add or remove places, views will be sought from the owner and occupiers of the place, public comment shall be sought and advice may also be sought from the Heritage Council of WA.

Table 1

Minimum requirement for preparation of archival records	Detail record for Category 1 & 2	Photographic Record for Category 3 & 4
Background	✓	
Statement of Significance	✓	✓
Location Plan	✓	✓
Base Plan	✓	✓
Reproduction of archival documents	✓	
Heritage assessment documentation or brief written history	✓	
Certificate of title	✓	✓
Photographs		
- The place and its setting	✓	✓
- All external elevations	✓	✓
- Significant/representative external & internal spaces	✓	
- Noteworthy items	✓	✓
Colour slides (as per photographs)	✓	
Measured drawings		
a) To sketch standard		✓
b) To architectural standard	✓	
- Site plan (1:500 or 1:200)	✓	✓
- Floor plan/s (1:100 or 1:50)	✓	✓
- Roof plan/s (1:100 or 1:50)	✓	
- External elevations (1:100 or 1:50)	✓	
- Internal elevations (1:100 or 1:50)	✓	

**Local Planning Policy 4.12: Heritage Places
Planning and Sustainability
Local Planning Policy Framework**



- Sections (1:100 or 1: 50)	✓	
- Ceiling and joinery details (1:20 or 1:10)	✓	
- Other significant details	✓	
Bibliography	✓	✓

Planning and Sustainability
Local Planning Policy 4.12
Heritage Places



PART 1 – POLICY OPERATION

Policy Development and Purpose

This Policy has been prepared under Part 2 Division 2 of the Deemed Provisions of the City of Wanneroo's District Planning Scheme No. 2 (DPS 2).

The purpose of this Policy is to provide guidance for the classification and assessment of heritage places included in the City's Local Heritage Survey (LHS).

~~To articulate the role of the City's Planning Team when dealing with development and building applications and enquiries relating to heritage places included in the City's Local Heritage Survey (LHS).~~

Policy Objectives

To provide an appropriate level of protection for heritage places identified on the City's Local Heritage Survey.

Relationship to Other Policies, Guidelines and Documents

This policy should be read in conjunction with the following:

- The Burra Charter
- Heritage Act (2018 or current version of the Legislation)
- Heritage Regulation (associated with the Act)
- Planning and Development (Local Planning Schemes) Regulations 2015 (or current version)
- State Planning Policy 3.5 – Historic Heritage Conservation
- District Planning Scheme No.2

Application

The City's LHS is prepared in accordance with Section ~~45~~ 103 of the Heritage ~~of Western Australia~~ Act ~~1990~~ 2018. The LHS itself has no statutory implications under the Heritage Act, and is ~~simply~~ a list of the City's important heritage places, prepared in consultation with the community and sent to the Heritage Council of Western Australia for public information. A heritage place could include a building, structure, object, garden, or tree. An Aboriginal place can also be included on the LHS where its significance is not solely connected with Aboriginal tradition or culture. Inclusion on the LHS is the first step towards any future protection measures, including nomination to the State Register of Heritage Places. Council adopted the City's Local Heritage Survey in March 2016.

Owner	Planning and Sustainability
Implementation	August 2016 <u>10 August 2021</u>
Next Review	<u>10 August 2025</u>

Planning and Sustainability
Local Planning Policy 4.12
Heritage Places



Each place on the City's LHS is assigned a [level of significance classification](#)~~management category~~, being the recommended level of management of a place according to its heritage value. ~~This assignment is based on assessment of significance of the place, with the criteria being historic, aesthetic and social significance and representativeness and rarity. A heritage place is assessed against its historic, aesthetic, scientific, and social values, as well as how significant the place is based on its authenticity, integrity, condition, representativeness and rarity. Management categories provide guidance to the City and owners of the place when considering planning and development issues and in encouraging conservation of the place. Classification categories provide guidance to the City and land owners when considering the development of a heritage place, encouraging the retention and/or conservation of the heritage significance of the place.~~ In terms of heritage management, the higher the ~~classification~~~~management~~ category the greater the care and responsibility that should be taken in protecting the place.

A description of each of the four ~~management~~[classification](#) categories is as follows:

Level of Significance	Description	Desired Heritage Outcomes
Category 1: Exceptional Significance	Highest level of protection appropriate Note: Category 1A in the LHS refers to a place already included on the State Register of Heritage Places.	Provide maximum encouragement to the owner to retain and conserve the significance of the place. Any alterations or extensions should reinforce the significance of the place, and retain the original fabric wherever feasible, and be in accordance with a conservation plan, if one exists for the place. Recommended for entry into the State Register of Heritage Places as well as inclusion in a Heritage List prepared pursuant to Clause 8 of the Deemed Provisions of the City of Wanneroo District Planning Scheme No 2 (DPS2).
Category 2: Considerable Significance	High Level of protection through the local planning scheme	Category 2 places are included in the City's Heritage List prepared pursuant to Clause 5.2 of the City of Wanneroo DPS2. Inclusion on the City's Heritage List provides maximum encouragement to the owner to conserve the heritage significance of the place. Any alterations or extensions should reinforce the significance of the place, and retain the original fabric where feasible.
Category 3: Moderate	Retain and conserve if possible	Provide maximum encouragement to the owner to conserve the significance of the place.

Planning and Sustainability
Local Planning Policy 4.12
Heritage Places



<u>Significance</u>		<p><u>Any alterations or extensions should reinforce the significance of the place, and retain the original fabric wherever feasible.</u></p> <p>Photographic <u>archival</u> record required prior to any major redevelopment or demolition.</p>
Category 4: <u>Little Significance</u>	Recognise Historic Site or Natural Place	<p>Historic site often without built features or is a natural place.</p> <p>Recognise and interpret the site where possible – for example with a plaque, place name, or reflection in urban or architectural design.</p> <p><u>Photographic archival record required prior to major development or demolition.</u></p>

PART 2 – GENERAL POLICY PROVISIONS

[General provisions to alter, develop or demolish a heritage place](#)

[All heritage proposals for demolition, alteration, additions and subdivision will be assessed in accordance with State Planning Policy 3.5 – Historic Heritage Conservation and relevant State heritage guidelines.](#)

[City will provide maximum encouragement to the owner to ensure the retention and conservation of these places, wherever possible. Owners should consider alternatives to altering the external character of the building, object, structure or place to ensure retention of these Hheritage Pplaces.](#)

[In the event that Council grants approval to develop or demolish any place of heritage significance a place on the Heritage List, a condition shall be imposed requiring the information as required and contained in Column 1 of the attached outlined in Table 1 to be being provided prior to the lodgement of a building permitlicence or demolition permit. licence.](#)

Applications to **A**alter, **d**Develop or **D**demolish a **c**Category 1 and 2 **H**heritage **p**Places

Category 1 and 2 **h**Heritage **p**Places have the greatest **H**heritage **V**alue for the City of Wanneroo. As such, all Category 1 and 2 **P**places are included on the Heritage List established under Clause 8 of the **D**deemed **p**Provisions of DPS 2.

[Development Approval](#)**A Planning Approval** will be required for all development¹ involving places on the Heritage List, in accordance with the requirements of Clause 61 of the **D**deemed **p**Provisions of DPS 2.

Planning and Sustainability
Local Planning Policy 4.12
Heritage Places



In addition to the usual application requirements, as prescribed in accordance with Clause 63 of the Deemed Provisions of DPS2, applicants will be required to provide ~~applicants will be requested to provide with their planning application the details set out in Clause 63 of the deemed provisions of DPS2 and~~ a heritage impact statement prepared by an appropriately qualified and experienced Heritage Consultant with the application for Planning Development Approval.

A heritage impact statement should include an assessment of:

- What parts of the place will be affected by the proposal;
- ~~What will change;~~
- How are the heritage values affected by the proposal; ~~and~~
- Reasons for making the changes; and
- What measures have been taken to minimize impacts to the place.

Applications involving places on the Heritage List will be forwarded to the Heritage Council of Western Australia and any other relevant bodies for comment and recommendations and these views will be taken into consideration in determining the application.

Demolition of places on the Heritage List will be discouraged and alternatives to demolition investigated and discussed with the owner/applicant prior to a determination being made.

¹The term 'development' shall have the same meaning given to it in and for the purposes of the Act but shall also include in relation to any building, object, structure or places listed on the Heritage List any act or thing that:
a) is likely to change the character of the place or the external appearance of any building; or
would constitute an irreversible alteration to the fabric of any building.

~~In the event that Council grants approval to develop or demolish a place on the Heritage List, a condition shall be imposed requiring the information as required and contained in Column 1 of the attached Table being provided prior to the lodgement of a building licence or demolition licence.~~

~~City will provide maximum encouragement to the owner to ensure the retention and conservation of these places, wherever possible. Owners should consider alternatives to altering the external character of the building, object, structure or place to ensure retention of these Heritage Places.~~

~~Demolition of Category 3 and 4 Heritage Places will be discouraged. In the event that Council grants approval to develop or demolish a Category 3 or 4 Heritage Place, a condition requiring the information as required and contained in Column 2 of the attached Table being provided prior to the lodgement of a building licence or demolition licence shall be imposed.~~

Review of Heritage Places

The Local Heritage Survey and Heritage List will be reviewed from time to time. Requests from the public wanting to add or remove a heritage Place may be made by lodging a written request with supportive justification with the City. The decision to add or remove such a place can only be made through a resolution of full Council. Prior to Council making a decision to add or remove places,

Planning and Sustainability
Local Planning Policy 4.12
Heritage Places



views will be sought from the owner and occupiers of the place, public comment shall be sought and advice may also be sought from the Heritage Council of WA.

Table 1

Minimum requirement for preparation of archival records	Detail record for Category 1 & 2	Photographic Record for Category 3 & 4
Background	✓ <input type="checkbox"/>	
Statement of Significance	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Location Plan	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Base Plan	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Reproduction of archival documents	✓ <input type="checkbox"/>	
Heritage assessment documentation or brief written history	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Certificate of title	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Photographs		
- The place and its setting	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
- All external elevations	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
- Significant/representative external & internal spaces	✓ <input type="checkbox"/>	
- Noteworthy items	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
Colour slides (as per photographs)	✓ <input type="checkbox"/>	
Measured drawings		
a) To sketch standard		✓ <input type="checkbox"/>
b) To architectural standard	✓ <input type="checkbox"/>	
- Site plan (1:500 or 1:200)	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
- Floor plan/s (1:100 or 1:50)	✓ <input type="checkbox"/>	✓ <input type="checkbox"/>
- Roof plan/s (1:100 or 1:50)	✓ <input type="checkbox"/>	
- External elevations (1:100 or 1:50)	✓ <input type="checkbox"/>	
- Internal elevations (1:100 or 1:50)	✓ <input type="checkbox"/>	
- Sections (1:100 or 1: 50)	✓ <input type="checkbox"/>	
- Ceiling and joinery details (1:20 or 1:10)	✓ <input type="checkbox"/>	
- Other significant details	✓ <input type="checkbox"/>	
Bibliography	✓ <input type="checkbox"/>	✓

4.2 To consider changing the City's Environmental Advisory Committee to an Advisory Group and review the Terms of Reference

File Ref:	1441V02 – 21/248021
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	3

Issue

To consider changing the Environmental Advisory Committee (EAC) to an Environmental Advisory Group (EAG) and revising the Terms of Reference accordingly.

Background

When the EAC was first endorsed by Council, it was approved by absolute majority decision as an 'established committee' under Section 5.8 of the *Local Government Act of 1995* (the Act).

As part of the City's annual Policy and Procedure review, the Administration has reviewed the groups Terms of Reference (**Attachment 1**). Whilst the EAC has been an established Committee since its inception, the functional operation of the Committee has been in an advisory capacity only, with no delegated power or duty to discharge.

This report is recommending, that the established "Environmental Advisory Committee" be disbanded and that the Council endorses the creation of the "Environmental Advisory Group" (EAG), noting that an Advisory Group is not a formal committee constituted pursuant to the Act. Further information on this recommendation is provided in the Detail section of this report.

Should Council approve the change from a Committee to Advisory Group; the Terms of Reference will be amended to reflect the procedural and legislative changes as required. Other minor amendments to the Terms of Reference are also proposed and are detailed further in this report for consideration, as well as being included in **Attachment 2**.

Detail

Terms of Reference

The draft revised Terms of Reference outlines the purpose and scope of the EAG. Administration is recommending that Council adopt the recommended Terms of Reference as shown in **Attachment 3**. The changes to the Terms of Reference are detailed in **Attachment 2**, with the most notable changes to the EAG Terms of Reference outlined below:

- Changed appointment of new members to the Group to be by the Chief Executive Officer or Director of Planning and Sustainability based on agreed criteria;
- Removed a requirement for there to be a quorum for a meeting. This allows greater flexibility in the running of meetings and enables time sensitive items to be presented in the absence of a quorum where necessary. It is important to note, however, that every endeavour will continue to be made to obtain a quorum; and
- Changes to the Terms of Reference to enable the Group to provide input on projects earlier in their preparation process by referring first drafts of documents and projects that are in their conceptual phase of development, as opposed to final drafts.

It should be noted that there would still be Elected Member membership on the EAG.

Change from Committee to Advisory Group

As the EAC has operated in an advisory capacity only, it is prudent for the Council to consider the functions of the EAC, and whether these best align to the purpose of an established Committee, or an advisory or working group.

Section 5.8 of the Act provides for the establishment of a Committee under the Act and defines the purpose of a Committee as being "*to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees*". The Act prescribes the membership requirements, operations and powers that apply to an established Committee.

Some of these prescribed requirements for Committees are as follows:

1. All membership to Committees (including deputies or a proxy member) must be appointed by Absolute Majority Decision of Council;
2. The Committee (via an anonymous ballot process in accordance with the legislative process,) must formally elect the Presiding Member/Deputy Presiding Member. Each member is able to nominate themselves or another member, as a candidate for either position;
3. A meeting may not be held without a quorum unless first endorsed by Council;
4. Any Committee with a delegated power or duty is to be open to the public to attend; and
5. All documentation relating to Committees may (by request) be made available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the committee.

The City applies the principles of good governance and transparency to Advisory and Working Groups; however there is a level of flexibility in the management for these Groups which is not permissible for established Committees. This approach can result in efficiency for the operations of these Groups such as:

1. Membership can be appointed by Council or by other means (such as Chief Executive Officer or Director);
2. The position of Presiding Member/Deputy Presiding Member may be classified as a Council Member;
3. A meeting may be held without a quorum; and
4. Meetings may not be open to the public and documentation may not be published.

Any such matters detailed above in relation to Advisory/ Working Groups are subject to the provisions endorsed within the Groups Terms of Reference. All Terms of Reference are referred to Council for endorsement regardless of whether these are for established Committees, Advisory or Working Groups.

Consultation

A report to consider changing the EAC to an EAG, along with an updated ToR for the Group was presented to Council Forum on 22 June for discussion and consideration. Both the proposed change to an Advisory Group and the draft revised ToR were supported.

The proposed change to an Advisory Group as well as the revised Terms of Reference were presented to the EAC at its meeting on 14 July 2021. The Committee supported the change to an Advisory Group and had comments on the draft revised ToR which resulted in some minor changes (primarily minor wording changes and addition of a clause to allow remote attendance for meetings).

Comment

As an Advisory Group, there would be more flexibility around meetings due to being less bound by fixed procedure (as required under the Act). As such, meetings can be quicker to administer, resulting in a higher consultation benefit with more frequent engagement where appropriate.

It is important to consider why a Committee would be established as opposed to being an Advisory Group. The benefits of changing to a group focus on improving the compliance structure and its connection with delegated authority. For example, the provision to establish a Committee under the Act is primarily to support Council to discharge (or delegate) its powers in relation to decision making. In the case of the EAC, this is not the case (i.e. the EAC does not make decisions on behalf of Council). Considering that the delegated authority for decision making does not exist with the EAC, it is more efficient for it to be an Advisory Group with regards to compliance and administration.

It should be noted that the Advisory Group would retain its representatives of Council as part of the Group until the end of the current term, being the ordinary Local Government Elections in October 2021.

Based on the above, it is recommended that Council disbands the Committee and that the Environmental Advisory Group be endorsed along with the revised Terms of Reference (**Attachment 3**).

It should be noted that if Council disbands the Committee, then no authority or power can be delegated to a Group. An absolute majority decision of Council is required to disband an established Committee.

Statutory Compliance

Section 5.8 of the *Local Government Act 1995* enables the establishment of Committees to exercise powers of local government delegated to them.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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




Absolute Majority

Recommendation

That Council:-

1. By **ABSOLUTE MAJORITY DISBANDS** the Environmental Advisory Committee as an established committee under the *Local Government Act 1995*;
2. **ENDORSES** the establishment of the Environmental Advisory Group; and
3. **APPROVES** the revised Terms of Reference (as per attachment 3).

Attachments:

- | | | |
|---|--|-----------|
| 1  | Attachment 1 - Environmental Advisory Committee Terms of Reference | 21/162073 |
| 2  | Attachment 2 - Environmental Advisory Group Terms of Reference - Tracked Changes | 21/162080 |
| 3  | Attachment 3 - Environmental Advisory Group Draft Revised Terms of Reference | 21/143524 |



TERMS OF REFERENCE

Environmental Advisory Committee 24/09/2019

Name:	Environmental Advisory Committee (EAC)
Role/Purpose:	<p>To provide a forum for community consultation in the preparation of the City's environmental policies, strategies and other such matters that from time to time may be referred to the EAC by the City.</p> <p>To provide input based on community values and aspirations with respect to the environment, and not to act as an expert technical or scientific advisory panel.</p>
Aims & Functions:	<p>1.1 To provide advice and input into environmental matters referred to the EAC that are under consideration by Council and the City.</p> <p>1.2 To make recommendations to the Council in respect to those policies, strategies and other matters referred to the EAC by the City.</p> <p>1.3 To provide community perspectives and aspirations concerning environmental matters generally.</p>
Membership:	<p>2.1 The Committee shall consist of the following representation:</p> <ul style="list-style-type: none"> • Three Council representatives from the City of Wanneroo; • One City Officer; • A maximum of four community representatives. <p>2.2 A nominated proxy member may attend in place of the endorsed representative member.</p> <p>2.3 Community representatives on the Committee are to represent community wide interests only, and not the vested interests of any specific community action group or other interest group. For this reason all community representatives must reside or operate a business in the City.</p> <p>2.4 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.</p> <p>2.5 Committee membership shall be appointed or removed by the Council.</p> <p>2.6 Members must comply with the City's Code of Conduct.</p> <p>2.7 The Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice.</p> <p>2.8 Maximum total on Committee is seven.</p> <p>2.9 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of any other council.</p>

Operating procedures:	<p>3.1 Presiding member:</p> <ul style="list-style-type: none"> a) The Committee will annually elect a Presiding Member and Deputy Presiding Member, both of whom must be current Elected Members of Council, to conduct its business at meetings in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability community representative members or Council officers should not be appointed to the position of Presiding Member and Deputy Presiding Member.) b) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected. c) The Presiding Member will preside at all meetings where present. d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair. e) In the event of the absence of both the Presiding Member and the Deputy Presiding Member, a Chairperson will need to be elected from the floor by show of hands. f) The Presiding Member or Deputy Presiding Member, as the case may be, is responsible for the proper conduct of the Committee. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) Meetings shall be held as required. The meeting dates and times shall be determined by the nominated committee members, and, be based on dates that will enable timely input into the City's development environmental policies and strategies and other matters referred from the City. b) All meeting dates are to be provided in Councillors Clipboard and in the City of Wanneroo diary. c) A Notice of Meetings including an agenda will be circulated to the Committee members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than five business days after each meeting, provide the members (including deputy delegates) with a copy of such minutes. The minutes are to be available for public inspection. 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. f) All agenda and minute documentation to be generated through Council's InfoCouncil software reporting system. g) A Committee decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy attending in lieu of the elected member) of the committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail. <p>3.3 Quorum:</p> <p>The quorum for a meeting shall be at least 50% of the number of endorsed members. Currently this equates to four members.</p> <p>3.4 Administration:</p> <p>3.4.1 Administration Support:</p> <ul style="list-style-type: none"> a) The City's Director Planning and Sustainability or his nominee will provide technical advice and direction to the Committee.
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	<p>b) Administration support for the committee will be provided by the City of Wanneroo.</p> <p>3.4.2 Systematic Referral of Strategies for Consultation</p> <p>a) The City's Director Planning and Sustainability or his nominee will ensure there is systematic process of referral of strategic level policies, strategies or plans for review and consultation with the EAC;</p> <p>b) Materials and documentation selected for consultation will be of a high level nature, be either internal or state level reports, and by virtue of their nature and content require a community level input and comment.</p> <p>c) The EAC is not intended or required to provide expert technical or scientific level review and analysis.</p> <p>3.4.3 Motions on Notice:</p> <p>(a) A committee member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the committee providing that matter directly relates to policies, strategies or matters that are or have been referred to the EAC, in the form of a motion, of which 7 days notice has been given in writing to the Committee 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> <p>(b) If a committee member wishes to raise an issue or matter not currently or previously referred to the EAC, that member is free to independently refer the matter to the City through the normal process (i.e. via the Customer Request Management (CRM) process), in which case the City will consider that matter and make a decision as to whether it should be placed on a forthcoming EAC agenda or not.</p>
Appointing legislation:	<p>4.1 The Committee is appointed as an advisory committee to the City of Wanneroo Council under Part 5 - Administration, Section 5.8 of the <i>Local Government Act 1995</i>.</p> <p>4.2 The Council, in accordance with the <i>Local Government Act 1995</i>, will assign the powers pertaining to these Terms of Reference to the Committee as an appointed advisory committee of Council.</p>
Delegated Authority:	<p>5.1 The Committee has no delegated power and has no authority to implement its recommendations without approval of Council</p> <p>5.2 The Committee has no delegated authority to commit Council to the expenditure of monies</p> <p>5.3 Matters requiring Council consideration will be subject to separate specific reports to Council</p>



TERMS OF REFERENCE

Environmental Advisory GroupCommittee 24/09/202119

Name:	Environmental Advisory <u>Group</u> Committee (EAGC)
Role/Purpose:	<p>To provide a forum for community consultation in the preparation of the City's environmental policies, strategies and other such matters that from time to time may be referred to the EAGC by the City.</p> <p>To provide input based on community values and aspirations with respect to the environment, and not to act as an expert technical or scientific advisory panel.</p>
Definition:	<p><u>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.</u></p> <p><u>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.</u></p>
Aims & Functions:	<p>1.1 To provide advice and input into environmental matters referred to the EAGC that are under consideration by Council and the City;</p> <p>1.2 To make recommendations to the Council in respect to those policies, strategies and other matters referred to the EAGC by the City;</p> <p>1.3 To provide community perspectives and aspirations concerning environmental matters generally.</p>
Membership:	<p>2.1 The Committee shall consist of the following representation:</p> <ul style="list-style-type: none"> Three Council representatives from the City of Wanneroo; One City Officer; A maximum minimum of four <u>and maximum of six</u> community representatives. <p>2.2 A nominated proxy member may attend in place of the endorsed representative member.</p> <p><u>2.2 Community representatives are to be approved by the CEO or the appropriate Director;</u></p> <p>2.3 Community representatives on the <u>Advisory Group</u>Committee are to represent community wide interests only, and not the vested interests of any specific community action group or other interest group. For this reason all community representatives must reside or operate a business in the City;</p> <p>2.4 Membership shall be for a period of up to two years terminating on the</p>

	<p>day of the Ordinary Council elections, with retiring members eligible to <u>re</u>apply_{:-}</p> <p>2.5 Committee membership shall be appointed or removed by the Council.</p> <p>2.56 Members must comply with the City's Code of Conduct_{:-}</p> <p>2.67 The <u>Advisory Group</u>Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice_{:-}</p> <p>2.78 Maximum total on <u>the Advisory Group</u>Committee is <u>nine</u>seven_{:-}</p> <p>2.89 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of any other council.</p>
Operating procedures:	<p>3.1Chairperson<u>Presiding member</u>:</p> <p>a) The Committee will annually elect a Presiding Member and Deputy Presiding Member, both of whom must be current Elected Members of Council, to conduct its business at meetings in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability community representative members or Council officers should not be appointed to the position of Presiding Member and Deputy Presiding Member.)</p> <p><u>a) The members of the Advisory Group are to select a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group;</u></p> <p>b) The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.</p> <p><u>b)c) The Chairperson Presiding Member will preside at all meetings where present_{:-}</u></p> <p>d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair.</p> <p>e) In the event of the absence of both the Presiding Member and the Deputy Presiding Member, a Chairperson will need to be elected from the floor by show of hands.</p> <p><u>c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be selected by the Advisory Group members present to assume the Chair;</u></p> <p><u>d)f) The Presiding MemberChairperson or Deputy Presiding MemberChairperson, as the case may be, is responsible for the proper conduct of the CommitteeAdvisory Group.</u></p> <p>3.2 Meetings:</p> <p>a) Meetings shall be held as required. <u>The Proposed</u> meeting dates and times shall be determined by <u>Administration</u>the nominated committee members, and be based on dates that will enable timely input into the City's development <u>of</u> environmental policies and strategies and other matters referred from the City.</p> <p>b) <u>All meeting dates are to be provided in the Council Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.</u>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 <u>Advisory Group</u>Committee members (including deputy delegates) at least 72 hours prior to each meeting where possible.</p> <p>d) The <u>Presiding MemberChairperson</u> shall ensure that detailed minutes</p>

of all meetings are kept and shall, as soon as possible not later than five business days after each meeting, provide the members ~~(including deputy delegates)~~ with a copy of such minutes. The minutes are to be available for public inspection.

- e) Copies of all minutes are to be forwarded electronically, through HPE Content Manager TRIM (the City's electronic record keeping system), to Council Support Governance for filing in the eElected mMembers' rReading rRoom, and a copy placed on the Council Members Hub Portal.
- f) All agenda and minute documentation to be generated through Council's InfoCouncil software reporting system.
- g) An Advisory Group Committee decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.
- h) All endorsed members ~~(or the proxy attending in lieu of the elected member)~~ of the Advisory Group committee will have one vote. The Presiding Member Chairperson will have the casting vote and simple majority will prevail.

3.3 Quorum:

~~The quorum for a meeting shall be at least 50% of the number of endorsed members. Currently this equates to four members.~~

3.3.1 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.

3.3.2 A quorum may include members of the Group attending a meeting remotely where necessary.

3.4 Administration:

3.4.1 Administration Support:

- ~~a) The City's Director Planning and Sustainability or his nominee will provide technical advice and direction to the Committee.~~
- ~~b) Administration support for the committee will be provided by the City of Wanneroo.~~
- An Advisory Group Administrator for the group will be provided by the City of Wanneroo.

3.4.2 Systematic Referral of Strategies for Consultation

- a) The City's Director Planning and Sustainability or his nominee will ensure there is systematic process of referral of strategic level policies, strategies or plans for review and consultation with the EAGG;
- b) Materials and documentation selected for consultation will be of a high level nature, be either internal or state level reports, and by virtue of their nature and content require a community level input and comment.
- c) The EAGG is not intended or required to provide expert technical or scientific level review and analysis.

3.4.3 Motions on Notice:

- (a) A Group committee member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the committee Advisory Group providing that matter directly relates to policies, strategies

	<p>or matters that are or have been referred to the EAGG, in the form of a motion, of which 7 days notice has been given in writing to the Committee 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> <p>(b) If an Advisory Groupcommittee member wishes to raise an issue or matter not currently or previously referred to the EAGG, that member is free to independently refer the matter to the City through the normal process (i.e. via the Customer Request Management (CRM) process), in which case the City will consider that matter and make a decision as to whether it should be placed on a forthcoming EAGG agenda or not.</p>
Appointing legislation:	<p>4.1 The Committee is appointed as an advisory committee to the City of Wanneroo Council under Part 5 – Administration, Section 5.8 of the Local Government Act 1995.</p> <p>4.2 The Council, in accordance with the Local Government Act 1995, will assign the powers pertaining to these Terms of Reference to the Committee as an appointed advisory committee of Council.</p>
Delegated Authority:	<p>45.1 The Advisory GroupCommittee has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>45.2 The Advisory GroupCommittee has no delegated authority to commit Council to the expenditure of monies.</p> <p>45.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>



TERMS OF REFERENCE

Environmental Advisory Group 2021

Name:	Environmental Advisory Group (EAG)
Role/Purpose:	<p>To provide a forum for community consultation in the preparation of the City's environmental policies, strategies and other such matters that from time to time may be referred to the EAG by the City.</p> <p>To provide input based on community values and aspirations with respect to the environment, and not to act as an expert technical or scientific advisory panel.</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.</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 provide advice and input into environmental matters referred to the EAG that are under consideration by Council and the City; 1.2 To make recommendations to the Council in respect to those policies, strategies and other matters referred to the EAG by the City; 1.3 To provide community perspectives and aspirations concerning environmental matters generally.
Membership:	<ol style="list-style-type: none"> 2.1 The Committee shall consist of the following representation: <ul style="list-style-type: none"> • Three Council representatives from the City of Wanneroo; • A minimum of four and maximum of six community representatives. 2.2 Community representatives are to be approved by the CEO or the appropriate Director; 2.3 Community representatives on the Advisory Group are to represent community wide interests only, and not the vested interests of any specific community action group or other interest group. For this reason all community representatives must reside or operate a business in the City; 2.4 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 reapply;

	<p>2.5 Members must comply with the City's Code of Conduct;</p> <p>2.6 The Advisory Group has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice;</p> <p>2.7 Maximum total on the Advisory Group is nine;</p> <p>2.8 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of any other council.</p>
Operating procedures:	<p>3.1 Chairperson:</p> <ul style="list-style-type: none"> a) The members of the Advisory Group are to select a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group; b) The Chairperson will preside at all meetings where present; d) c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be selected by the Advisory Group members present to assume the Chair; d) The Chairperson or Deputy Chairperson, as the case may be, is responsible for the proper conduct of the Advisory Group. <p>3.2 Meetings:</p> <ul style="list-style-type: none"> a) Meetings shall be held as required. Proposed meeting dates and times shall be determined by Administration, and be based on dates that will enable timely input into the City's development of environmental policies and strategies and other matters referred from the City. b) All meeting dates are to be provided in the Council Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar. c) A Notice of Meetings including an agenda will be circulated to the Advisory Group members at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed minutes of all meetings are kept and shall, as soon as possible after each meeting, provide the members with a copy of such minutes. The minutes are to be available for public inspection. e) Copies of all minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Council Members Hub Portal. f) All agenda and minute documentation to be generated through Council's InfoCouncil software reporting system. g) An Advisory Group decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. <p>3.3 Quorum:</p> <p>3.3.1 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</p>

	<p>reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.</p> <p>3.3.2 A quorum may include members of the Group attending a meeting remotely where necessary.</p> <p>3.4 Administration:</p> <p>3.4.1 Administration Support: An Advisory Group Administrator for the group will be provided by the City of Wanneroo.</p> <p>3.4.2 Systematic Referral of Strategies for Consultation</p> <ol style="list-style-type: none"> The City's Director Planning and Sustainability or his nominee will ensure there is systematic process of referral of strategic level policies, strategies or plans for review and consultation with the EAG; Materials and documentation selected for consultation will be of a high level nature, be either internal or state level reports, and by virtue of their nature and content require a community level input and comment. The EAG is not intended or required to provide expert technical or scientific level review and analysis. <p>3.4.3 Motions on Notice:</p> <ol style="list-style-type: none"> A 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 providing that matter directly relates to policies, strategies or matters that are or have been referred to the EAG, 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. If an Advisory Group member wishes to raise an issue or matter not currently or previously referred to the EAG, that member is free to independently refer the matter to the City through the normal process (i.e. via the Customer Request Management (CRM) process), in which case the City will consider that matter and make a decision as to whether it should be placed on a forthcoming EAG agenda or not.
Delegated Authority:	<p>4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Advisory 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>

4.3 Consideration of Actions Relating to Developer Contribution Arrangement

File Ref: 5734V06 – 21/307242
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider authorising various actions associated with the management of Developer Contribution Arrangements (DCA's) under the City's District Planning Scheme No. 2 (DPS2).

Background

At the Ordinary Council Meeting on 20 April 2021 (PS03-04/21), Council supported Amendment 185 (as modified) to DPS2 and authorised execution and referral of the amendment to the Western Australian Planning Commissions for approval (pending). The amendment will facilitate a number of improvements to the provisions relating to the management of DCP's by the City.

In this regard, Administration previously identified numerous decisions relating to DCP management are not currently able to be delegated to Administration. This is due to DPS2 referring to Council in determining certain actions (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 DPS2, but it cannot be interpreted differently until such time that DPS2 is amended to replace the term 'Council' with 'local government'.

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 relating to DCP's in DPS2 that refer to 'Council', will need to be reported to Council for approval.

Subsequent to the finalisation of Amendment 185, Council will have the ability to determine which aspects of DCP management to delegate 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 and 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 DPS2 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 DPS2, 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 six 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 and payment is required to enable the new lots to be created.

All Cells and DCP areas have well defined methodologies in DPS2 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 DPS2.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.1 - Develop to meet current need and future growth

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 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

Nil

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the actions in relation to the management of Developer Contribution Arrangements under District Planning Scheme No. 2, as contained in Attachment 1.

Attachments:

[!\[\]\(b4eeff342f60cc7bcd67d869b4fedca2_img.jpg\) Attachment 1 - DCP Actions Report \(August 2021\) 21/307167](#)

Tax Invoice Requests									Recommendation
Item	Landowner	Cell or DCP Area	Address	Approval	Credits	Contributions	Payable/ Receivable	Comment	It is Recommended that Council:
1	Lend Lease Communities (Alkimos) Pty Ltd	Alkimos Eglinton DCP	Attn: Laura Bowdell Podium Level, Central Park 152-158 St Georges Tce PERTH WA 6000	155443	\$ -	\$ 124,568.61	Tax Invoice	WAPC subdivision approval (WAPC155443) Alkimos Vista Stage 5. Deposited Plan 420132 Condition of subdivision approval requiring payment on a square metre basis over 12,297m2 of residential lots at the rate of \$10.13 per square metre	1. Approves the preparation of a Tax Invoice to Lend Lease Communities (Alkimos) Pty Ltd for the amount of \$124,568.61
2	DevelopmentWA	Yanchep Two Rocks DCP	Attention: Stuart Sinclair Locked Bag 5 PERTH BC WA 6849	157404		\$ 141,658.30	Tax Invoice	WAPC subdivision approval (WAPC157404). Deposited Plan 420815 . Condition of subdivision approval requiring payment on a per lot basis for 35 residential lots at the rate of \$4,047.38 per lot.	1. Approves the preparation of a Tax Invoice to Development WA for the amount of \$141,658.30
Net Total					\$ -	\$ 266,226.91			

Approval Services

4.4 Planning Reform of the Western Australian Planning System Phase 2

File Ref: 30442 – 21/292274
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 2

Issue

To consider Phase 2 of the State Government has proposed reforms to the Western Australian Planning System.

Background

The State Government has been undertaking a program of major legislative, regulatory and policy changes to reform the Western Australian planning system. As part of the first phase, changes have already been made to improve transparency and consistency across the planning system and reduce unnecessary red tape. The first phase has seen changes to simplify and streamline the planning system including:

- Expanding the scope of developer contributions to include community infrastructure;
- A new State planning policy for infrastructure contributions;
- New guidelines for development around precinct including METRONET stations;
- Appointing a Director, Road Access and Planning within Main Roads WA;
- Online publication of applications and planning documents;
- New consultation requirements for complex applications;
- Increasing the consultation period for structure plans to 42 days;
- Requiring WAPC approval for local planning policy changes that vary the R-Codes;
- Exemptions for planning approval for certain land uses;
- New provisions for car parking and cash-in-lieu;
- Trial of pre-lodgement in a temporary assessment pathway for significant development proposals;
- Removing the option for continual extensions of time for referred applications;
- Reducing the number of Development Assessment Panels from nine to five; and
- Publishing WAPC agendas and minutes, improving transparency.

The State Government has now initiated phase two of its planning reform agenda and is seeking feedback, comments and suggestions for further reforms.

Detail

A wide range of potential reforms have been identified as part of phase two and some of the reforms include the following:

- Government led structure planning for key locations with fragmented land ownership;
- Better balance in land use, transport and road planning outcomes for key urban roads and highways;
- Reduced duplication and conflict in decision making across State and local government;
- Clear and consistent guidance for structure plans, planning schemes and scheme amendments;
- A new, streamlined model for pre-lodgement of development applications;
- A review of advertising timeframes for schemes and local planning strategies;

- Review and reform of developer contribution plans, specifically to streamline the assessment and approvals process;
- Reducing the number of Development Assessment Panels (DAP) to three; and
- A new Special Matters DAP to deal with proposals of State significance.

Consultation

The Department of Planning, Lands and Heritage (DPLH) on behalf of the Western Australian Planning Commission (WAPC) is undertaking public consultation and is seeking feedback by 20 August 2021.

Comment

The State Government Action Plan for Planning Reform has already made some changes to the processing of planning matters. The reforms proposed as part of Phase 2 provide an opportunity to further improve the planning process. The DPLH is seeking input and feedback on Phase 2 as well as encouraging the advancement of any ideas and suggestions that will further improve the planning process.

Action for reform will be drawn from the feedback provided through this engagement process. New legislative and regulatory changes will be developed that support the goals and initiatives of the State's Action Plan for Reform.

The potential reforms identified by the DPLH are as shown in **Attachment 1** attached to this report.

It is noted that the reforms listed are 'high level' statements and are general in nature and therefore it is difficult to clearly understand what is intended. Feedback will, however, inform potential legislative changes in future.

The reforms are largely broken down into three categories as follows:

- Planning creates great places for people;
- Planning is easier to understand and navigate; and
- Planning systems are consistent and efficient.

Potential specific reforms are listed under each category.

Administration's comment and recommendation is provided to each potential area of reform in the table in **Attachment 2** to this report.

Feedback provided is to be used by the WAPC to draft a second round of legislative reforms to the Planning and Development Act 2005. It will also be used to inform changes to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Overall the reform statement represent sensible and reasonable potential reforms that are generally sound. Reforms that simplify the planning framework and reduce red-tape and bureaucracy and increase transparency are supported. Should the reforms be progressed, further details and consultation will be required to enable additional review, consideration and feedback from stakeholders.

Administration, however, considers the reforms could be far more extensive, in particular, in relation to the followings areas:

- The focus of state government resources should be on strategic planning matters and policy guidance to allow local government to deal with local decision making for its local

community. In particular, local structure plan and subdivision applications should be dealt with by local government who review, assess and then make a recommendation to the state government for a final decision based on the strategies and policies prepared by the state government. This is an example of duplication of effort that could be eliminated. Local government authority should be increased to reflect the above. As an example, if local structure plans were dealt with in their entirety by local government, the overall time-savings would be significant. Experience suggests that savings of up to 12 months could be achieved if there was no requirement for state government approval. Where individual local governments are unable or unwilling to follow state government strategic direction then the authority to do so could be removed.

- Developer Contribution Plans (DCPs) – the City agrees that there should be review and reform of DCPs to streamline the assessment and approval process. However, in addition it is recommended that state government should be responsible for preparing and managing DCPs and not local government. This will ensure consistency and simplify implementation across local government. Local government are currently wearing all the reputational and financial risk particularly with new State Planning Policy 3.6 which sets a cap on community infrastructure of \$5,000 per dwelling; and
- Development Assessment Panels (DAPs) – The DAPs process has generally added to the complexity of dealing with development applications and to the workload of local government. A comprehensive review of DAPs is recommended to investigate their effectiveness, efficiency, processes and procedures to consider the benefit and advantages they provide to the planning system.

Local government is the closest form of government to the local community and is well placed to deal with detailed planning through local knowledge and experience. As long as state level strategic objectives are being achieved and statutory timeframes are being met, then local government should be afforded and granted the necessary authority to manage and implement local planning outcomes.

Performance reporting that has been undertaken by WALGA over the last four years indicates that local government has achieved a high level of compliance with meeting statutory timeframes. The most recent figures published in March 2021 for the year 2019/2020 show that for the 30 benchmark Councils that participated that on average 93% of all applications were determined within the required timeframes. The City of Wanneroo achieved a figure of 97% determined within the required timeframes.

Similar performance monitoring of state government should be introduced as part of the proposed increase in transparency to provide an understanding of timeframes which may lead to the ability to focus on other areas that could benefit from red-tape reduction and further planning reform.

WALGA Draft Submission

The Western Australian Local Government Association (WALGA) has prepared a draft submission responding to the proposed reforms as well as recommending a number of further reforms. WALGA sought feedback and endorsement from its members on the content of the submission by 4 August 2021. Given the timeframe, it was not possible to present the draft WALGA submission to Council for consideration, but it has been reviewed by Administration. The draft WALGA submission raised similar matters to those identified in Attachment 2.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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:

- 1. Advises the Western Australian Planning Commission that it SUPPORTS the potential reforms identified as Phase 2 to the Western Australian Planning System subject to the comments and recommendations as contained in Attachment 2; and**
- 2. REQUESTS a further opportunity to review and consider the potential reforms as they are developed to enable additional feedback to be provided.**

Attachments:

- | | | |
|---|--|-----------|
| 1  | Attachment 1 - Planning Reform Phase 2 Action Plan | 21/299893 |
| 2  | Attachment 2 - Planning Reforms Phase 2 Comments table | 21/276008 |



Action Plan for Planning Reform

The Western Australian Government is making historic changes to our State planning system.

These changes affect everyone and will shape the way we live and work.

We've already done a lot to create great places for people, simplify the system and make it more efficient.

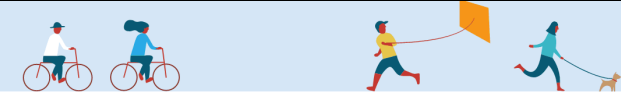
And, there are more reforms on the way and room for bright ideas and big fixes.

Tell us now - what change would you make?

Planning, people, places
have your say!



Action Plan for Planning Reform – Have Your Say!



FOREWORD

We are reforming our planning system to make it more transparent, consistent and to reduce unnecessary red tape.

We have implemented changes to help Western Australian homeowners invest in their future.

We are creating great places for people; making planning easier to understand and navigate; and ensuring planning systems are consistent and efficient.

We're not finished just yet – there is more reform to come.

But first, I want to know what you think.

In this brochure, you will find a series of proposals that I think can give Western Australia a modern, robust planning system.

A system that is consistent across the State, yet still maintains the flexibility required to determine complex or regional matters; a system that embraces the character of your community and helps you to have your say in its future development.

The rollout of METRONET, city-changing and major infrastructure projects and continued growth across our development sector present great opportunities for our future.

Good planning creates great places where everyone belongs.

So far, major changes have been made to the planning system – and now we're working to progress a second phase of proposals that will continue and expand our reform.

But, does this go far enough?

What more could we, and should we, do to improve Western Australia's planning system?

Tell us what you think is missing.

It is important that you take the time to have your say.

Hon Rita Saffioti MLA
MINISTER FOR PLANNING

 Learn more about our Action Plan for Planning Reform at www.dplh.wa.gov.au/planning-reform.



Planning creates great places for people

Potential Reforms:

- Government led structure planning for areas of key strategic importance with fragmented land ownership. Consider and test legislative or regulatory amendments required.
- Introduce statutory and regulatory amendments to reduce duplication in decision-making and better balance land use, transport and road planning outcomes for key urban roads and highways. Finalise new Movement and Place Framework.
- Review and reform developer contribution plans, specifically to streamline the assessment and approvals process.
- Reduce duplication and conflict in decision making across State and local Government through regulatory and statutory amendments.
- Finalise new State Planning Policy to guide medium density development.
- Develop and consult on a new Neighbourhood Design Policy to modernise and replace existing policy guidance.



Planning is easier to understand and navigate

Potential Reforms:

- Elevate status of local planning strategies to ensure all local governments have a clear development vision for their communities.
- Introduce a new simplified and efficient system for review of State planning policies, including new Regulations.
- Launch online planning portal to track applications and facilitate improved community engagement.
- Further improve consistency of consultation on development applications.
- Introduce new requirements for plain English, one-page community focused summaries of proposed local and regional planning scheme amendments.
- Clarify use and function of local planning policies and identify an appropriate lifespan for their operation.
- Develop standard manner and form for local planning policies to ensure consistency across all local governments.
- Finalise new Planning Engagement Toolkit.
- Develop clear and consistent guidance for structure plans, planning schemes and scheme amendments.



Planning systems are consistent and efficient

Potential Reforms:

- Scope and implement a new, streamlined pre-lodgement model for development applications, and progressively implement a similar model for other planning processes.
- Review land use classifications across local planning schemes.
 - Rationalising the number of land use classifications.
 - Establishing a more consistent approach to permissible uses.
 - Developing a suite of consistent car parking requirements.
- Working with the local government sector, define timeframes and establish consistent approaches for crossovers (connecting driveway to street).
- Investigate a central referral process across State Government agencies to improve consistency in consideration of related development matters such as heritage, environment and traffic.
- Reduce red tape in assessment and decision-making for region schemes, structure plans and amendments.
- Review advertising timeframes for schemes and local planning strategies.
- Continue collaboration with local government and key stakeholders to identify data and collection method for mandatory reporting of planning activity.

Development Assessment Panel (DAP):

- Further reduce the number of panels to three (3).
- Appoint permanent panel members.
- Create new Special Matters DAP to deal with development proposals of State significance.
- Improve public access to clear explanatory materials and greater transparency of DAP decisions.

Western Australian Planning Commission (WAPC):

- Consider WAPC composition to reframe it as a more flexible and independent board.
- Clarify WAPC functions and powers of the WAPC to ensure focus remains on strategic planning, oversight of the planning system and policy framework, and it will also inform emerging trends and challenges.

Round 2 Legislative Changes

Your feedback will help inform the drafting of a second round of legislative reforms to the *Planning and Development Act 2005* to be considered by Parliament next year. It will also inform changes to the *Planning and Development (Local Planning Schemes) Regulations 2015* to support the three overarching goals and the 19 initiatives of the Action Plan for Planning Reform.



Planning, people, places **Speak up!**

Whether you're renovating or building a new house, taking on a development of any size, or thinking about the shape of your community, town or city – we've been working to make life easier with changes to the planning system.

We're talking about:

- Creating great places for people – new guidelines for precinct design and medium density for example.
- Cutting red tape – quicker, faster approvals for small business in commercial and mixed-use centres, better rules for car parks, and better development approval processes.

- Making the system easier to understand and navigate – updating our planning and development laws, improving industry and community engagement and making clearer information more easily available.

What do you think should be next on the reform agenda?

Right around Western Australia, we will be asking:

- If you had to prioritise one single planning reform measure, what would it be?

- What's the biggest issue hindering the planning and development of your community?
- If you could change one thing in our planning system, what would you change and why?
- What could be done better to shape the development of communities we live in, now and in the future?

Head to the DPLH Consultation Hub now and have your say.

www.dplh.wa.gov.au/planning-reform



Planning Reforms Phase 2

Table of potential reforms and comments by City of Wanneroo

Planning creates great places for people		
Potential reform	Comment	Recommendation
Government led structure planning for areas of key strategic importance with fragmented land ownership. Consider and test legislative or regulatory amendments required.	<p>Overall this is supported at the District Structure Plan level and is sensible particularly for large areas that require state-led infrastructure delivery and coordination, such as East Wanneroo.</p> <p>However, additional details and information is required to enable further consideration of proposed changes. Also criteria need to be identified for triggering this process and the role of local government would also need to be clarified.</p> <p>Local governments need to be actively involved in the process and there should not be a reduction in the statutory authority and functions of local governments resulting in less focus on local area planning.</p> <p>East Wanneroo is an example of an area that would have benefitted from earlier involvement of a State led process that would have enabled planning to be at a more advanced stage. A clearer position on the State managing such a process may have reduced the likelihood that proposals would have been submitted prior to district and local structure planning being in place resulting in significant difficulties for land owner and Local Government.</p> <p>Other areas will benefit from State led strategic planning are the Alkimos – Eglinton and Yanchep – Two Rocks District Structure Plans which are in urgent need of review to ensure they remain current and fit for purpose. These in the City's view are good examples of strategic areas that would be suitable for State-led involvement.</p>	Support, subject to notes in Comment column.

	<p>It is the City's view that State Government should be involved in the preparation of the more strategic level District Structure Plans that set the high level planning framework and then local government are responsible for the amendment and approval of local structure plans, which does not involve a dual assessment and final approval by the WAPC. This adds unnecessarily to the bureaucracy and timeframe for approval.</p>	
<p>Introduce statutory and regulatory amendments to reduce duplication in decision-making and better balance land use, transport and road planning outcomes for key urban roads and highways. Finalise new Movement and Place Framework.</p>	<p>Agree. Greater coordination between Government departments is required to ensure sound and timely decision making. Government agencies should also be required to have regard to local planning objectives.</p> <p>There should be no duplication of decision making as this adds to red-tape and delays in processing of proposals creating barriers to development and increasing uncertainty for landowners.</p> <p>The role of the State Government should be to provide high-level strategic direction to enable local government to implement delivery of planning outcomes. Local government should be enabled to undertake local planning functions through appropriate delegation. Where individual local governments are unable or unwilling to undertake this role then the authority to do so should be removed.</p> <p>The focus of state government resources should be on strategic matters and to allow local government to deal with local planning matters.</p> <p>Support the preparation of a Place Framework approach to integrating planning with place based outcomes.</p>	<p>Support, subject to notes in Comment column.</p>
<p>Review and reform developer contribution plans, specifically to streamline the assessment and approvals process.</p>	<p>Acknowledging the recent release of the new State Planning Policy 3.6, the City agrees that there is a need to review and reform DCPs to streamline the assessment and approvals process.</p> <p>In this regard, further clarification is required than what was provided in the SPP in relation to the process for dealing with DCPs, and in</p>	<p>Support, subject to notes in Comment column.</p>

	<p>particular the responsibility and obligations for the preparation and administration of district-level and local-level DCPs.</p> <p>Due to expectations from the development industry, the significant complexity involved as well as the significant financial risk associated with the administration of developer contributions, it is proposed that State Government, and not local government, be made responsible for preparation and management of DCPs.</p> <p>The administration of DCPs by the State Government would ensure that there is consistency in approach and methodology across all local governments in the State. In recent years, the development industry has also expressed concern about the administration of DCPs by local governments, in particular the significant amounts of funding being held by local government on behalf of developers. If this role is transferred to State Government, it may assist with addressing these concerns.</p> <p>The complexity of DCPs requires consistency across all local governments and significant resourcing to administer. For example, in addition to the administration of the City's 11 current DCPs in East Wanneroo, DCPs for the Alkimos-Eglinton and Yanchep-Two Rocks, the future urbanisation of East Wanneroo will require significant additional resources to administer a district-level DCP covering 8,300 hectares, as well as the preparation and administration of up to 27 local-level DCPs at an estimated cost of \$1.5 billion.</p> <p>The extent of financial risk is extreme for local governments, particularly with the introduction of caps for the provision of community facilities and if there is a shortfall of funding to provide infrastructure, which the State currently expects local governments to make up the shortfall through government grants and/or municipal rates. There is, however, no certainty that grants will be obtained, which increases the risk that the shortfall will have to be made up by local taxpayers. In this regard, it is not considered equitable that existing residents should be responsible for funding new infrastructure that are required to facilitate the development of new communities.</p>	
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Reduce duplication and conflict in decision making across State and local Government through regulatory and statutory amendments.	<p>Agree. The focus of state government resources should be on strategy and policy development and to allow local government to deal with local planning matters (e.g amendment and approval of local structure plans).</p> <p>This includes empowering local government to deal with the approval of subdivisions as this is a detailed level of planning and development that competent and adequately resourced local governments can carry out (the local government should also receive the fees for this work).</p> <p>If local governments are consistently underperforming and do not make timely and responsible decisions in accordance with the strategic planning framework set by the state government then there could be an opportunity to remove the decision making powers of that local government.</p>	Support, subject to notes in Comment column
Finalise new State Planning Policy to guide medium density development.	<p>Agree. This will assist in guiding high quality and better outcomes for medium density development that integrates with surrounding development.</p> <p>Medium density provisions should focus on the quality of the internal and external living spaces. These standards should ensure that the quality of medium density housing is not compromised by the reduced land areas and higher density of development which is not off-set as is the case with high density development which often incorporates communal facilities or other significant amenities.</p>	Support
Develop and consult on a new Neighbourhood Design Policy to modernise and replace existing policy guidance.	Agree. The Neighbourhood Design policy is a review of the current Liveable Neighbourhoods policy that dates back to 2009. It is an operational policy that guides structure planning and subdivision of land. Given the ongoing structure planning and greenfield land subdivision in the City, a review of this policy is welcomed and will assist in improving development outcomes. Further input into this can be provided when consultation is undertaken.	Support
Planning is easier to understand and navigate		
Potential reform	Comment	Recommendation

Elevate status of local planning strategies to ensure all local governments have a clear development vision for their communities	Agree	Support
Introduce a new simplified and efficient system for review of State planning policies, including new Regulations	Agree	Support
Launch online planning portal to track applications and facilitate improved community engagement.	Agree, but should be applicable to all types of planning applications that the WAPC and Local Government process.	Support, subject to notes in Comments column.
Further improve consistency of consultation on development applications.	Agree. The City already engages with the community about a wide range of planning proposals and welcomes improvements that enable better community engagement. Consistent consultation practices across all local government and state government departments are welcomed but needs to have regard to current local government practices and allows for local variation within guidelines if appropriate.	Support, subject to notes in Comments column.
Introduce new requirements for plain English, one-page community focused summaries of proposed local and regional planning scheme amendments.	Agree, but this should not result in any additional administrative burden on local government. Applicant should be provided with templates by the WAPC for submission with applications so that the local government is not required to draft them.	Support, subject to notes in Comments column.
Clarify use and function of local planning policies and identify an appropriate lifespan for their operation.	Agree. The City already has a process in place for the ongoing review of local planning policies to ensure that they remain relevant and fit for purpose. Clarification of the use and function of local planning policies provided through the planning reform process is welcomed.	Support
Develop standard manner and form for local planning policies to ensure consistency across local governments.	Agree. Standardisation of the manner and form of local planning policies is welcomed. A standard for their layout and structure will assist the community, applicants and developers who deal with multiple organisations. These manner and form guides should not, however, extend to specifying the content of local planning policies as that may	Support, subject to notes in Comments column.

	prevent local requirements and needs from being addressed through policy.	
Finalise new Planning Engagement Toolkit	Agree. This toolkit is intended to provide State Government agencies, local governments, planning and engagement professionals, and applicants with clear and consistent principles, guidance and tools for designing and delivering best practice consultation and engagement. It can also be used by the community to help better understand consultation and engagement in the planning process and how to participate in it. As noted above the City already engages with the community about a wide range of planning proposals and welcomes improvements that enable better community engagement. Consistent consultation practices across all local government and state government departments is welcomed.	Support
Develop clear and consistent guidance for structure plans, planning schemes and scheme amendments	Agree. The general notion of consistency is supported, however, there needs to be sufficient flexibility to ensure local governments can apply requirements to suit local circumstances where appropriate. Further The focus of state government resources should be on strategic planning matters and policy guidance to allow local government to deal with local decision making for its local community. In particular, local structure plan and subdivision applications should be dealt with by local government who review, assess and then make a recommendation to the state government for a final decision based on the strategies and policies prepared by the state government. This is an example of duplication of effort that could be eliminated. Local government authority should be increased to reflect the above. As an example, if local structure plans were dealt with in their entirety by local government, the overall time-savings would be significant. Experience suggests that savings of up to 12 months could be achieved if there was no requirement for state government approval. Where individual local governments are unable or unwilling to follow state government strategic direction then the authority to do so could be removed.	Support, subject to notes in Comments column.
Planning systems are consistent and efficient		
Potential reform	Comment	Recommendation

Scope and implement a new, streamlined pre-lodgement model for development applications, and progressively implement a similar model for other planning processes.	Agree. Any reform that assists in simplifying processes is welcomed. The City already engages with applicants prior to the lodgement of planning proposals to ensure they meet the needs of applicants and the objectives of the City. The City's Design Review Panel is an example of a process that enables applicants to obtain constructive feedback and advice prior to formally lodging an application.	Support
Review land use classifications across local planning schemes: 1. Rationalising the number of land use classifications; 2. Establishing a more consistent approach to permissible uses; 3. Developing a suite of consistent car parking requirements.	1. Agree to a review of land use classifications but there should not be a reduction to the extent that may lead to unintended outcomes and a possible increase in applications for uses not listed. The ability to consider bespoke uses should be possible to accommodate local requirements. The City has recently already taken steps to review its land use classifications through Amendment No. 172 to District Planning Scheme No. 2 to align them with the model scheme text provisions. 2. Agree, it is sensible that land uses are treated in a similar manner in similarly zoned land across different local governments. 3. Agree, developing consistent parking requirements and how they are applied across different local government areas is welcomed. This should not preclude local government from being able to vary the requirements to suit any local needs. To this end, guidelines on how to consider and apply variations should form part of this reform.	Support, subject to notes in Comment column.
Working with the local government sector, define timeframes and establish consistent approaches for crossovers (connecting driveway to street).	Agree with intent for consistency and also need to ensure that crossovers do not dominate streetscapes and that there is sufficient room for landscaping and street trees.	Support, subject to notes in Comment column.
Investigate a central referral process across State Government agencies to improve consistent in	Agree	Support

consideration of related development matters such as heritage, environment and traffic.		
Reduce red tape in assessment and decision-making for region schemes, structure plans and amendments.	<p>Agree, in principle and subject to further details being provided for review. Any changes should not fetter the ability for relevant local matters to be given due consideration such as environmental, traffic and economic impacts.</p> <p>The focus of state government resources should be on strategy and policy development and to allow local government to deal with local planning matters (e.g amendment and approval of local structure plans).</p> <p>This includes empowering local government to deal with the approval of local structure plans and subdivisions as these are a detailed level of planning and development that competent and adequately resourced local governments can carry out (the local government should also receive the fees for this work).</p> <p>If local governments are consistently underperforming and do not make timely and responsible decisions in accordance with the strategic planning framework set by the state government then there could be an opportunity to remove the decision making powers of that local government.</p>	Support, subject to notes in Comment column.
Review advertising timeframes for schemes and local planning strategies.	Agree, subject to the community having sufficient time and opportunity to be engaged and provide comment.	Support, subject to notes in Comment column.
Continue collaboration with local government and key stakeholders to identify data and collection method for mandatory reporting of planning activity.	<p>Agree, collection and monitoring of data is important to assist in informing future planning and decision making. There may, however, be resource implications for data collection and this will need to be considered.</p> <p>Collection of data should also apply to the state government.</p>	Support

Development Assessment Panel (DAP)		
Further reduce the number of panels to three (3)	<p>Agree, subject to:-</p> <ul style="list-style-type: none"> • Reviewing the criteria for the type, nature and value of applications to be dealt with by DAPs to ensure only those that are of sufficient significance are considered by DAPs; • Simplify roles and responsibilities between local government and DPLH and DAP Secretariat. At present there are a wide range of Administrative matters that fall to local government to undertake that should preferably be the responsibility of the DPLH and/or DAP secretariat; and • Provision of Governance support by the DAP secretariat; <p>Other comments on DAPs</p> <p>It is observed that there is some confusion and lack of understanding in the community as to the role and responsibilities of DAPs versus that of local government. Clarification should be provided to assist the community in this regard.</p> <p>The DAP process has generally added to the workload of local government through the additional processes involved in dealing with DAP applications including, administrative responsibilities for processing applications and hosting of meetings and generally being the intermediary between applicants, the community and the secretariat.</p> <p>In addition, local government is required to prepare the responsible authority report, which depending on the nature of the application could have previously been dealt with under delegated authority in a more efficient and timely manner.</p> <p>Further, research conducted by WALGA demonstrates that the timeframes for dealing with a range of applications has increased over</p>	Support, subject to notes in Comment column.

	<p>time which is contrary to the planning reform agenda of streamlining and simplifying the approval process.</p> <p>Performance reporting that has been undertaken by WALGA over the last four years indicates that local government has achieved a high level of compliance with meeting statutory timeframes. The most recent figures published in March 2021 for the year 2019/2020 show that for the 30 benchmark Councils that participated that on average 93% of all applications were determined within the required timeframes. The City of Wanneroo achieved a figure of 97% determined within the required timeframes.</p> <p>A broad review is recommended to investigate the effectiveness, efficiency, processes and procedures of DAPs to consider the benefit and advantages they provide to the planning system.</p>	
Appoint permanent panel members	<p>Agree, subject to:</p> <ul style="list-style-type: none"> • The provision of adequate, ongoing training and development; • A broad cross-section of expertise; and • Ongoing local government representation. 	Support, subject to notes in Comment column.
Create new Special Matters DAP to deal with development proposals of State significance	<p>Partially agree.</p> <p>Given the above proposal to reduce the number of DAPs to three and the appointment of permanent members, applications of state significance may be able to be dealt with adequately through this structure and this should be tested first. In any event, the opportunity for local government representation must be provided.</p>	Partial support, subject to notes in the Comments column.
Improve public access to clear explanatory materials and greater transparency of DAP decisions	<p>Agree – Available information should be improved in this regard.</p> <p>In addition and as noted above clarification should be provided more broadly to clearly explain the roles and responsibilities of DAPs versus that of local government to assist the community's understanding.</p>	Support – subject to notes in Comments column.
Western Australian Planning Commission (WAPC)		

Consider WAPC composition to reframe it as a more flexible and independent board.	Agree, and local government representation must form part of any new structure.	Support, subject to notes in Comments column.
Clarify WAPC functions and powers of the WAPC to ensure focus remains on strategic planning, oversight of the planning system and policy framework and it will also inform emerging trends and challenges.	<p>Agree</p> <p>The role of the WAPC should be to provide high-level strategic direction to enable local government to implement delivery of local planning outcomes. Local government should be enabled to undertake local planning functions through appropriate delegation having regard to the capacity and capability of individual local governments.</p> <p>The focus of state government resources should be on strategic matters and to allow local government to deal with local planning matters.</p>	Support, subject to notes in Comments column.

4.5 Review of Local Planning Policy No. 2.8: Licensed Premises

File Ref: 21033 – 21/292061
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 3

Issue

To consider Local Planning Policy No. 2.8: Licensed Premises (**LPP 2.8**) which is due for review.

Background

At its 11 October 2016 meeting (PS02-10/16 refers), Council resolved to adopt LPP 2.8 as contained in **Attachment 1**. The purpose of existing policy LPP 2.8 is to guide discretionary planning decisions for licensed premises and to outline the City's role and responsibilities in the liquor licensing process under the *Liquor Control Act 1988*. A review of LPP 2.8 was scheduled to be conducted in 2021.

Detail

The purpose of the review is to ensure that the policy remains fit for purpose, is current and is achieving its objective. To this end, Administration has completed its review for Council's consideration.

Some amendments and changes to LPP 2.8 are proposed that simply align the policy with the current template and format applied by the City to ensure consistency. The City has received 20 applications associated with licensed premises since LPP 2.8 was adopted. A review of a number of these applications has also been undertaken. This review has identified that applications for licensed premises have been assessed consistently against the provisions of the policy and no issues or problems as a result of, or because of LPP 2.8.

As Administration has not identified any significant, operational problems with the policy, only minor modifications are proposed to LPP 2.8 including:

- Reformatting to be consistent with the City's current Local Planning Policy template;
- Correcting minor typographical errors;
- Replacing references to 'liquor store or tavern' with 'licensed premises' throughout the policy to be consistent with the title of the policy and to ensure any proposal for a 'licensed premises' can be easily identified as being subject to the policy;
- Incorporating additional definitions including *child care centre* and *licensed premises* to make the policy more self-sufficient and easier to use.

A copy of the amended LPP with modifications highlighted and marked is contained in **Attachment 2**.

Consultation

Advertising of amendments to a LPP is not required in accordance with Clause 5(2) of the Deemed Provisions where in the opinion of the Local Government, the amendments are minor.

Given that the amendments proposed are minor in nature i.e. reformatting, typographical and spelling corrections and changes for consistency with DPS 2 and Regulations advertising is not required.

A copy of the amended LPP 2.8 is contained in **Attachment 3**.

Comment

The review of LPP 2.8 did not identify any major shortcomings or the need to significantly amend the policy and therefore no need to make any major changes. Overall the changes to LPP 2.8 are minor and do not change to the intent or purpose of the policy.

Council has recently adopted Amendment No. 172 to DPS 2. Amendment No. 172 seeks to align DPS 2 with the model provisions in the Planning and Development (Local Planning Schemes) Regulations 2015. Amendment No. 172 is still subject to advertising for public consultation, consideration by the WAPC and ultimately approval by the Hon. Minister for Planning.

It is anticipated that Amendment No. 172 will be finalised in the latter half of 2021.

The intent of Amendment No. 172 to align DPS 2 with the model provisions which provide a model to ensure all local government planning schemes are consistent. As part of the changes to be introduced, definitions for 'liquor store – large', 'liquor store – small' and 'small bar' will be incorporated into DPS 2 and by extension, these definitions will become applicable in LPP 2.8. In this regard the proposed amendment to LPP 2.8 to replace references to 'liquor store or tavern' with 'licensed premises' ensures any proposal for a 'licensed premises' will be captured by the requirements of the policy.

Statutory Compliance

Council can resolve to amend a local planning policy in accordance with Clauses 4 and 5 of the Deemed Provisions as contained in Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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

Amendments to LPP 2.8 are intended to update the City's guidance for assessing and determining applications for licensed premises in the City and the process for considering intervention in liquor licensing proceedings under the *Liquor Control Act 1988*.

Financial Implications

The cost of undertaking the review of LPP 2.8 can be met from the current Planning and Sustainability operational budget.

Voting Requirements




Simple Majority

Recommendation

That Council:-

1. Pursuant to subclause 5 (2) of the Deemed Provisions of District Planning Scheme No. 2, **RESOLVES** that the draft revised Local Planning Policy No. 2.8: Licensed Premises is a minor amendment which does not require advertising;
2. Pursuant to subclause 5 (2) of the Deemed Provisions of District Planning Scheme No. 2, **ADOPTS** the final draft revised Local Planning Policy No. 2.8: Licensed Premises as included in Attachment 3;
3. Pursuant to subclause 4 (4) of the Deemed Provisions of District Planning Scheme No. 2, **PUBLISHES** notice of its adoption; and
4. **FORWARDS** a copy of the adopted Policy to the Department of Planning, Lands and Heritage for information.

Attachments:

- | | | |
|--|--|-----------|
| 1  | Attachment 1 - Local Planning Policy No. 2.8 Licensed Premises - Current version | 16/354795 |
| 2  | Attachment 2 - Local Planning Policy No. 2.8 Licensed Premises - Amended Version | 21/313595 |
| 3  | Attachment 3 - Local Planning Policy No. 2.8 Licensed Premises - Final Version | 21/313599 |

AUTHORISATION Adopted [11/10/2016]

REVIEW 2021

Part 1

POLICY OPERATION

Policy Development

This Policy has been prepared under the provisions of Division 2 of Part 2 of the deemed provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2).

Purpose and Application

The purpose of this Policy is to:

1. Clarify the role and responsibility of Council when dealing with applications for liquor stores and taverns;
2. Provide a framework for the assessment of development applications for liquor stores and taverns; and
3. Set out a process for Council to follow when considering intervention in liquor licensing proceedings under the *Liquor Control Act 1988*.

Council will have regard to this Policy when assessing all development applications made to Council relating to new or existing liquor stores or taverns; and when considering intervention or objection to a liquor licence in accordance with the *Liquor Control Act 1988*.

Relationship to Legislation and Other Policies

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and the *Liquor Control Act 1988 (WA)*.

Relationship between development approval and liquor licence

A development approval for a liquor store or tavern is issued by the City under DPS 2 and is a pre-requisite to a liquor licence. A liquor licence is issued by the Department of Racing, Gaming and Liquor under the *Liquor Control Act 1988*.

Relevant planning considerations for the assessment of applications for new liquor stores and taverns by the City are those development requirements covered under DPS 2 and this Policy and include those matters listed in Table 1 of this Policy.

Those considerations that will not be dealt with under the planning assessment but that the City may make representations to the licensing authority through the liquor licensing process include but are not limited to those matters listed in Table 1 of this Policy including number & density of stores, perceived anti-social behaviour and liquor harm,

The City may issue development approval for a liquor store or tavern where a proposal complies with the relevant planning legislation; however may make representations to the licensing authority against a proposal for a liquor licence where the City believes the proposal is not in the interest of its local community.

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Local Planning Policy 2.8: Licensed Premises



This Policy should also be read in conjunction with the following City of Wanneroo policies:

- Local Planning Policy 3.2: Activity Centres; and
- Local Planning Policy 4.6: Signs.

Objective

The objective of this Policy is to minimise the impact of liquor stores and taverns on the amenity of surrounding areas.

Definitions

For the purposes of this Policy, the terms listed below have the following meanings:

Amenity means all those factors which contribute to form the character of an area. Considerations that may negatively affect amenity include but are not limited to the appearance and location of buildings, environment, noise, odour and traffic.

Educational establishment: means kindergartens, primary schools and high schools.

Locality: means the area within a 3 kilometre radius of a proposed licensed premise.

Place of worship: includes buildings used primarily for the religious activities of a church, but does not include an institution for primary, secondary or higher education, or a residential training institution.

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

Public interest: means an interest in common to the public at large or a significant portion of the public and which may, or may not involve the personal or propriety rights of individual people.

Part 2

POLICY PROVISIONS

1. Scope of considerations in planning assessments and considerations for liquor licences

- 1.1 The purpose of the table below is to distinguish between the valid considerations in the determination of a development application and matters of relevance in the consideration of a liquor licence.

	APPROVAL BY CITY OF WANNEROO	APPROVAL BY DEPARTMENT OF RACING, GAMING AND LIQUOR
RELEVANT CONSIDERATIONS*	DEVELOPMENT APPLICATIONS	POTENTIAL BASIS FOR OBJECTING/INTERVENING TO LIQUOR LICENCE
Size of premises	✓	✓
Location (proximity to – schools, places of public worship)	✓	✓
Number and density of licensed premises – Economic Competition	X	✓
Number and density of licensed premises – Amenity	✓	✓
Anti-social behaviour – Relating to perceived anti- social behaviour	X	✓
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X	✓
Signage	✓	✓
Building design	✓	✓

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Car parking	✓	X
Noise	✓	✓
Traffic	✓	✓
Hours of trade	✓	✓
Number of patrons	✓	✓

* This is not an exhaustive list of considerations for a development application for a liquor store or tavern, or for a liquor licence. Refer to clause 67 of the deemed provisions of District Planning Scheme No. 2 for the full list of relevant planning considerations and the relevant sections of the *Liquor Control Act 1988* for the grounds for an intervention or objection.

2. Planning information requirements

2.1 In addition to the accompanying material requirements set out in DPS 2, any application for development approval which involves the issue of a liquor licence for a new liquor store or tavern is to include a Management Plan that addresses the following information:

- a) Maximum number of patrons;
- b) Proposed operating hours;
- c) Site plan showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank and public transport services);
- d) Location of existing or proposed educational establishment, child care centre or public place of worship within 200 metres of proposed premises;
- e) Location of all existing licensed premises within the locality;
- f) Operational management plan detailing measures to minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of use proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control;
- g) Any other plan or information Council may reasonably require including, but not limited to, a Traffic Impact Assessment and Noise Impact Assessment prepared by an appropriately qualified professional.

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Local Planning Policy Framework
Local Planning Policy 2.8: Licensed Premises



- 2.2 An application which involves the alteration of an existing liquor store or tavern may be required to include a Management Plan, or an appropriate amendment to the existing Management Plan that addresses the following:
- a) For alterations that are considered by Council to be minor in nature or temporary: details as described in clause 2.1 under a), b) and c).
 - b) For all other alterations: details as described in clause 2.1 under a) – g).

3. Advertising of development applications for liquor stores and taverns

- 3.1 In addition to the advertising requirements set out in DPS 2, for the duration of the advertising period of a development application for a liquor store or tavern, the City will make available to the community a copy of the Management Plan that is provided to the City under clause 2.1 or 2.2 of this Policy.

4. Assessment criteria for development applications for liquor stores and taverns

Location

- 4.1 In addition to the planning matters to be considered by Council listed under clause 67 of the deemed provisions of DPS 2, Council will not support a planning application for a liquor store or tavern within a 200m radius of an existing or proposed¹ educational establishment, child care centre or public place of worship where the following circumstances exist:
- a) The frontage and/or primary access point of the proposed tavern or liquor store forms the predominant view from the existing or proposed educational establishment, child care centre or public place of worship; and
 - b) Signage and advertising materials for the proposed tavern or liquor store forms the predominant view from the existing or proposed educational establishment, child care centre or public place of worship.

Number of Patrons

- 4.2 To assess the proposed number of patrons at the development application stage, the following matters will be considered:
- a) The maximum patrons permitted under the Health (Public Building) Regulations 1992; and
 - b) Car parking requirements can be met in accordance with Table 2 (Clause 4.14) of DPS 2.

5. Conditions of Approval

- 5.1 Council may impose conditions on any development approval pursuant to Clause 68 of the deemed provisions of DPS 2 to address any aspect of the Management Plan.
- 5.2 A Section 40 Certificate issued by Council will include conditions of the relevant development approval relating to operating hours or number of patrons. Council will request the Licensing Authority to condition the liquor licence in the same manner.

¹ Includes proposals for educational establishments, child care centres or public places of worship where location has been adopted under structure plan or where a current development approval for the use has been issued by Council.

6. Councils Role in the Liquor Licensing Process

Intervention

- 6.1 Council will only intervene in liquor licensing proceedings where:
- A written request has been received from residents/ratepayers to complain in a liquor licence application or permit; or
 - Council considers that reasonable grounds² exist to require an intervention by Council.
- 6.2 Subject to clause 6.1 above, the City will conduct an investigation into the subject of the complaint and consider the following:
- The type of licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds;
 - Any historical complaint made relating to the license or proposed licence;
 - The legitimacy of the complaint; and
 - If the complaint falls within the appropriate grounds for intervention outlined in section 69(7) of the *Liquor Control Act 1988*:
 - As to whether the premises are not suitable to be, or to continue to be, licensed or the subject of a permit; or
 - As to whether a proposed alteration to, or redefinition of, licensed premises should be approved; or
 - That if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.
- 6.3 If the City considers, as a result of its investigation that intervention in licensing proceedings is not appropriate, the City will contact the complainant in writing to inform them of the City's decision.
- 6.4 If Council considers, as a result of its investigation that intervention in licensing proceedings is appropriate, the City may:
- Conduct discussions with the licensee to resolve issues; or
 - Lodge an intervention with the Licensing Authority, in the form of a written report detailing the complaint, and providing evidence pertaining to clause 6.2(d) above.

Objection

- 6.5 Council will only lodge an objection to the issuing of a liquor license where a written request from residents/ratepayers has been received by Council that requests Council to object to a liquor licence application or permit, and that request contains supporting evidence consistent with the appropriate grounds for an objection as outlined in clause 6.6d.
- 6.6 Council will consider a potential objection in accordance with the following:
- Council shall consider the type of proposed licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds; and

² This may include, but is not limited to reports of anti-social behaviour or liquor harm, or evidence of increased social issues relating to liquor.

Planning and Sustainability
Local Planning Policy Framework
Local Planning Policy 2.8: Licensed Premises



- b) Council shall consider any historical complaint made relating to the license or proposed licence; and
 - c) Council shall investigate the legitimacy of the grounds for objecting; and
 - d) Council shall consider if the reason for objecting falls within the appropriate grounds for an objection as outlined in section 73(1) of the *Liquor Control Act 1988*:
 - i. That the grant of the application would not be in the public interest; or
 - ii. That the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or
 - iii. That if the application were granted —
 - a. undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
 - b. the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or
 - c. That the grant of the application would otherwise be contrary to the Liquor Control Act 1988.
- 6.7 If Council considers, as a result of its investigation in accordance with clause 6.6 that lodging a formal objection is not appropriate, the City will contact the requestor in writing to inform them of the Council's decision.
- 6.8 If Council considers, as a result of its investigation that an objection to a liquor license application is appropriate, Council will lodge an objection in the form required by the Licensing Authority.

Planning and Sustainability
Local Planning Policy No. 2.8
Licensed Premises



Owner Planning and Sustainability
Implementation 10 August 2021
Next Review August 2025

PART 1 – POLICY OPERATON

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Paragraph
reworded
and moved
here

The purpose of this Policy is to:

1. Clarify the role and responsibility of Council when dealing with applications for **licensed premises**¹;
2. Provide a framework for the assessment of development applications for **licensed premises**; and
3. Set out a process for Council to follow when considering intervention in liquor licensing proceedings under the *Liquor Control Act 1988*.

Objective

The objective of this Policy is to minimise the impact of licensed premises on the amenity of surrounding areas.

Paragraph
moved
here

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies and the *Liquor Control Act 1988*.

Relationship between development approval and liquor licence

Subject to the provisions of the Planning and Development Act 2005 and any exemptions, a development approval for **licensed premises** is issued by the City under DPS 2 and is a pre-requisite to a liquor licence. A liquor licence is issued by the Department of Racing, Gaming and Liquor under the *Liquor Control Act 1988*.

Relevant planning considerations for the assessment of applications for new **licensed premises** by the City are those development requirements covered under DPS 2 and this Policy and include those matters listed in Table 1 of this Policy.

Those considerations that will not be dealt with under the planning assessment but that the City may make representations to the licensing authority through the liquor licensing process include but are not limited to those matters listed in Table 1 of this Policy including number **and** density of **licensed premises**, perceived anti-social behaviour and liquor harm,

¹ Licensed premises for the purposes of the Policy includes liquor store – large, liquor store – small, tavern and small bar.

Planning and Sustainability
Local Planning Policy No. 2.8
Licensed Premises



The City may issue development approval for **licensed premises** where a proposal complies with the relevant planning legislation; however may make representations to the licensing authority against a proposal for a liquor licence where the City believes the proposal is not in the interest of its local community.

PART 2 – POLICY PROVISIONS

1. Definitions

For the purposes of this Policy, the terms listed below have the following meanings. **For other definitions, the DPS 2 definitions apply.**

Amenity: means all those factors which contribute to form the character of an area. Considerations that may negatively affect amenity include but are not limited to the appearance and location of buildings, environment, noise, odour and traffic.

Child care centre: means premises used for the daily or occasional care of children in accordance with the *Community Services (Child Care) Regulations 1988*.

Educational establishment: means kindergartens, primary schools and high schools.

Licensed premises: means premises as defined in the *Liquor Control Act 1988*.

Locality: means the area within a 3 kilometre radius of a proposed licensed premise.

Place of worship: includes buildings used primarily for the religious activities of a church, but does not include an institution for primary, secondary or higher education, or a residential training institution.

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

Public interest: means an interest in common to the public at large or a significant portion of the public and which may, or may not involve the personal or propriety rights of individual people.

2. General policy provisions

This policy applies to all development applications made to Council relating to new or existing **licensed premises**, and when considering intervention or objection to a liquor licence in accordance with the *Liquor Control Act 1988*.

Paragraph
reworded
and moved
here

1. Scope of considerations in planning assessments and considerations for liquor licences

Planning and Sustainability
Local Planning Policy No. 2.8
Licensed Premises



1.1 The purpose of the table below is to distinguish between the valid considerations in the determination of a development application and matters of relevance in the consideration of a liquor licence.

Table 1

	APPROVAL BY CITY OF WANNEROO	APPROVAL BY DEPARTMENT OF RACING, GAMING AND LIQUOR
RELEVANT CONSIDERATIONS*	DEVELOPMENT APPLICATIONS	POTENTIAL BASIS FOR OBJECTING/INTERVENING TO LIQUOR LICENCE
Size of premises	✓	✓
Location (proximity to – schools, places of public worship)	✓	✓
Number and density of licensed premises – Economic Competition	X	✓
Number and density of licensed premises – Amenity	✓	✓
Anti-social behaviour – Relating to perceived anti-social behaviour	X	✓
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X	✓
Signage	✓	✓
Building design	✓	✓
Car parking	✓	X
Noise	✓	✓
Traffic	✓	✓
Hours of trade	✓	✓
Number of patrons	✓	✓

* This is not an exhaustive list of considerations for a development application for **licensed premises**, or for a liquor licence. Refer to clause 67 of the deemed provisions of District Planning Scheme No. 2 for the full list of relevant planning considerations and the relevant sections of the *Liquor Control Act 1988* for the grounds for an intervention or objection.

2. Planning information requirements

2.1 In addition to the accompanying material requirements set out in DPS 2, any application for development approval which involves the issue of a liquor licence for new **licensed premises** is to include a Management Plan that addresses the following information:

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- a) Maximum number of patrons;
 - b) Proposed operating hours;
 - c) Site plan showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank, **ride share** and public transport services);
 - d) Location of existing or proposed educational establishment, child care centre or public place of worship within 200 metres of proposed premises;
 - e) Location of all existing licensed premises within the locality;
 - f) Operational management plan detailing measures to minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of use proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control;
 - g) Any other plan or information Council may reasonably require including, but not limited to, a Traffic Impact Assessment and Noise Impact Assessment prepared by an appropriately qualified professional.
- 2.2 An application which involves the alteration of existing **licensed premises** may be required to include a Management Plan, or an appropriate amendment to the existing Management Plan that addresses the following:
- a) For alterations that are considered by Council to be minor in nature or temporary: details as described in clause 2.1 under a), b) and c).
 - b) For all other alterations: details as described in clause 2.1 under a) – g).

3. Advertising of development applications for **licensed premises**

- 3.1 In addition to the advertising requirements set out in DPS 2, for the duration of the advertising period of a development application for licensed premises, the City will make available to the community a copy of the Management Plan that is provided to the City under clause 2.1 or 2.2 of this Policy.

4. Assessment criteria for development applications for **licensed premises**

Location

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4.1 In addition to the planning matters to be considered by Council listed under clause 67 of the deemed provisions of DPS 2, Council will not support a planning application for **licensed premises** within a 200m radius of an existing or proposed² educational establishment, child care centre or place of worship where the following circumstances exist:

- a) The frontage and/or primary access point of the proposed **licensed premises** forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship; and
- b) Signage and advertising materials for the proposed **licensed premises** forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship.

Number of Patrons

4.2 To assess the proposed number of patrons at the development application stage, the following matters will be considered:

- a) The maximum patrons permitted under the Health (Public Building) Regulations 1992; and
- b) Car parking requirements can be met in accordance with Table 2 (Clause 4.14) of DPS 2.

5. Conditions of Approval

- 5.1 Council may impose conditions on any development approval pursuant to Clause 68 of the deemed provisions of DPS 2 to address any aspect of the Management Plan.
- 5.2 A Section 40 Certificate issued by Council will include conditions of the relevant development approval relating to operating hours or number of patrons. Council will request the Licensing Authority to condition the liquor licence in the same manner.

6. Councils Role in the Liquor Licensing Process

Intervention

- 6.1 Council will only intervene in liquor licensing proceedings where:
 - a) A written request has been received from residents/ratepayers to complain in a liquor licence application or permit; or
 - b) Council considers that reasonable grounds³ exist to require an intervention by Council.

² Includes proposals for educational establishments, child care centres or public places of worship where location has been adopted under structure plan or where a current development approval for the use has been issued by Council.

³ This may include, but is not limited to reports of anti-social behaviour or liquor harm, or evidence of increased social issues relating to liquor.

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- 6.2 Subject to clause 6.1 above, the City will conduct an investigation into the subject of the complaint and consider the following:
- a) The type of licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds;
 - b) Any historical complaint made relating to the licence or proposed licence;
 - c) The legitimacy of the complaint; and
 - d) If the complaint falls within the appropriate grounds for intervention outlined in section 69(7) of the *Liquor Control Act 1988*:
 - i. As to whether the premises are not suitable to be, or to continue to be, licensed or the subject of a permit; or
 - ii. As to whether a proposed alteration to, or redefinition of, licensed premises should be approved; or
 - iii. That if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.
- 6.3 If the City considers, as a result of its investigation that intervention in licensing proceedings is not appropriate, the City will contact the complainant in writing to inform them of the City's decision.
- 6.4 If Council considers, as a result of its investigation that intervention in licensing proceedings is appropriate, the City may:
- a) Conduct discussions with the licensee to resolve issues; or
 - b) Lodge an intervention with the Licensing Authority, in the form of a written report detailing the complaint, and providing evidence pertaining to clause 6.2(d) above.

Objection

- 6.5 Council will only lodge an objection to the issuing of a liquor licence where a written request from residents/ratepayers has been received by Council that requests Council to object to a liquor licence application or permit, and that request contains supporting evidence consistent with the appropriate grounds for an objection as outlined in clause 6.6d.
- 6.6 Council will consider a potential objection in accordance with the following:
- a) Council shall consider the type of proposed licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds; and
 - b) Council shall consider any historical complaint made relating to the licence or proposed licence; and

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- c) Council shall investigate the legitimacy of the grounds for objecting; and
 - d) Council shall consider if the reason for objecting falls within the appropriate grounds for an objection as outlined in section 73(1) of the *Liquor Control Act 1988*:
 - i. That the grant of the application would not be in the public interest; or
 - ii. That the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or
 - iii. That if the application were granted —
 - a. undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
 - b. the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or
 - c. That the grant of the application would otherwise be contrary to the Liquor Control Act 1988.
- 6.7 If Council considers, as a result of its investigation in accordance with clause 6.6 that lodging a formal objection is not appropriate, the City will contact the requestor in writing to inform them of the Council's decision.
- 6.8 If Council considers, as a result of its investigation that an objection to a liquor licence application is appropriate, Council will lodge an objection in the form required by the Licensing Authority and the City will inform the requestor in writing of the Council's decision.

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Licensed Premises



Owner Planning and Sustainability
Implementation 10 August 2021
Next Review August 2025

PART 1 – POLICY OPERATON

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The purpose of this Policy is to:

1. Clarify the role and responsibility of Council when dealing with applications for licensed premises¹;
2. Provide a framework for the assessment of development applications for licensed premises; and
3. Set out a process for Council to follow when considering intervention in liquor licensing proceedings under the *Liquor Control Act 1988*.

Objective

The objective of this Policy is to minimise the impact of licensed premises on the amenity of surrounding areas.

Relationship to Other Policies, Guidelines and Documents

This Policy should be read in conjunction with the relevant provisions of the City of Wanneroo District Planning Scheme No. 2 (DPS 2) and its associated policies and the *Liquor Control Act 1988*.

Relationship between development approval and liquor licence

Subject to the provisions of the Planning and Development Act 2005 and any exemptions, a development approval for licensed premises is issued by the City under DPS 2 and is a pre-requisite to a liquor licence. A liquor licence is issued by the Department of Racing, Gaming and Liquor under the *Liquor Control Act 1988*.

Relevant planning considerations for the assessment of applications for new licensed premises by the City are those development requirements covered under DPS 2 and this Policy and include those matters listed in Table 1 of this Policy.

Those considerations that will not be dealt with under the planning assessment but that the City may make representations to the licensing authority through the liquor licensing process include but are not limited to those matters listed in Table 1 of this Policy including number and density of licensed premises, perceived anti-social behaviour and liquor harm,

¹ Licensed premises for the purposes of the Policy includes liquor store – large, liquor store – small, tavern and small bar.

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The City may issue development approval for licensed premises where a proposal complies with the relevant planning legislation; however may make representations to the licensing authority against a proposal for a liquor licence where the City believes the proposal is not in the interest of its local community.

PART 2 – POLICY PROVISIONS

1. Definitions

For the purposes of this Policy, the terms listed below have the following meanings. For other definitions, the DPS 2 definitions apply.

Amenity: means all those factors which contribute to form the character of an area. Considerations that may negatively affect amenity include but are not limited to the appearance and location of buildings, environment, noise, odour and traffic.

Child care centre: means premises used for the daily or occasional care of children in accordance with the *Community Services (Child Care) Regulations 1988*.

Educational establishment: means kindergartens, primary schools and high schools.

Licensed premises: means premises as defined in the *Liquor Control Act 1988*.

Locality: means the area within a 3 kilometre radius of a proposed licensed premise.

Place of worship: includes buildings used primarily for the religious activities of a church, but does not include an institution for primary, secondary or higher education, or a residential training institution.

Predominant view: means the most visible element to the public realm, having regard to the size, scale and compatibility of neighbouring buildings.

Public interest: means an interest in common to the public at large or a significant portion of the public and which may, or may not involve the personal or propriety rights of individual people.

2. General policy provisions

This policy applies to all development applications made to Council relating to new or existing licensed premises, and when considering intervention or objection to a liquor licence in accordance with the *Liquor Control Act 1988*.

1. Scope of considerations in planning assessments and considerations for liquor licences

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1.1 The purpose of the table below is to distinguish between the valid considerations in the determination of a development application and matters of relevance in the consideration of a liquor licence.

Table 1

	APPROVAL BY CITY OF WANNEROO	APPROVAL BY DEPARTMENT OF RACING, GAMING AND LIQUOR
RELEVANT CONSIDERATIONS*	DEVELOPMENT APPLICATIONS	POTENTIAL BASIS FOR OBJECTING/INTERVENING TO LIQUOR LICENCE
Size of premises	✓	✓
Location (proximity to – schools, places of public worship)	✓	✓
Number and density of licensed premises – Economic Competition	X	✓
Number and density of licensed premises – Amenity	✓	✓
Anti-social behaviour – Relating to perceived anti-social behaviour	X	✓
Liquor harm – Relating to the social issues of increased liquor consumption and availability	X	✓
Signage	✓	✓
Building design	✓	✓
Car parking	✓	X
Noise	✓	✓
Traffic	✓	✓
Hours of trade	✓	✓
Number of patrons	✓	✓

* This is not an exhaustive list of considerations for a development application for licensed premises, or for a liquor licence. Refer to clause 67 of the deemed provisions of District Planning Scheme No. 2 for the full list of relevant planning considerations and the relevant sections of the *Liquor Control Act 1988* for the grounds for an intervention or objection.

2. Planning information requirements

2.1 In addition to the accompanying material requirements set out in DPS 2, any application for development approval which involves the issue of a liquor licence for new licensed premises is to include a Management Plan that addresses the following information:

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- a) Maximum number of patrons;
- b) Proposed operating hours;
- c) Site plan showing all areas likely to be used by patrons, including any proposed outdoor dining areas and areas external to the site (public spaces, footpath, car parking, taxi rank, ride share and public transport services);
- d) Location of existing or proposed educational establishment, child care centre or public place of worship within 200 metres of proposed premises;
- e) Location of all existing licensed premises within the locality;
- f) Operational management plan detailing measures to minimise the impact of the proposal on the amenity of the surrounding area. Depending on the type of use proposed, matters to be addressed may include noise management, rubbish disposal and collection, deliveries, security, complaint management, and patron control;
- g) Any other plan or information Council may reasonably require including, but not limited to, a Traffic Impact Assessment and Noise Impact Assessment prepared by an appropriately qualified professional.

2.2 An application which involves the alteration of existing licensed premises may be required to include a Management Plan, or an appropriate amendment to the existing Management Plan that addresses the following:

- a) For alterations that are considered by Council to be minor in nature or temporary: details as described in clause 2.1 under a), b) and c).
- b) For all other alterations: details as described in clause 2.1 under a) – g).

3. Advertising of development applications for licensed premises

3.1 In addition to the advertising requirements set out in DPS 2, for the duration of the advertising period of a development application for licensed premises, the City will make available to the community a copy of the Management Plan that is provided to the City under clause 2.1 or 2.2 of this Policy.

4. Assessment criteria for development applications for licensed premises

Location

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- 4.1 In addition to the planning matters to be considered by Council listed under clause 67 of the deemed provisions of DPS 2, Council will not support a planning application for licensed premises within a 200m radius of an existing or proposed² educational establishment, child care centre or place of worship where the following circumstances exist:
- a) The frontage and/or primary access point of the proposed licensed premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship; and
 - b) Signage and advertising materials for the proposed licensed premises forms the predominant view from the existing or proposed educational establishment, child care centre or place of worship.

Number of Patrons

- 4.2 To assess the proposed number of patrons at the development application stage, the following matters will be considered:
- a) The maximum patrons permitted under the Health (Public Building) Regulations 1992; and
 - b) Car parking requirements can be met in accordance with Table 2 (Clause 4.14) of DPS 2.

5. Conditions of Approval

- 5.1 Council may impose conditions on any development approval pursuant to Clause 68 of the deemed provisions of DPS 2 to address any aspect of the Management Plan.
- 5.2 A Section 40 Certificate issued by Council will include conditions of the relevant development approval relating to operating hours or number of patrons. Council will request the Licensing Authority to condition the liquor licence in the same manner.

6. Councils Role in the Liquor Licensing Process

Intervention

- 6.1 Council will only intervene in liquor licensing proceedings where:
- a) A written request has been received from residents/ratepayers to complain in a liquor licence application or permit; or
 - b) Council considers that reasonable grounds³ exist to require an intervention by Council.

² Includes proposals for educational establishments, child care centres or public places of worship where location has been adopted under structure plan or where a current development approval for the use has been issued by Council.

³ This may include, but is not limited to reports of anti-social behaviour or liquor harm, or evidence of increased social issues relating to liquor.

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- 6.2 Subject to clause 6.1 above, the City will conduct an investigation into the subject of the complaint and consider the following:
- a) The type of licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds;
 - b) Any historical complaint made relating to the licence or proposed licence;
 - c) The legitimacy of the complaint; and
 - d) If the complaint falls within the appropriate grounds for intervention outlined in section 69(7) of the *Liquor Control Act 1988*:
 - i. As to whether the premises are not suitable to be, or to continue to be, licensed or the subject of a permit; or
 - ii. As to whether a proposed alteration to, or redefinition of, licensed premises should be approved; or
 - iii. That if a particular application were granted, persons who reside, work or worship in the vicinity would be likely to suffer undue offence, annoyance, disturbance or inconvenience.
- 6.3 If the City considers, as a result of its investigation that intervention in licensing proceedings is not appropriate, the City will contact the complainant in writing to inform them of the City's decision.
- 6.4 If Council considers, as a result of its investigation that intervention in licensing proceedings is appropriate, the City may:
- a) Conduct discussions with the licensee to resolve issues; or
 - b) Lodge an intervention with the Licensing Authority, in the form of a written report detailing the complaint, and providing evidence pertaining to clause 6.2(d) above.

Objection

- 6.5 Council will only lodge an objection to the issuing of a liquor licence where a written request from residents/ratepayers has been received by Council that requests Council to object to a liquor licence application or permit, and that request contains supporting evidence consistent with the appropriate grounds for an objection as outlined in clause 6.6d.
- 6.6 Council will consider a potential objection in accordance with the following:
- a) Council shall consider the type of proposed licence/permit; property zoning; effects on the locality; the number of people objecting and the grounds; and
 - b) Council shall consider any historical complaint made relating to the licence or proposed licence; and

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- c) Council shall investigate the legitimacy of the grounds for objecting; and
 - d) Council shall consider if the reason for objecting falls within the appropriate grounds for an objection as outlined in section 73(1) of the *Liquor Control Act 1988*:
 - i. That the grant of the application would not be in the public interest; or
 - ii. That the grant of the application would cause undue harm or ill-health to people, or any group of people, due to the use of liquor; or
 - iii. That if the application were granted —
 - a. undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital or school, would be likely to occur; or
 - b. the amenity, quiet or good order of the locality in which the premises or proposed premises are, or are to be, situated would in some other manner be lessened; or
 - c. That the grant of the application would otherwise be contrary to the Liquor Control Act 1988.
- 6.7 If Council considers, as a result of its investigation in accordance with clause 6.6 that lodging a formal objection is not appropriate, the City will contact the requestor in writing to inform them of the Council's decision.
- 6.8 If Council considers, as a result of its investigation that an objection to a liquor licence application is appropriate, Council will lodge an objection in the form required by the Licensing Authority and the City will inform the requestor in writing of the Council's decision.

4.6 Consideration of Proposed Local Planning Policy No. 4.29: Renewable Energy Systems following advertising

File Ref: 42314 – 21/292158
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 4

Issue

To consider proceeding with the adoption of Local Planning Policy No. 4.29: Renewable Energy Systems following public advertising.

Background

At its meeting on 16 February 2021, (item PS04-02/21) Council considered an application for a Wind Turbine as an addition to a single house located at Lot 1265 (10) Reigate Way, Butler. Council resolved

“That the Motion be deferred to a future Council meeting pending the adoption of the Small-Scale Renewable Energy Systems Policy.”

Administration drafted a Policy and at its 11 May 2021 meeting (item PS06-05/21 refers) Council resolved to advertise draft Local Planning Policy No. 4.29: Renewable Energy Systems (**LPP4.29**) as included as **Attachment 1**.

Detail

The proposed LPP 4.29 was prepared under the provisions of District Planning Scheme No. 2 (**DPS 2**) to provide guidance on the development of renewable energy systems within the City that provide power to a dwelling or a business primarily for its needs.

Consultation

Draft LPP 4.29 was advertised for public comment between 20 May 2021 and 25 June 2021 by way of:

- An advertisement published in the 20 May 2021 edition of the Wanneroo Times newspaper;
- Display at the City's Civic Centre and on the City's website;
- Letter to the Department of Planning, Lands and Heritage;
- Letter to the applicant for the proposed wind turbine; and
- Letters to those who made a submission on the proposed wind turbine.

Two responses were received at the conclusion of advertising period and these are discussed further below in the report under the Comment section.

Comment

As noted above, two submissions have been received following consultation on the proposed policy. Both submissions are detailed in the Schedule of Submissions included as **Attachment 2** to this report. Administration's response and recommendation is provided to each matter raised. A summary of the matters raised is discussed below.

The first submission identified that they had installed 'quite a few residential wind turbines within the Perth metro area over the last 13 years', that 'there are no viable subsidies for

installing wind turbines' and also that 'some Councils won't allow wind turbines anymore due to noise issues'.

The second submission raised concerns about the amenity impacts and the safety and structural integrity of wind turbines.

Having regard to the matters raised in the submissions and a review of the draft policy, Administration is of the view that only minor changes are required to draft LPP 4.29 that renumber some clauses so as to clarify that certain provisions apply to renewable energy systems in all areas of the City as shown in the 'track changes' version (highlighted in red) in **Attachment 3**. It is recommended that the proposed LPP 4.29 be adopted as shown in **Attachment 4**.

The purpose of proposed LPP 4.29 is to provide guidance and controls for renewable energy systems to ensure that they meet an acceptable standard and do not adversely impact on the amenity of a locality.

The use of renewable energy systems has become increasingly popular. In particular, solar energy systems are well established in residential, commercial and industrial applications, but there are no known examples of wind turbines in the City.

The adoption of a LPP will assist applicants when considering the installation of renewable energy systems and provide the City with guidance when assessing applications and enable a consistent approach and decision making.

Subject to the proposed LPP being endorsed by Council, Administration will assess the application submitted for a wind turbine at Lot 1265 (10) Reigate Way, Butler that was deferred at the May 2021 meeting. A report will be prepared and presented to a future Council meeting for the application to be determined.

Statutory Compliance

The preparation of new policies is required to be prepared and processed in accordance with Clause 4 of the Deemed provisions of DPS 2.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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

The proposed Local Planning Policy is intended to establish standards and direction for the City to consider, assess and determine applications for development approval.

Financial Implications

The cost of undertaking the necessary actions for Council to proceed with the proposed LPP 4.29 can be met from existing operational budgets.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **NOTES** that two submissions were received in respect to the advertising of Local Planning Policy No. 4.29: Renewable Energy Systems and notes Administrations response as contained in Attachment 2;
2. Pursuant to Clause 4(3)(b)(ii) of the Deemed Provisions of the City of Wanneroo District Planning Scheme No. 2 **PROCEEDS** with Local Planning Policy No. 4.29: Renewable Energy Systems as included in Attachment 3;
3. Pursuant to Clause 4(4) of the Deemed Provisions of District Planning Scheme No. 2 **PUBLISHES** notice on the City's website of its decision to adopt Local Planning Policy No. 4.29: Renewable Energy Systems;
4. **FORWARDS** a copy of Local Planning Policy No. 4.29: Renewable Energy Systems, as included in Attachment 3, to the Department of Planning, Lands and Heritage for information; and
5. **Writes** to the applicant for the proposed wind turbine at Lot 1265 (10) Reigate Way, Butler and to those who made a submission on the proposed Local Planning Policy No. 4.29: Renewable Energy Systems to inform them of this decision.

Attachments:

<u>1</u>	Attachment 1 - Draft Local Planning Policy No. 4.29: Renewable Energy Systems	21/160785
<u>2</u>	Attachment 2 - Local Planning Policy No. 4.29 Renewable Energy ~ Summary of Submissions	21/312646
<u>3</u>	Attachment 3 - Draft Local Planning Policy No. 4.29 Renewable Energy Systems - Track changes	21/312652
<u>4</u>	Attachment 4 - Local Planning Policy No. 4.29: Renewable Energy Systems - Final version	21/312657

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Local Planning Policy 4.29
Renewable Energy Systems



Owner	Planning and Sustainability
Implementation	XX Month 2021
Next Review	Month 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

Policy Objectives

The objectives of this Policy are:

1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;
2. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and
3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.

Relationship to Other Policies, Guidelines and Documents

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.

PART 2 – POLICY PROVISIONS

Definitions

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

Planning and Sustainability

Local Planning Policy 4.29

Renewable Energy Systems



Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Solar energy system means a system that converts energy from the sun into usable forms of energy for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

This Policy applies throughout the City when considering proposals for renewable energy systems.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.

General policy provisions

The City supports the use of renewable energy resources through the use of technology and systems that enable their utilisation in both domestic and commercial applications where they are appropriately located, designed and scaled so as not to adversely affect the amenity of adjoining properties, streetscapes and the locality in general.

For the purposes of this policy, a Renewable Energy System:

- Proposed within a site zoned for residential purposes is to be assessed against the standards and requirements of District Planning Scheme No. 2 (DPS 2), the Residential Design Codes (R-Codes), this Policy and any other applicable requirement;
- Proposed on a site zoned for non-residential purposes is to be assessed against the standards and requirements of DPS 2, this Policy, the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.
- All wind energy system installations must comply with the Environmental Protection (Noise) Regulations 1997.

Planning and Sustainability

Local Planning Policy 4.29

Renewable Energy Systems

**Development requirements:**

Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, the R-Codes or any other applicable document then Development Approval is required to be obtained prior to the installation.

1. Dwellings incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to one or more dwellings on a site.

1.1 Residential Zones:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line. The R-Codes provisions will be used to determine suitability of the works as if the installation were a **building** as defined in the R-Codes.

Wind: A wind energy system may be considered to be an external fixture as defined in the R-Codes and is exempt from the need to obtain development approval where:

- the R-Codes apply;
- the works comply with the deemed to comply provisions of the R-Codes; and
- they are not located in a heritage-protected place.

In addition to the requirements of DPS 2, this Policy, the R-Codes or any other applicable document, wind energy systems:

- are not to be located in the front or secondary setback area of a lot;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- are limited to no more than one wind turbine per dwelling;
- may only be used for domestic or private use and not for commercial generation of energy.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Planning and Sustainability
Local Planning Policy 4.29

Renewable Energy Systems



Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, the R-Codes and Clause 67 of the Deemed Provisions.

1.2 Non Residential Zones:

Solar: Rooftop mounted systems that are integrated with the design of the structure shall be exempt from the need to obtain development approval.

Systems that form part of the façade or structure of buildings such as solar glass shall be exempt from the need to obtain development approval.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line.

Wind: Development approval is required for all wind energy systems in non-residential zones and are to be considered against the standards in DPS2 for the relevant zone and the following points:

- are not to be located in the front setback area of a lot where the appearance of the structures will impact negatively on the established street scape;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- height on non residential lots will be determined with regard to the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character.

In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, and Clause 67 of the Deemed Provisions.

Planning and Sustainability**Local Planning Policy 4.29****Renewable Energy Systems****2. Non Residential Development incorporating Renewable Energy Systems**

This section applies to the use of renewable energy systems that are designed principally to provide power to businesses that are operating at a site.

2.1 Development approval will be required for:

- a) all wind energy systems;
- b) solar energy systems that are not integrated with the roof or façade of a building; and
- c) for all other forms of renewable energy systems.

2.2 Where a business or other activity seeks to generate all or part of their power needs from renewable energy systems, the systems shall be designed to minimise impacts on adjoining properties that arise from the bulk, scale, noise or appearance of the systems. This is particularly the case where the adjoining properties include sensitive uses such as residential, child care, aged and dependent persons dwellings, hospitals, tourist accommodation and the like.**2.3 In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.****2.4 Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.****2.5 Renewable Energy Systems shall be designed, constructed and finished using non-reflective materials with the exception of glass where required for solar panels and be compatible with the colours that complement the context of the immediately surrounding area.****2.6 Renewable Energy Systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.****2.7 Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.****3. Consultation**

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

4. Conditions of approval

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In its determination of any application for renewable energy system, in addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining uses, including limiting the scale of the development and restricting the times during which the renewable energy system may operate.

Summary of Submissions			
Submission	Matter raised	Administration Response	Recommendation
Submission No. 1	Feedback noting that 'quite a few' residential wind turbines have been installed within Perth metropolitan area over the last 13 years.	Noted	No modification to LPP 4.29
	Advising that there are no viable subsidies for installing wind turbines any more.	Noted	No modification to LPP 4.29
	Stating that some Councils won't allow wind turbines due to noise issues	The draft policy requires that renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light, reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area. In addition, noise generation is managed under the Environmental Protection (Noise) Regulations 1997 which restricts the level of noise that may be generated to standards set out in the Regulations. The draft policy states that 'All wind energy systems must comply with the Environmental Protection (Noise) Regulations 1997'.	No modification to LPP 4.29
Submission No. 2	Policy does not consider amenity to the rear of the property (only streetscape aspect) where by rear and side neighbouring properties are impacted by the erection of such monoliths	The policy does address the impact on streetscapes as this is commonly an area of concern, but it also takes into account potential impacts on side and rear neighbouring properties. One of the objectives of the Policy is:	No modification to LPP 4.29

		<p>'To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally;'</p> <p>Another requirement of the policy provides that 'wind energy systems shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level'</p>	
	<p>Policy mentions minimum heights but does not deal with the physical bulk, diameter, velocity at which components spin, OH&S etc</p>	<p>The policy does address height and while not specifically mentioning other items such as bulk and diameter, these are matters generally dealt with by provisions that address amenity. With respect to velocity and spin, a provision of the policy requires that 'Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.'</p> <p>Upon review of the policy provisions, it is noted that some provisions included under Clause 2 of Part 2, deals with amenity, appearance and safety for non-residential development. These provisions should equally be applicable to residential areas and it is recommended that the draft policy be modified accordingly.</p>	<p>That in Part 2 of LPP 4.29:</p> <ul style="list-style-type: none"> • A new 'Clause 3 General Provisions' be inserted following clause 2.4; • Clauses 2.5, 2.6 and 2.7 be renumbered 3.1, 3.2 and 3.3 respectively; • Existing Clause 3 be renumbered 4; and • Existing Clause 4 be renumbered 5.
	<p>Has consultation been sought in regards;</p> <ul style="list-style-type: none"> • Public Health and Safety. 	<p>Consultation was undertaken as outlined in the report. The matters raised are addressed in the policy through provisions</p>	<p>No modification to LPP 4.29</p>

	<ul style="list-style-type: none"> • Australian Standards. • Western Power requirements. • Structural Engineering. • Acoustic consultation etc... 	<p>and requirements regarding safety, appearance, ongoing maintenance and noise. Also any structure erected is required to comply with the Building Code of Australia in terms of its structural integrity. As noted above matters related to noise are addressed in the policy and it is a requirement that any noise is to comply with the Environmental Protection (Noise) Regulations 1997.</p> <p>Matters relating to electricity are the responsibility of Western Power and will need to be complied with regardless of any planning policy.</p>	
	<p>In the event the policy be adopted we would suggest the following would need to be stipulated as a minimum criterion when submitting for a Building Permit to erect a wind energy system;</p> <ol style="list-style-type: none"> 1. The proposed device manufacturers engineering, designs, calculations and specifications. 2. The system and its components/materials are engineered and built to Australian standards. 3. The proposed system be from a reputable manufacturer and is proprietary, not a cobbled together installation with components sourced from multiple sources. 4. The system and its components are engineered, built to and can be 	<p>The matters raised are related to the safe installation and ongoing operation of a wind energy system.</p> <p>In this regard, any structure erected is required to comply with the Building Code of Australia in terms of its structural integrity, including but not limited to footing and wind load requirements. In addition, any structure or electrical equipment is required to meet Australian Standards where mandated by relevant legislation.</p> <p>The equipment to be used or how it is sourced is not a planning matter, but as noted above would be required to meet Australian standards where mandated by relevant legislation.</p>	No modification to LPP 4.29

	<p>integrated to Western Powers requirements for residential renewable energy systems.</p> <p>5. Suitable structural engineering is provided regards the in-ground footings and pole to footing connection details along with pole to wind generating connections.</p> <p>6. Wind load calculations.</p> <p>7. Independent Acoustic performance reports such as CSIRO for the proposed system to be installed.</p> <p>8. In-situ Acoustic test once installed including during night time hours.</p> <p>9. Accurate location and site section drawings accompany the application for assessment against set-backs, overall heights etc.</p> <p>10. Installation Commissioning requirements to meet code.</p> <p>11. Maintenance and servicing requirements and intervals to ensure safety etc.</p> <p>12. Inspection by building inspector of completed installation.</p>	<p>Any equipment that is linked with or associated with Western Power (WP) infrastructure is required to satisfy WP requirements.</p> <p>As noted above matters related to noise are addressed in the policy and it is a requirement that any noise is to comply with the Environmental Protection (Noise) Regulations 1997</p> <p>Provisions of the City's DPS 2 require any application requiring approval to include scaled drawings and plans showing all relevant dimensions and details to enable assessment.</p> <p>Provisions of the LPP require that renewable energy systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.</p> <p>Any inspections of renewable energy systems will be undertaken as required by relevant legislation.</p>	
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Planning and Sustainability
Local Planning Policy 4.29
Renewable Energy Systems



Owner	Planning and Sustainability
Implementation	XX Month 2021
Next Review	Month 2025

PART 1 – POLICY OPERATION

Policy Development and Purpose

This Local Planning Policy (Policy) has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

This purpose of this policy is to provide guidance on the development of Renewable Energy Systems within the City that provide power to a dwelling or a business primarily for its needs and is not a commercial power generation land use.

This policy does not apply to power generation land uses designed principally to supply power to the electrical grid.

Policy Objectives

The objectives of this Policy are:

1. To provide guidance for the installation and development of Renewable Energy Systems throughout the City that provide power to the principle use of the land;
2. To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally; and
3. To facilitate the environmental and sustainability benefits of utilising renewable energy systems such as wind and solar systems to power buildings and commercial activities within Wanneroo.

Relationship to Other Policies, Guidelines and Documents

This policy is to be read in conjunction with the development standards and requirements of District Planning Scheme No. 2 and its associated policies.

PART 2 – POLICY PROVISIONS

Definitions

For the purposes of this policy, the following definitions apply. For other definitions, the District Planning Scheme No. 2 definitions apply.

Renewable energy means energy derived from resources that are regenerative or for all practical purposes cannot be depleted.

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Renewable energy facility means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

Renewable energy System means a system that uses renewable energy sources to produce energy (electricity being the most common form) with zero or very low greenhouse gas emissions and may include solar, wind, geothermal and biomass energy among others.

Solar energy system means a system that converts energy from the sun into usable forms of energy for electricity or, heating water or air or a similar function through the use of solar panels.

Wind energy system means equipment that converts and then stores or transfers energy from the wind into usable forms of energy.

This Policy applies throughout the City when considering proposals for renewable energy systems.

The provisions in this policy do not limit the City's ability to determine proposals for a renewable energy system that arise through advances in technology. In this regard, where a proposal does not meet the specific requirements of this policy, discretion shall be applied in determining any development application in accordance with the objectives of this policy where the City is satisfied that the variations limit the potential impact on surrounding properties and the amenity of the locality.

General policy provisions

The City supports the use of renewable energy resources through the use of technology and systems that enable their utilisation in both domestic and commercial applications where they are appropriately located, designed and scaled so as not to adversely affect the amenity of adjoining properties, streetscapes and the locality in general.

For the purposes of this policy, a Renewable Energy System:

- Proposed within a site zoned for residential purposes is to be assessed against the standards and requirements of District Planning Scheme No. 2 (DPS 2), the Residential Design Codes (R-Codes), this Policy and any other applicable requirement;
- Proposed on a site zoned for non-residential purposes is to be assessed against the standards and requirements of DPS 2, this Policy, the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.
- All wind energy system installations must comply with the Environmental Protection (Noise) Regulations 1997.



Development requirements:

Where a renewable energy system is not exempt from the need to obtain development approval or does not comply with development standards of DPS 2, the R-Codes or any other applicable document then Development Approval is required to be obtained prior to the installation.

1. Dwellings incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to one or more dwellings on a site.

1.1 Residential Zones:

Solar: Solar energy systems are exempt from the need to obtain development approval where solar panels are parallel to the angle of the roof and the works are not located in a heritage-protected place.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line. The R-Codes provisions will be used to determine suitability of the works as if the installation were a **building** as defined in the R-Codes.

Wind: A wind energy system may be considered to be an external fixture as defined in the R-Codes and is exempt from the need to obtain development approval where:

- the R-Codes apply;
- the works comply with the deemed to comply provisions of the R-Codes; and
- they are not located in a heritage-protected place.

In addition to the requirements of DPS 2, this Policy, the R-Codes or any other applicable document, wind energy systems:

- are not to be located in the front or secondary setback area of a lot;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- are limited to no more than one wind turbine per dwelling;
- may only be used for domestic or private use and not for commercial generation of energy.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

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Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, the R-Codes and Clause 67 of the Deemed Provisions.

1.2 Non Residential Zones:

Solar: Rooftop mounted systems that are integrated with the design of the structure shall be exempt from the need to obtain development approval.

Systems that form part of the façade or structure of buildings such as solar glass shall be exempt from the need to obtain development approval.

Where a solar installation is ground mounted or forms part of another structure it shall not be located in the front setback area or forward of the building line.

Wind: Development approval is required for all wind energy systems in non-residential zones and are to be considered against the standards in DPS2 for the relevant zone and the following points:

- are not to be located in the front setback area of a lot where the appearance of the structures will impact negatively on the established street scape;
- shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level;
- height on non residential lots will be determined with regard to the need for efficient operation of the system and the impact on adjoining properties and the established streetscape character.

In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

Wind energy systems shall be positioned so that the blades are a minimum height of 2.75 metres above ground level.

Other: Other renewable energy systems (such as geothermal) that may be used to generate power to supply the needs of one or more dwellings on a site will be considered against the objectives of DPS2, and Clause 67 of the Deemed Provisions.

2. Non Residential Development incorporating Renewable Energy Systems

This section applies to the use of renewable energy systems that are designed principally to provide power to businesses that are operating at a site.

2.1 Development approval will be required for:

- a) all wind energy systems;
- b) solar energy systems that are not integrated with the roof or façade of a building; and
- c) for all other forms of renewable energy systems.

2.2 Where a business or other activity seeks to generate all or part of their power needs from renewable energy systems, the systems shall be designed to minimise impacts on adjoining properties that arise from the bulk, scale, noise or appearance of the systems. This is particularly the case where the adjoining properties include sensitive uses such as residential, child care, aged and dependent persons dwellings, hospitals, tourist accommodation and the like.

2.3 In addition to the requirements of DPS 2 and this Policy, wind energy systems shall be subject to the requirements of the Western Australian Planning Commission Position Statement: Renewable energy systems and any other applicable requirement.

2.4 Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.

3. General Provisions

3.12.5 Renewable Energy Systems shall be designed, constructed and finished using non-reflective materials and be compatible with the colours that complement the context of the immediately surrounding area.

3.22.6 Renewable Energy Systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.

3.32.7 Renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area.

4. Consultation

3. Consultation

Consultation with landowners of adjoining properties who may be impacted by a proposed renewable energy system, that proposes variations to an applicable development standard, shall be undertaken in accordance with the City's Planning Consultation Procedure.

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5. Conditions of approval
4. Conditions of approval

In its determination of any application for renewable energy system, in addition to any other powers provided for under DPS 2, the City may impose conditions designed to minimise the impact on the amenity of adjoining uses, including limiting the scale of the development and restricting the times during which the renewable energy system may operate.

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Summary of Submissions			
Submission	Matter raised	Administration Response	Recommendation
Submission 1	Feedback noting that 'quite a few residential wind turbines have been installed within Perth metropolitan area over the last 13 years'.	Noted	No modification to LPP 4.29
	Advising that there are no viable subsidies for installing wind turbines any more.	Noted	No modification to LPP 4.29
	Stating that some Councils won't allow wind turbines due to noise issues	The draft policy requires that renewable energy systems shall be designed to minimise impacts on occupants of surrounding properties by addressing any noise, light, reflection, vibration, electrical interference, visual amenity, safety and any other reasonable matter that may detract from the amenity of the area. In addition, noise generation is managed under the Environmental Protection (Noise) Regulations 1997 which restricts the level of noise that may be generated to standards set out in the Regulations. The draft policy states that 'All wind energy systems must comply with the Environmental Protection (Noise) Regulations 1997'.	No modification to LPP 4.29
Submission 2	Policy does not consider amenity to the rear of the property (only streetscape aspect) where by rear and side neighbouring properties are impacted by the erection of such monoliths	The policy does address the impact on streetscapes as this is commonly an area of concern, but it also takes into account potential impacts on side and rear neighbouring properties. One of the objectives of the Policy is:	No modification to LPP 4.29

		<p>'To ensure that Renewable Energy Systems do not unreasonably detract from the streetscape or amenity of adjoining properties and the area generally;'</p> <p>Another requirement of the policy provides that 'wind energy systems shall be setback from a boundary a distance equal to or greater than the total height of the system as measured from the natural ground level'</p>	
	<p>Policy mentions minimum heights but does not deal with the physical bulk, diameter, velocity at which components spin, OH&S etc</p>	<p>The policy does address height and while not specifically mentioning other items such as bulk and diameter, these are matters generally dealt with by provisions that address amenity. With respect to velocity and spin, a provision of the policy requires that 'Wind energy systems shall be fitted with an automatic or manual braking system and an over-speed protection device to prevent noise impacts on adjoining properties during periods of high wind speeds.'</p> <p>Upon review of the policy provisions, it is noted that some provisions included under Clause 2 of Part 2, deals with amenity, appearance and safety for non-residential development. These provisions should equally be applicable to residential areas and it is recommended that the draft policy be modified accordingly.</p>	<p>That in Part 2 of LPP 4.29:</p> <ul style="list-style-type: none"> • A new 'Clause 3 General Provisions' be inserted following clause 2.4; • Clauses 2.5, 2.6 and 2.7 be renumbered 3.1, 3.2 and 3.3 respectively; • Existing Clause 3 be renumbered 4; and • Existing Clause 4 be renumbered 5.
	<p>Has consultation been sought in regards;</p> <ul style="list-style-type: none"> • Public Health and Safety. 	<p>Consultation was undertaken as outlined in the report. The matters raised are addressed in the policy through provisions</p>	<p>No modification to LPP 4.29</p>

	<ul style="list-style-type: none"> • Australian Standards. • Western Power requirements. • Structural Engineering. • Acoustic consultation etc... 	<p>and requirements regarding safety, appearance, ongoing maintenance and noise. Also any structure erected is required to comply with the Building Code of Australia in terms of its structural integrity. As noted above matters related to noise are addressed in the policy and it is a requirement that any noise is to comply with the Environmental Protection (Noise) Regulations 1997.</p> <p>Matters relating to electricity are the responsibility of Western Power and will need to be complied with regardless of any planning policy.</p>	
	<p>In the event the policy be adopted we would suggest the following would need to be stipulated as a minimum criterion when submitting for a Building Permit to erect a wind energy system;</p> <ol style="list-style-type: none"> 1. The proposed device manufacturers engineering, designs, calculations and specifications. 2. The system and its components/materials are engineered and built to Australian standards. 3. The proposed system be from a reputable manufacturer and is proprietary, not a cobbled together installation with components sourced from multiple sources. 4. The system and its components are engineered, built to and can be 	<p>The matters raised are related to the safe installation and ongoing operation of a wind energy system.</p> <p>In this regard, any structure erected is required to comply with the Building Code of Australia in terms of its structural integrity, including but not limited to footing and wind load requirements. In addition, any structure or electrical equipment is required to meet Australian Standards where mandated by relevant legislation.</p> <p>The equipment to be used or how it is sourced is not a planning matter, but as noted above would be required to meet Australian standards where mandated by relevant legislation.</p>	No modification to LPP 4.29

	<p>integrated to Western Powers requirements for residential renewable energy systems.</p> <p>5. Suitable structural engineering is provided regards the in-ground footings and pole to footing connection details along with pole to wind generating connections.</p> <p>6. Wind load calculations.</p> <p>7. Independent Acoustic performance reports such as CSIRO for the proposed system to be installed.</p> <p>8. In-situ Acoustic test once installed including during night time hours.</p> <p>9. Accurate location and site section drawings accompany the application for assessment against set-backs, overall heights etc.</p> <p>10. Installation Commissioning requirements to meet code.</p> <p>11. Maintenance and servicing requirements and intervals to ensure safety etc.</p> <p>12. Inspection by building inspector of completed installation.</p>	<p>Any equipment that is linked with or associated with Western Power (WP) infrastructure is required to satisfy WP requirements.</p> <p>As noted above matters related to noise are addressed in the policy and it is a requirement that any noise is to comply with the Environmental Protection (Noise) Regulations 1997</p> <p>Provisions of the City's DPS 2 require any application requiring approval to include scaled drawings and plans showing all relevant dimensions and details to enable assessment.</p> <p>Provisions of the LPP require that renewable energy systems are to be adequately maintained at all times, in accordance with the manufacturer's specifications.</p> <p>Any inspections of renewable energy systems will be undertaken as required by relevant legislation.</p>	
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4.7 Consideration of Development Application for Telecommunications Facility at Lot 1450 (9) Pacific Promenade, Alkimos (DA2021/351)

File Ref:	DA2021/351-02 – 21/294087
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	6

Issue

To consider a development application (DA2021/351) for Telecommunications Infrastructure (Monopole) at Lot 1450 (9) Pacific Promenade, Alkimos (subject site).

Applicant	SAQ Consulting
Owner	Blackmont Capital Pty Ltd
Location	Lot 1450 (9) Pacific Promenade, Alkimos
Site Area	3255m ²
DPS 2 Zoning	Urban Development
ASP 73 Zoning	Commercial

Background

On 26 February 2021 the City received a development application for Telecommunications Infrastructure (Monopole) at the subject site.

The site is 3255m² in area and is zoned Urban Development under the City's District Planning Scheme No.2 (DPS 2) and Commercial under Agreed Structure Plan No. 73 – North Alkimos (ASP 73).

The subject site is bound by Shorehaven Boulevard to the north, Pacific Promenade to the west, Waypoint Mews and residential land to the south and public open space (POS) to the east. A location plan of the subject site is included in **Attachment 1**. Currently, the site is approved and developed for use as a Liquor Store and three shop tenancies (DA2015/1929).

Detail

This application proposes the construction of Telecommunications Infrastructure, which is a 'D' (Discretionary) use in the Commercial zone. The details of the development are as follows:

- One monopole with a total height of 25 metres, located in the south-west corner of the site. The base of the monopole is setback 1.9 metres from the eastern boundary and eight metres to the southern boundary;
- Six panel antennas mounted no higher than the top of the monopole;
- One equipment cabinet setback 10 metres from the southern boundary and 1.2 metres from the eastern boundary. The equipment cabinet will have a maximum height of approximately two metres;
- A metre panel located next to the monopole;
- Six bollards surrounding the base of the monopole; and
- Additional landscaping.

The monopole is intended to provide additional coverage for the Optus network, and has facilities to accommodate a second network provider. Plans depicting the proposal are included in **Attachment 2**.

Upon assessment of the development application it was determined that the proposal incorporates the following variations to the City's Local Planning Policy 2.5: Telecommunications Infrastructure (LPP 2.5):

Policy Provision	Comments	Compliance
L2	<ul style="list-style-type: none"> The proposed monopole should not be located on a lot which adjoins a lot zoned 'Residential'. The proposal adjoins Residential zoned lots to the south 	No
L3	<ul style="list-style-type: none"> The proposal should be located away from street boundaries and behind any buildings that exist on the same land. The monopole it is not concealed by a building on the southern boundary 	No
D1	<ul style="list-style-type: none"> Given the lot also abuts POS in addition to not being concealed by a building on the southern boundary, it is not screened from view from the public domain, and therefore may result in a loss of amenity 	No

Consultation

LPP 2.5 states that variations to the 'Deemed-to-Comply' criteria of the Policy, may be considered subject to public consultation. As noted above, the proposal does not meet L2, L3 and D1 of LPP 2.5, and therefore public consultation was undertaken in accordance with the City's consultation procedure.

The application was advertised for public consultation for a period of 14 days between 15 April 2021 and 30 April 2021 in accordance with LPP 2.5 and Clause 64(3) of the Deemed Provisions of the City's District Planning Scheme No. 2 (DPS 2). Advertising was undertaken by way of a notice placed on the City's website, in the Wanneroo Times, a sign erected on site, and in writing to landowners within a 200m radius of the subject site. At the conclusion of the comment period, 218 submissions were received. Of these submissions, 209 objected to the proposal, four were in support and five provided general comments, but did not provide a position. A summary of all submissions received and Administration's responses are shown in **Attachment 3**, and a plan depicting the landowners who were notified in writing is shown in **Attachment 4**.

Planning issues raised during the advertising period and following detailed assessment by Administration relate to:

- Non-compliance with Local Planning Policy 2.5;
- The location, height and prominence of the monopole resulting in a negative visual impact on the amenity of the suburb and the residents, particularly being so close to the entrance of the suburb and POS;
- Overshadowing from the monopole to residential properties; and
- The location of the monopole being more appropriate in industrial locations (i.e nearby Water Corporation land south of the site).

A more detailed discussion of the major issues raised during the public consultation period as well as those considered in the assessment of the application is provided in the Comment section. Other matters raised are discussed in the summary of all submissions.

Comment

The development application has been assessed against the following planning documents:

- LPP 2.5: Telecommunications Infrastructure;

- State Planning Policy 5.2: Telecommunications Infrastructure (SPP 5.2); and
- The Matters to be Considered by Local Government, included in Clause 67 of the Deemed Provisions of DPS 2.

Assessment against LPP 2.5

The application proposes the following variations to the 'Deemed-to-Comply' provisions of LPP 2.5. In response to the proposed variations, Administration provides the following comments:

Deemed-to-Comply Provisions	Variations to the Deemed-to-Comply Provisions	Administration Comments
L2: Proposed telecommunications infrastructure is not located on a lot where an adjoining lot is zoned Residential, Mixed Use, Special Rural, Rural Community, Landscape Enhancement or Special Residential.	The proposed infrastructure is located on a lot where the adjoining lots to the south are zoned Residential.	<ul style="list-style-type: none"> • The monopole is located approximately eight metres from Residential zoned land to the south. At a proposed height of 25 metres, the monopole would be clearly visible from existing habitable spaces within the surrounding homes. As noted in Attachment 5, the existing properties to the south of the subject site utilise the area at the front of their homes for outdoor activities, and would therefore have their amenity impacted by the proposal. • The proposed monopole also abuts Residential zoned land to the east, however the land is reserved for Drainage & POS, which is owned and managed by the City. Therefore, the monopole will not impact any residential properties in this location, but may impact the amenity and enjoyment of this space once fully developed. • The ground level of the subject site is approximately 1.5 metres higher than the POS land, which may further exacerbate the overall impact.
L3: Proposed telecommunications infrastructure is situated in the 'Business', 'Commercial', 'Civic and Cultural', 'Service Industrial' or 'General Industrial' zone should be located away from street boundaries, and behind any buildings that exist on the same land.	The proposed infrastructure is situated in the Commercial zone, however, is not concealed by a building along the southern boundary	<ul style="list-style-type: none"> • The proposed monopole is located approximately 27 metres from the southern street boundary (Waypoint Mews), however it is isolated on the lot and is not concealed by the main building. • The base of the proposed monopole will be concealed from the street by the existing two metre high brick fence and landscaping, though while this may assist in reducing the visual impact of the monopole as viewed from the street, it is still clearly visible from the surrounding area (see Attachment 5). • As a result, the proposed monopole remains highly visible due to its location on the subject lot.

Deemed-to-Comply Provisions	Variations to the Deemed-to-Comply Provisions	Administration Comments
D1: The applicant demonstrates that the proposed telecommunications infrastructure is confined to a height and dimension that balances the need to provide for appropriate network coverage for the surrounding area, whilst minimising loss of amenity in the locality.	The height and dimensions of the proposed monopole has been designed to provide optimal network coverage, however given the proximity to residential areas, may result in a loss of amenity in the locality.	<ul style="list-style-type: none"> • This area of north Alkimos and south Eglinton has been identified as lacking mobile phone service. The closest telecommunications infrastructure is currently located in south Alkimos and north Eglinton. The proposed location has been selected to provide optimal mobile coverage and connectivity to meet the growing demands from the increased population in north Alkimos and south Eglinton. The proposed height at 25 metres is required to provide adequate coverage for the area; • The monopole has been designed using non-reflective materials and neutral colours to reduce the visual impact of the proposal • Notwithstanding the above, whilst it is acknowledged that the additional coverage is necessary for the area, as discussed above the height of the monopole at 25 metres and prominent visibility within an existing suburban area is not considered appropriate due to the adverse visual amenity impacts it creates.

SPP 5.2 Telecommunications Infrastructure

Policy Measure 5.1.1(ii) of SPP 5.2 is the same as 'Deemed-to-Comply' criteria 'D2' of LPP 2.5, in that Telecommunications Infrastructure should be located and designed to minimise visual impact and whenever possible:

- a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;
- b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
- c) not be located on sites where environmental, cultural heritage, social and visual landscape values may be compromised; and
- d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape.

The proposed monopole is centralised within the existing suburban area and is highly visible from the primary entry point to the Shorehaven Estate along Marmion Avenue. Additionally and as noted in **Attachment 5**, there are several small POS areas within close proximity to the proposed monopole, some of which incorporate landmark elements. The protection of visual amenity in these areas is of considerable importance.

It is acknowledged that efforts have been made to limit the presence of the monopole through using neutral colours, non-reflective material and landscaping. Additionally, the applicant provided photomontages (**Attachment 6**) to demonstrate that from several residential and

POS vantage points to the north, west and east of the subject site, the proposed monopole is generally concealed by existing vertical elements. These elements includes the existing commercial buildings on the subject site, existing trees (particularly Norfolk Island pine trees), the landmark elements and the local topography.

Whilst the above comments have been considered, the landscaping and topography alone would not adequately screen the monopole throughout the area. As noted in **Attachment 5**, there are several vantage points where the monopole would be the prominent feature in the area. In addition, the reliance on landmark elements to screen proposed development is not considered appropriate, as they are intended to enhance the aesthetics and historical significance of the area. As such, it should not be utilised for the screening of separate infrastructure. The proposed location adjacent to the entry of the Shorehaven Estate, POS and landmark elements will detract from the desired streetscape appearance and visual amenity of the area. On this basis, the proposal is not considered to adequately satisfy the requirements set out in SPP 5.2.

Clause 67 of the Deemed Provisions of DPS 2

In accordance with Part 4 of DPS 2, notwithstanding any noncompliance, Council may approve the application where deemed appropriate. In accordance with Clause 4.2.3, the power to approve an application where there is a non-compliance can only be exercised where Council is satisfied that approval of the development would be appropriate having regard to Clause 67 of DPS 2 and that the non-compliance will not have any adverse impact on the surrounding inhabitants (existing and future) and the locality. As the proposal does not comply with LPP 2.5, it has been assessed against Clause 67 and the impact of the surrounding locality as discussed below.

	Matters to be Considered by Local Government	Administration Comments
c	Any approved state planning policy	As noted previously, the proposed development is not considered to be consistent with Policy Measure 5.1.1(ii) of SPP 5.2, as the proposed monopole is considered to significantly impact the visual amenity of the area.
g	Any local planning policy for the Scheme area	As discussed above, aspects of the proposal do not meet the Deemed-to-Comply provisions of LPP 2.5, and the impact on the visual amenity of the locality is not considered appropriate.
m	The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development	As discussed above, the proposal is not considered compatible with the proposed location for the following reasons: <ul style="list-style-type: none"> • The proposed monopole is directly adjacent to Residential zoned land and will impact the amenity of the surrounding land; • The proposed monopole is poorly concealed on the subject site and remains highly visible within the surrounding area, including several areas of POS, the entrance to the Shorehaven Estate and significant landmark elements; and • The accumulative impact resulting in adverse impacts to the desired streetscape appearance and visual amenity of the area

Concerns Raised in Submission

In response to the other main town planning concerns raised in the submissions received, Administration provides the following comments:

Concerns raised in Submissions	Administration Comments
The location, height and prominence of the monopole resulting in a negative visual impact on the amenity of the suburb and the residents, particularly being so close to the entrance of the suburb and POS	As discussed above, the City acknowledges that the proposal has been designed using non-reflective materials and neutral colours to assist in reducing the visual impact on the surrounding area, as well as utilising existing screening elements in the area. However, the height and location within close proximity to residential land, POS areas and landmark elements will detract from the desired streetscape appearance and visual amenity of the area.
Overshadowing from the monopole to residential properties	Under Local Development Plan No. 15 – North Alkimos (LDP 15), the provisions of overshadowing are exempt for all development. It is therefore considered that the impacts from any overshadowing to adjoining residential properties is acceptable. This however, does not override the potential impacts on amenity as discussed above.
The location of the monopole being more appropriate in industrial locations (i.e nearby Water Corporation land south of the site)	The Water Corporation land to the south-west already has an existing tower (approximately 1.7 kilometres away) which is currently utilised by Optus. Notwithstanding, the City is not involved in selecting the site and is unable to designate the preferred location given the land is privately owned.

Conclusion

In light of the above, it is evident that efforts have been made by the applicant to reduce the visual amenity impacts on the surrounding residential area and to demonstrate how the monopoles visual prominence in the area will be mitigated. However, Administration considers that the location of the monopole within a centralised position of the suburb, its proximity to residential land, communal spaces, and landmark elements will result in detrimental impacts on the desired streetscape appearance and visual amenity of the area. It is therefore recommended that Council refuse the proposed Telecommunications Infrastructure at Lot 1450 (9) Pacific Promenade, Alkimos.

Statutory Compliance

This application has been assessed in accordance with the City's DPS 2.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.1 - Develop to meet current need and future growth

Risk Management Considerations

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

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

Risk Title	Risk Rating
CO-O23 Safety of Community	Moderate
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 registers. Action plans have been developed to manage these risks to support existing management systems. Alignment with the following risk appetite statements should be considered for 3.4 Activated Places.

The City places a high priority on the importance of promoting, protecting and activating local areas including the beaches, bush land and open spaces to meet community expectations. As such community engagement is an important focus as well as building capacity for communities to be involved in place activation and creating distinctive places. The City seeks to pursue initiatives that activate distinctive places and supports improvements made to local amenities that retain or complement natural landscapes within the built environment. Therefore the City will accept a low risk in relation to governance/compliance and reputation.

Policy Implications

The proposal has been assessed against the relevant provisions of the following:

- District Planning Scheme No. 2 (DPS 2);
- Agreed Structure Plan No. 73 – North Alkimos (ASP 73);
- Local Planning Policy 2.5: Telecommunications Infrastructure (LPP 2.5); and
- State Planning Policy 5.2: Telecommunications Infrastructure (SPP 5.2).

Financial Implications

Nil

Voting Requirements


Simple Majority

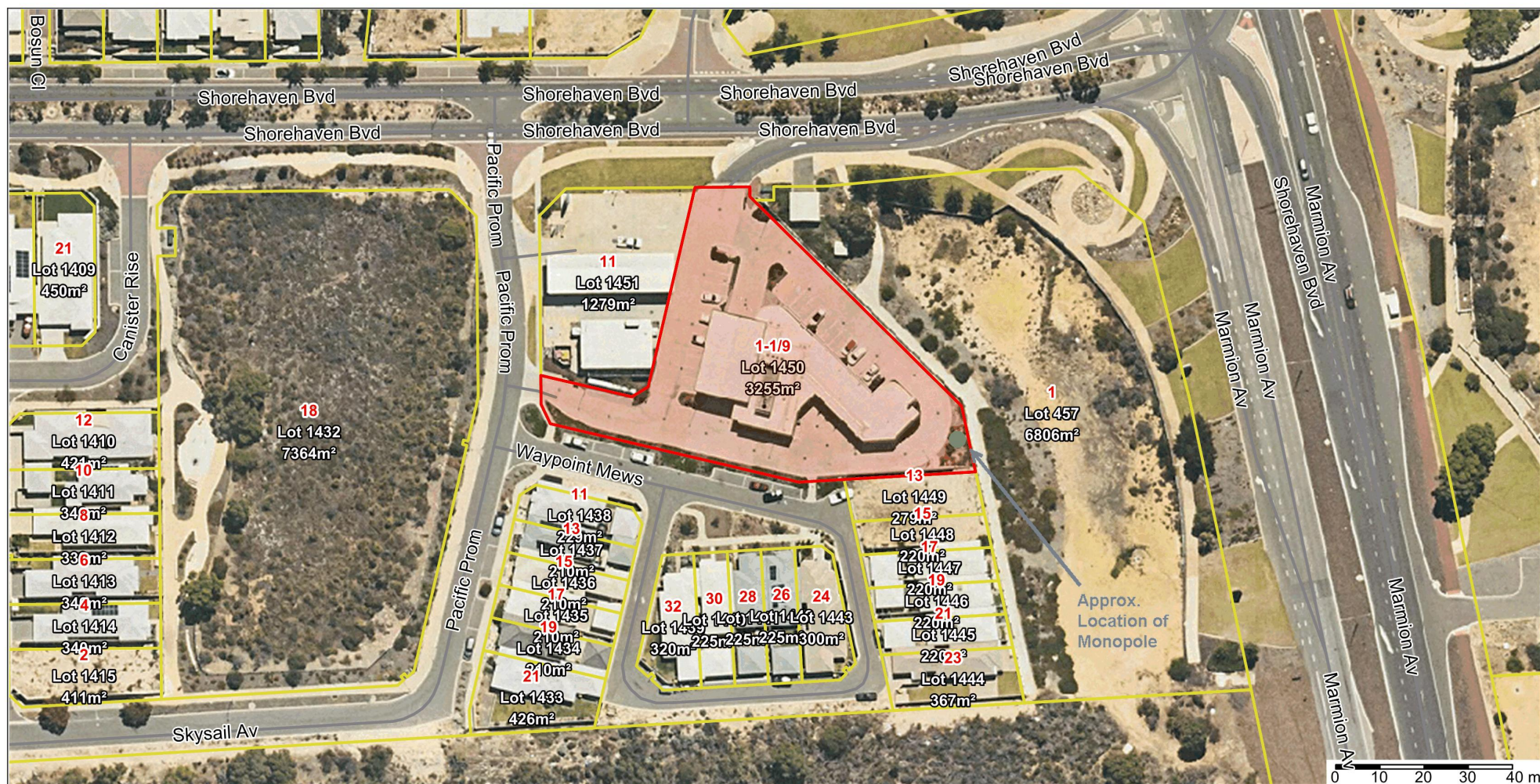
Recommendation

That Council:-

1. Pursuant to Clause 68(2)(b) of the Deemed Provisions of the City of Wanneroo District Planning Scheme No. 2, REFUSES to grant development approval for the Telecommunications Infrastructure (Monopole) at Lot 1540 (9) Pacific Promenade, Alkimos for the following reason:
 - a) The proposal does not satisfy the objectives of LPP 2.5 and SPP 5.2, and Clause 67 (m) of the Deemed Provisions of District Planning Scheme No. 2, as the scale, visibility and location of the Monopole is not compatible with the surrounding residential development and is inconsistent with the desired streetscape appearance and amenity of the surrounding locality.
2. ADVISES the submitters of its decision.

Attachments:

1 	Attachment 1 - DA2021/351 - Location Plan - Telecommunications Facility - 9 Pacific Promenade ALKIMOS (Attachment 1)	21/242164
2 	Attachment 2 - DA2021/351 - Development Plans - Telecommunications Facility - 9 Pacific Promenade ALKIMOS (Attachment 2)	21/237608
3 	Attachment 3 - DA2021/351 - Schedule of Submissions - Telecommunications Facility - 9 Pacific Promenade ALKIMOS (Attachment 3)	21/242178
4 	Attachment 4 - DA2021/351 - Map of Advertising Area - Telecommunications Facility - 9 Pacific Promenade ALKIMOS (Attachment 4)	21/130490
5 	Attachment 5 - DA2021/351 - Surrounding Area Context - Telecommunications Facility - 1/9 Pacific Promenade ALKIMOS (Attachment 5)	21/300508
6 	Attachment 6 - DA2021/351 - Photomontages - Telecommunications Facility - 1/9 Pacific Promenade ALKIMOS (Attachment 6)	21/239662



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Date: 10/06/2021

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prorealty
PROPERTY CONSULTANTS



9 PACIFIC PROMENADE,
ALKIMOS,
WA 6038

SITE ID: AW6038-001



STILMARK TELECOMMUNICATIONS

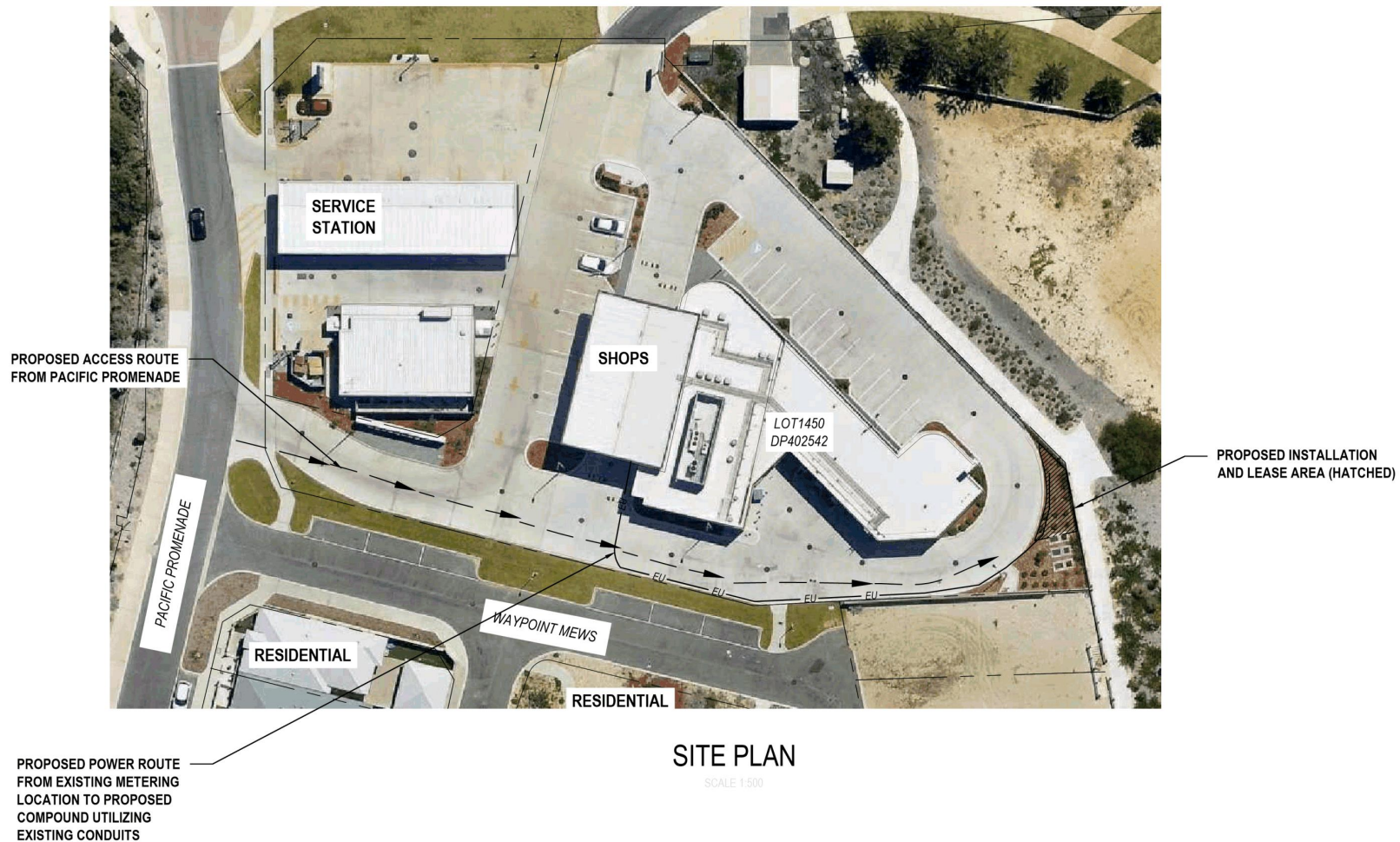
a. 37-45 Myrtle Street,
Chippendale NSW 2008
w. www.stilmarkgroup.com

LOCALITY PLAN

FOR APPROVAL

DRAWING No.
AW6038-001 - 00

A3



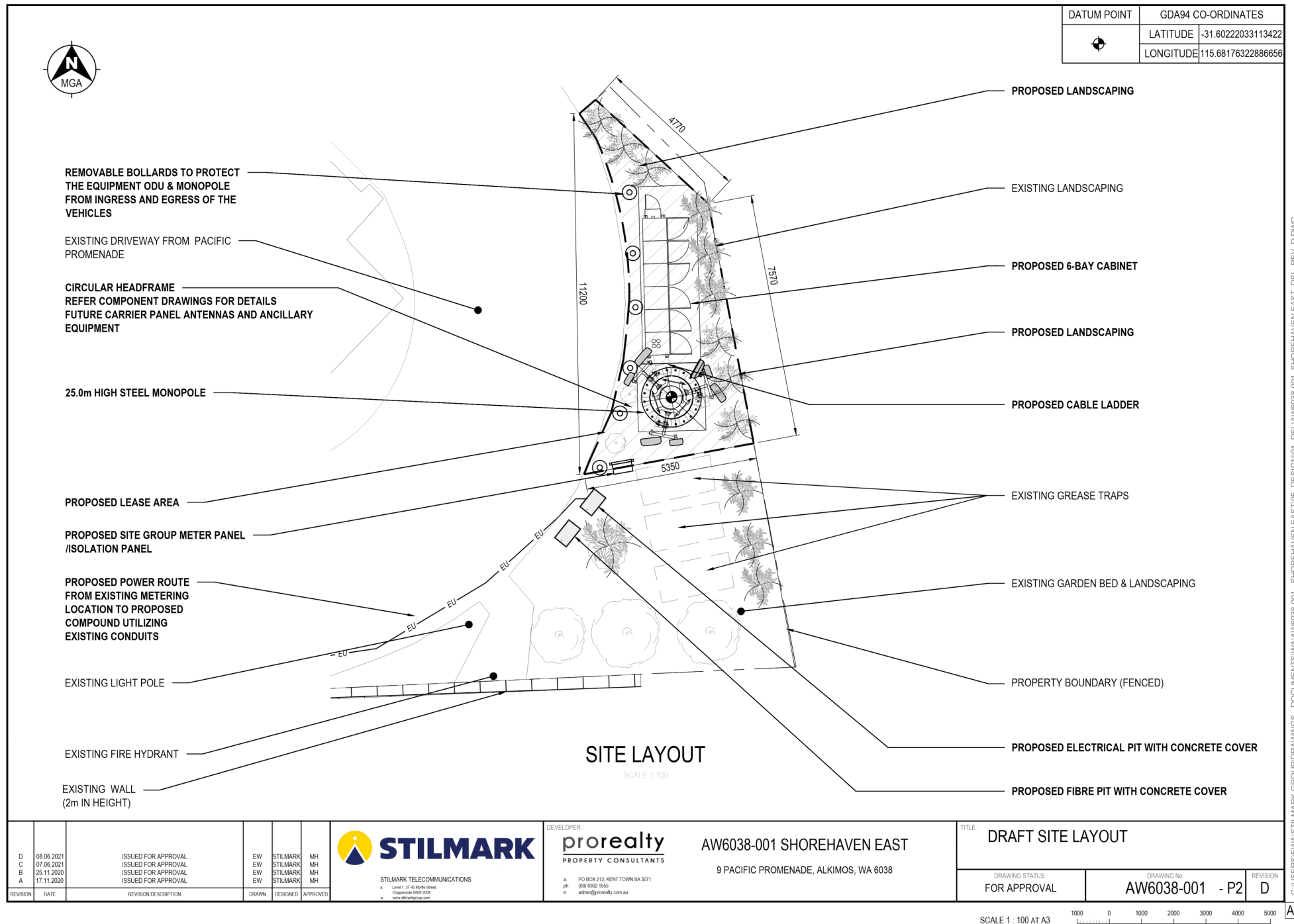
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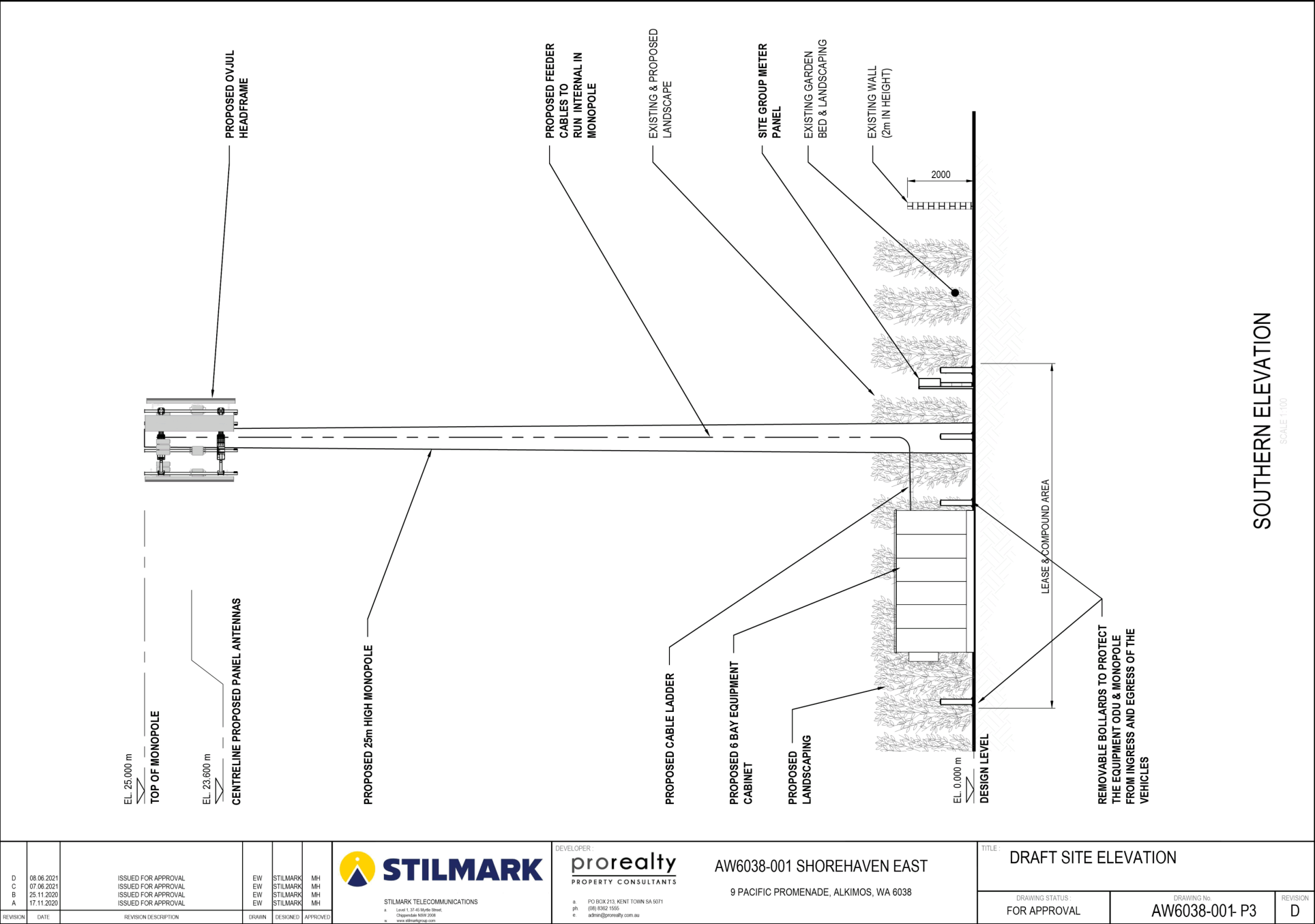
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CITY OF WANNEROO
DA2021/351 Telecommunications Facility
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING

(Advertising Closed 30 April 2021)

No.	Summary of Issues	Number of Submitters	Comment
1	Overall Position on Proposal		
1.1	Objects to the proposed development.	209	Noted.
1.2	Supports the proposed development.	4	Noted.
1.3	Made comment on the proposal, but did not state overall position.	5	Noted.
2	Comments Objecting to the Proposal		
2.1	The location, height and prominence of the monopole will be an 'eyesore' and will have a negative visual impact on the suburb, particularly being so close to the entrance to the estate.	157	As discussed in the report, the City acknowledges that the proposal has been designed using non-reflective materials and neutral colours to assist in reducing the visual impact on the surrounding area, as well as utilising existing screening elements in the area. However, the height and location within close proximity to residential land, POS areas and landmark elements will detract from the desired streetscape appearance and visual amenity of the area. This is further discussed in the Comment section of the report.
2.2	The monopole should be relocated so it is a safe distance away from schools and homes and have much less of a negative impact on health and visual amenity (i.e Water Corp Land, Industrial land)	148	The Water Corporation land to the south-west already has an existing tower (approximately 1.7 kilometres away) which is currently utilised by Optus. Notwithstanding, the City is not involved in selecting the site and is unable to designate the preferred location given the land is privately owned.
2.3	The monopole is too close to residential properties, schools and	119	The monopole is located approximately eight metres from Residential zoned land to the south. At a proposed height of 25 metres, the monopole would be

No.	Summary of Issues	Number of Submitters	Comment
	daycare facilities.		<p>clearly visible from existing habitable spaces within the surrounding homes. As noted in Attachment 5, the existing properties to the south of the subject site utilise the area at the front of their homes for outdoor activities, and would therefore have their amenity impacted by the proposal.</p> <p>The subject development is approximately 500m from schools and daycare facilities. It is acknowledged there may be some amenity impacts due to the proposed height of the monopole.</p>
2.4	The proposal does not comply with Local Planning Policy 2.5, which should be enforced to prevent this infrastructure from being built	80	LPP 2.5 outlines that if an application does not satisfy the 'Deemed-to-Comply' criteria of the Policy, variations may be considered subject to public consultation. As noted in the Comment Section of the report, the proposal does not meet L2, L3 and D1 of LPP 2.5, and therefore public consultation was undertaken. As discussed in the Comment section of the report, the height of the monopole at 25 metres and prominent visibility within an existing suburban area is not considered appropriate due to the adverse visual amenity impacts it creates.
2.5	The location of the tower will impact views and detract from the enjoyment of residents homes	79	See Response 2.1 and 2.3.
2.6	Detracts from the enjoyment of Public Open Space	75	See Response 2.1.
2.7	The monopole will overshadow nearby properties	74	Under Local Development Plan No. 15 – North Alkimos (LDP 15), the provisions of overshadowing are exempt for all development. It is therefore considered that the impacts from any overshadowing to adjoining residential properties is acceptable. This however, does not override the potential impacts on amenity as discussed above.
2.8	Provide an unreasonable amenity outcome for nearby residents	73	See Response 2.1 and 2.3.
2.9	The monopole will result in additional health risks, including EME impacts to nearby homes,	58	As per Clause 4 of LPP 2.5, the City is not responsible for the monitoring and control of Electromagnetic Radiation (EMR) that could emanate from Telecommunications Infrastructure. As such, this is not considered to be a valid

No.	Summary of Issues	Number of Submitters	Comment
	daycare Centres and schools.		planning consideration.
2.10	Impact on property values within the estate	49	Noted. This is not considered to be a valid planning consideration.
2.11	The monopole would deter new buyers from the Estate	5	Noted. This is not considered to be a valid planning consideration.
2.12	The proposal does not align with the Estate's special covenants, endorsed by the City (i.e Aerials, washing lines and household bins are not allowed to be visible from the street)	5	Noted. The City does not endorse to the Estate's special covenants and does not have any involvement in their preparation. As such, this is not considered to be a valid planning consideration.
2.13	The tower will impact Alkimos as a WA tourist attraction and will impact local businesses	4	Noted. This area of Alkimos is not identified as a Tourist Location under ASP 73. As such, it is not considered to diminish the area as a tourist location.
2.14	The tower will not provide any additional coverage	3	The monopole is intended to provide additional coverage to north Alkimos and south Eglinton.
2.15	Due the topography of the area, many homes are located higher than the monopole, and are therefore closer to the antennas, increasing health risks.	3	See Response 2.9.
2.16	Council should outright refuse the application due to community response	3	The City is unable to refuse an application without assessing it against the relevant legislation.
2.17	The monopole will impact traffic safety in the area	2	The monopole has been designed using non-reflective materials and neutral colours, which would not be distracting to vehicles traveling along Marmion Avenue. As such, the monopole is not considered to be a traffic hazard.
2.18	The location of the monopole does not comply with Draft LPP 2.5, which prescribes a minimum 75m separation distance from residential land	1	A previous draft version of LPP 2.5 included a minimum 75m separation distance from residential land, though this was not endorsed by Council. The current approved version of LPP 2.5 was endorsed in 2017 does not include this provision.

No.	Summary of Issues	Number of Submitters	Comment
2.19	There is a lack of screening of the monopole (i.e. not located behind a building or landscaping)	1	See Response 2.1.
2.20	The monopole will detract from the estate artwork structures which tries to embody and promote the significance of Alkimos wreck site	1	See Response 2.1.
3	Comments in Support of the Proposal		
3.1	The surrounding area currently has bad reception. The monopole will prove additional coverage which will be beneficial to residents.	4	Noted.
3.2	The monopole will blend in well with the area.	1	Noted.
4	General Comments on the Proposal		
4.1	Accept that the tower is needed to allow better coverage	5	Noted.
4.2	The proposal should only be supported if it will address a lack of exciting or forecasted coverage	1	Noted. Refer to Response 2.14.
4.3	Suitable screening, preferably by mature vegetation should be installed between the proposed infrastructure and the residential lot to the south	1	Noted. There is existing and proposed vegetation between the subject site and adjoining residential land.
4.4	An appropriate use of material and colours should be used to reduce the visual impact from the infrastructure	1	Noted. The monopole has been designed using non-reflective materials and neutral colours to reduce the visual impact of the proposal.



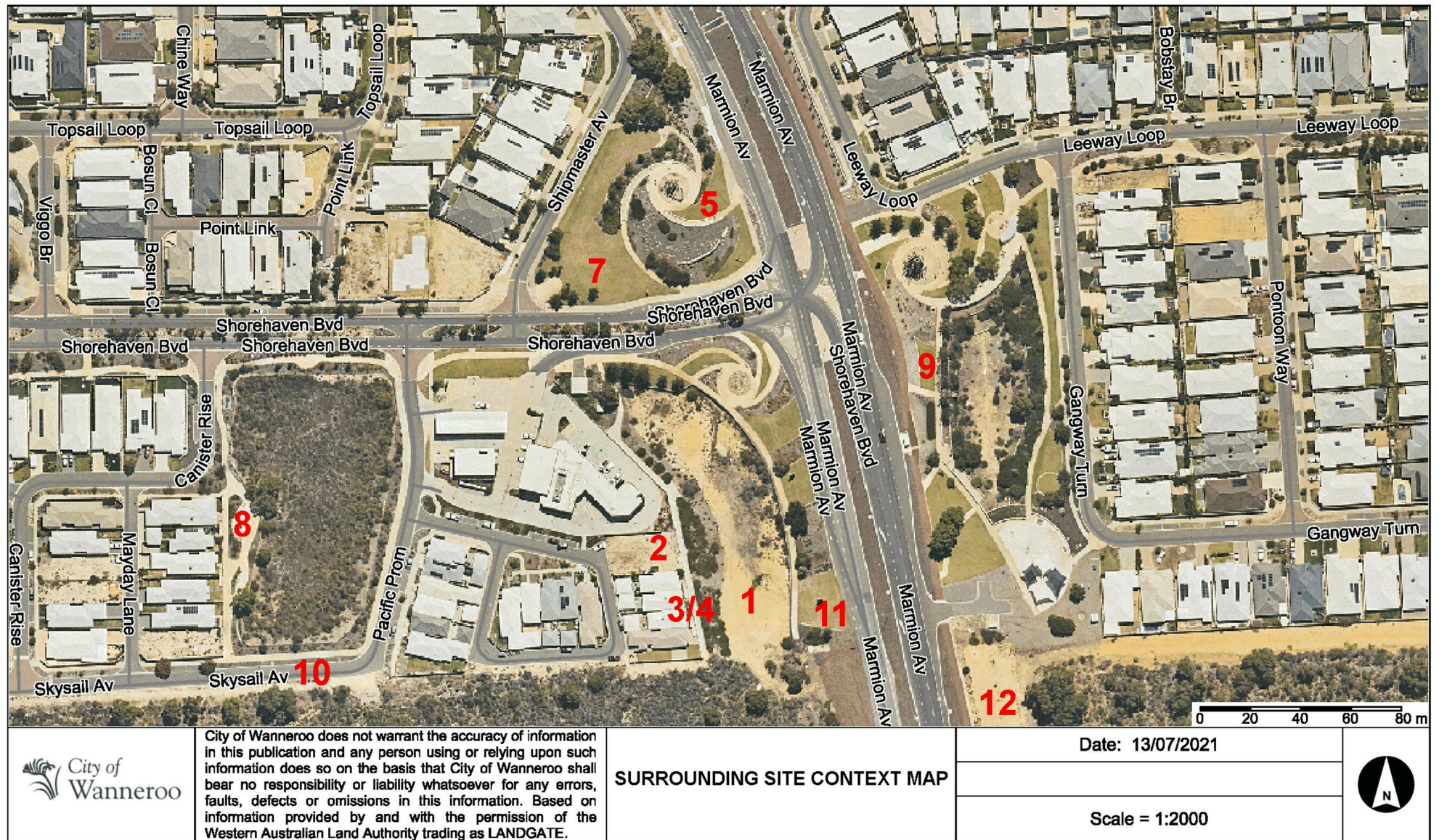
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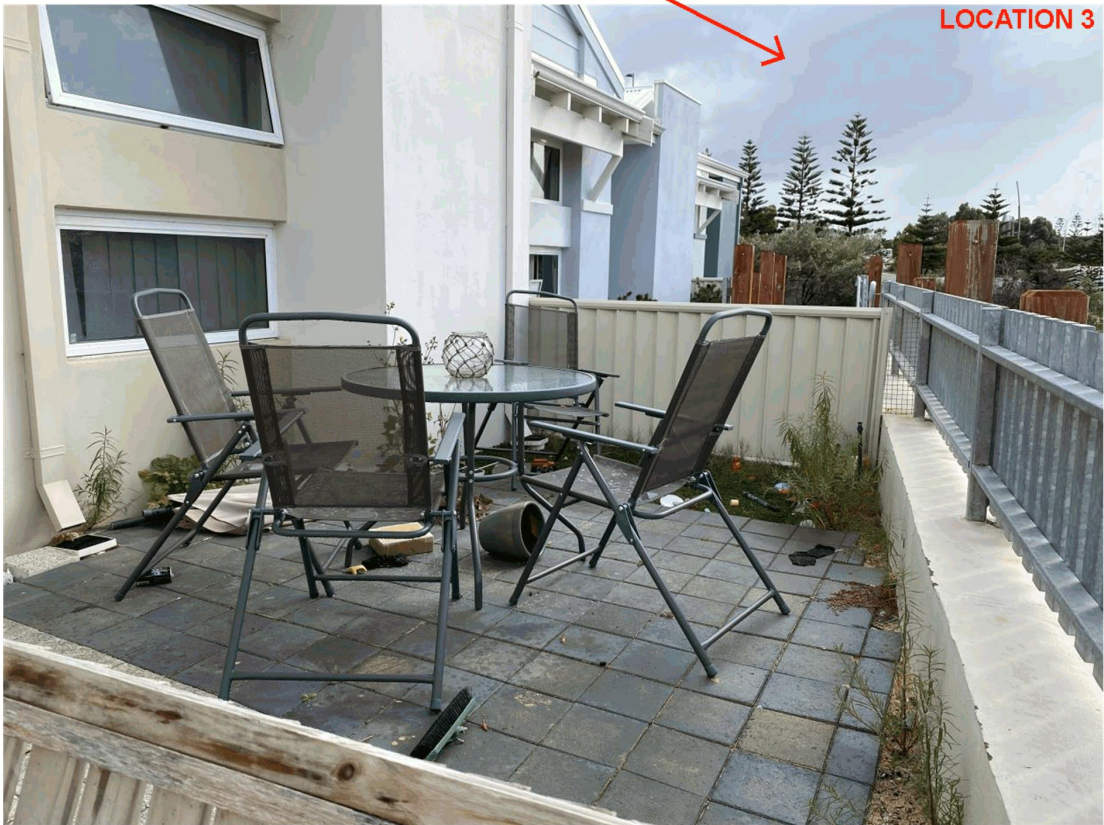




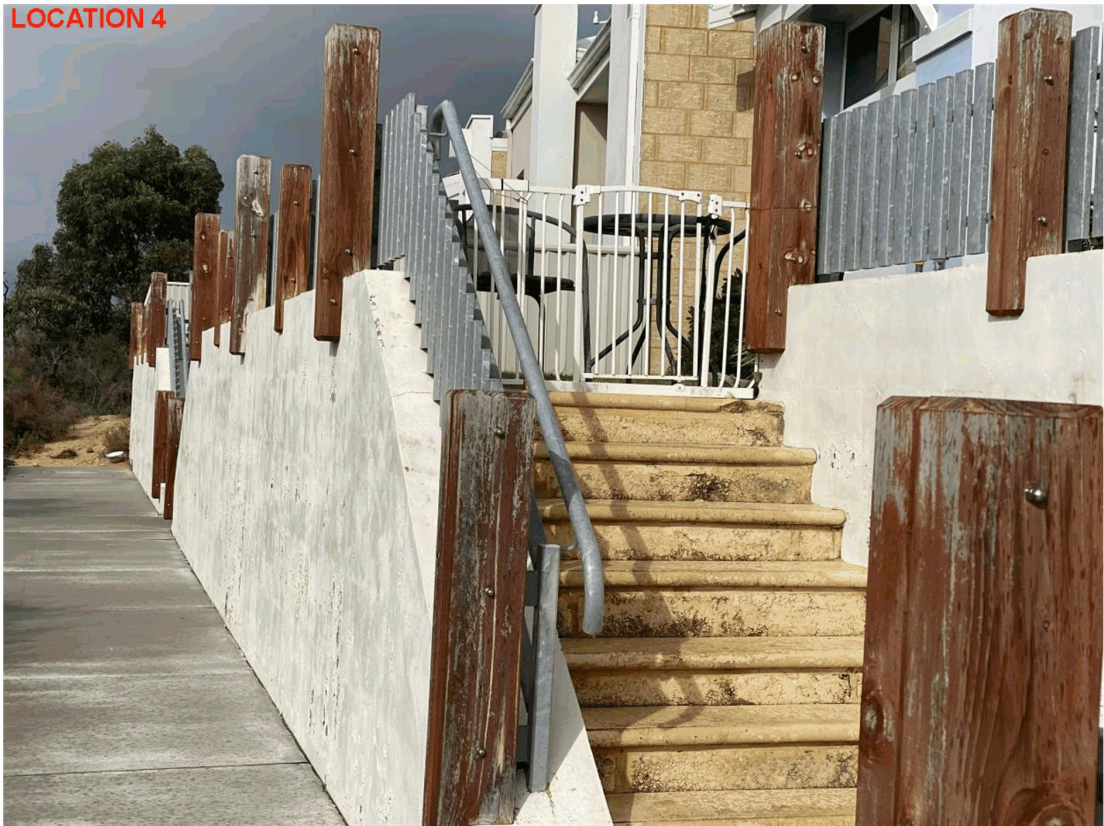
View from POS land adjacent to monopole (top) and fencing on residential zoned land directly south of the subject site (bottom)



Approx. location of proposed monopole



Examples of the existing use of habitable outdoor spaces (south of site)



Approx. location of proposed monopole

LOCATION 5



Examples of existing landmark element/ POS (communal areas)

LOCATION 6



Approx. location of proposed monopole



Examples of existing POS (communal areas)





Examples of existing vantage points





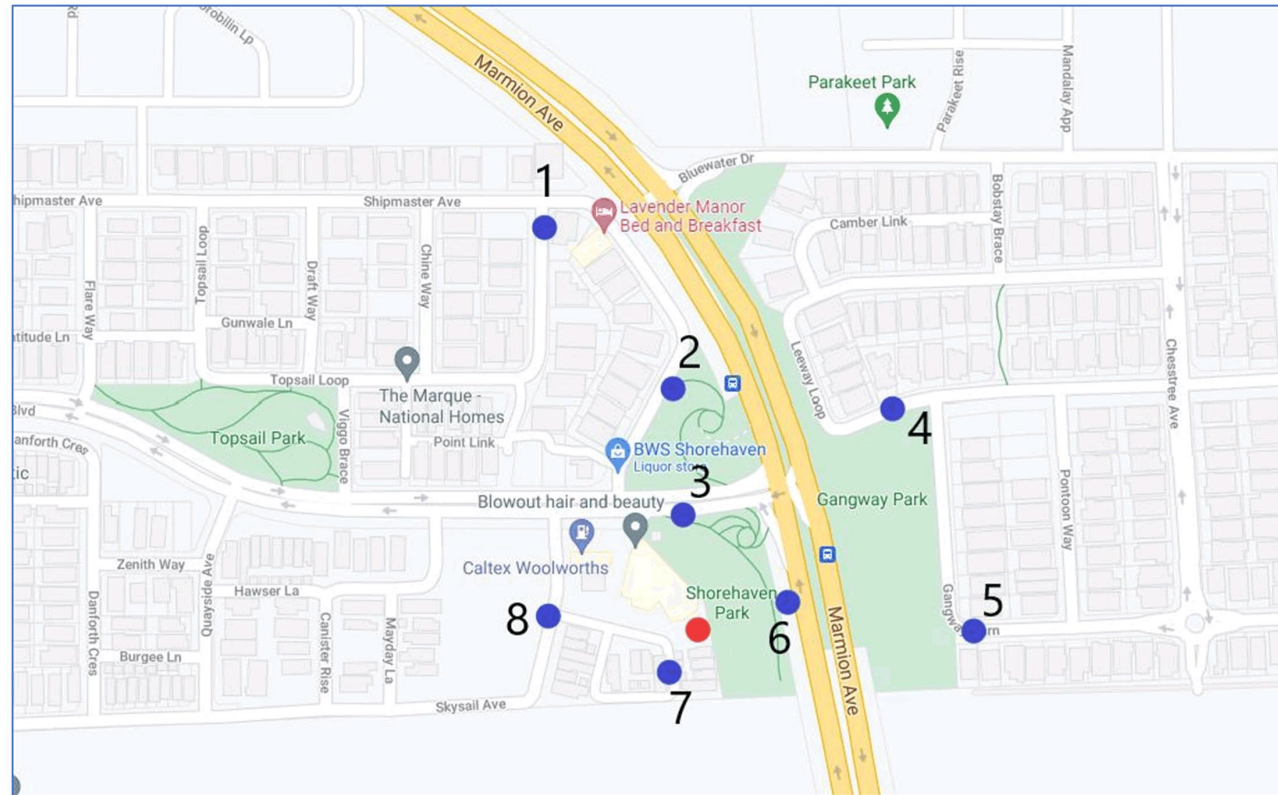
View from Marmion Avenue





Location of monopole and supporting infrastructure (highlighted above) and view of wall adjacent to residential land (below)



Stilmark Application – 9 Pacific Promenade Alkimos (DA2021/351)**Photomontage set**Location Map







View 3

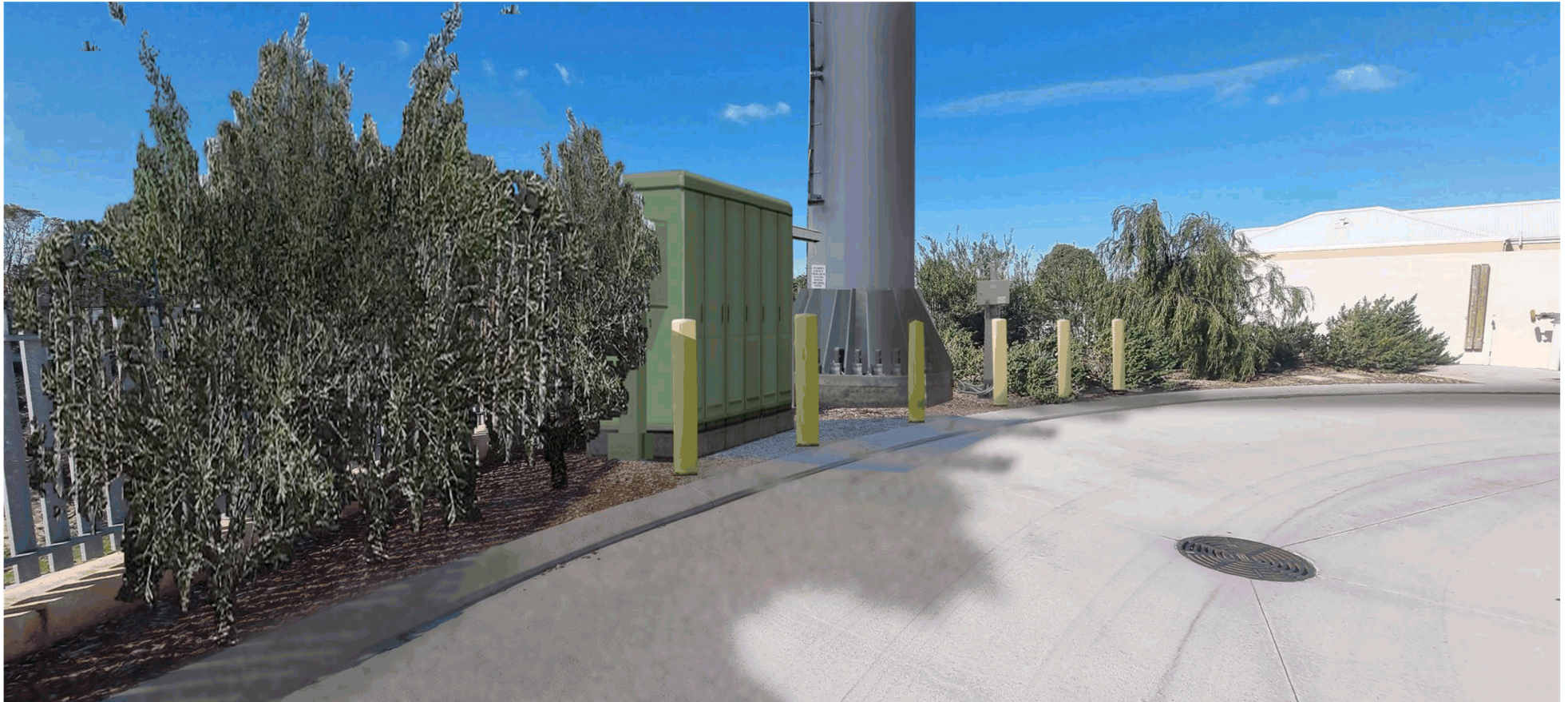












4.8 Preparation of Amendment No. 199 to District Planning Scheme No. 2 - Land Use Permissibility for Car Park in the General Rural and Rural Resource Zones

File Ref:	43301 – 21/307539
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To consider initiating Amendment No. 199 to DPS 2, which proposes to make permissible the 'Car Park' land use discretionary subject to advertising (or an 'A' use) in the General Rural and Rural Resource zones.

Background

Current Situation

Administration has been receiving an increased number of enquiries and complaints in respect to caravan storage. Administration has noted that the demand for places for caravan parking in particular (but also boats, trailers and trucks) is driven largely by the ongoing trend for decreasing residential lot sizes. This trend has resulted in new residential properties typically only being capable of parking two cars on site. Vehicle owners on many new and existing residential lots are therefore looking for options for parking vehicles such as caravans, boats and trucks that they wish to own but cannot keep at their address.

The City's *Parking Local Law 2015* (Local Law) works to limit where caravans and commercial vehicles can be parked. This is to ensure that parking of large vehicles does not become unsightly (particularly in residential areas), and to ensure that movement of vehicles on local roads is not impeded. Clause 4.14 of the Local Law prevents parking of heavy and long vehicles on a road carriageway for a period exceeding one hour; and Section 7.9 of the Local Law prevents commercial vehicles and caravans from parking on verges.

Several landowners within the City's rural areas have been offering up their lots to respond to the issues above, and to accommodate parking of caravans, trailers and boats for a fee.

Previous and Current Planning Considerations

Administration's intention to date has been to deal with land use and permissibility changes in the City's rural areas holistically, through an extensive and thorough strategic planning process. Administration is currently preparing the City's Local Planning Strategy which will set out the City's objectives for the City's rural areas; as well as addressing the social, environmental, resource management and economic factors that affect, and are in turn affected by land use and development. While the Local Planning Strategy preparation is proceeding, it is a lengthy process which Administration anticipates could take up to three years.

Amendment No. 170 to DPS 2 is an approved amendment affecting Lot 31 (90) Rousset Road, Jandabup, a four-hectare site zoned General Rural under DPS 2. Lot 31 is zoned Urban Deferred under the MRS and falls within the East Wanneroo District Structure Plan area. Amendment No. 170 allows for Lot 31 to be used as a 'Storage Yard', to store caravans (over 200), boats, cars, trailers, sea containers and scaffolding. As the storage of items on Lot 31 was broader than just vehicles, the amendment allows the Additional Use of 'Storage Yard' to be carried out on that lot. The amendment was approved by the Minister for Planning in April 2020. Given that Storage Yards allow for storage of a broad range of materials, and supports

activity beyond the scope of the issues already identified in this report, it is not recommended that Storage Yard be permissible in the rural zones more broadly.

Administration has recently received two separate proposals from rural landowners to amend DPS 2 to make permissible caravan, boat, car and trailer parking facilities on their properties. Both properties are zoned General Rural where this land use is currently prohibited. Those amendments do not propose to make a land use broadly permissible across the General Rural zone, but rather as 'Additional Uses' limited to two specific properties. Administration considers that those amendments can progress independently to Amendment No. 199.

Landowners in the rural areas (particularly in North Wanneroo) have faced issues and uncertainties around access to water, due to impacts of climate change and urban encroachment. The issue of water has also been compounded by the State Government's proposal to reduce water allocations to growers by ten per cent by 2028, which threatens to potentially reduce the viability of agricultural and horticultural businesses. Rural landowners are in turn looking for more innovative ways of making use of their landholdings.

Detail

It is considered that in order to facilitate the parking of private vehicles (including caravans, boats, trailer and trucks) in the General Rural and Rural Resource zones, an amendment to DPS 2 can be prepared. Administration has prepared draft Amendment No. 199 for Council's consideration which proposes to make the 'Car Park' land use discretionary (subject to advertising) within the General Rural and Rural Resource Zones. Table 1 (or the 'Zoning Table') of DPS 2 will be amended by inserting "A" in Table 1 for the Car Park land use in the Rural Resource and General Rural columns.

Administration considers that Car Parking premises would not be appropriate to be located in the Special Rural, and Landscape Enhancement Zones, where there is an emphasis in preserving the natural landscape as set out in the objectives for both zones under DPS 2.

There is already a land use definition of 'Car Park' in DPS 2, which is as follows:

car park : means premises used primarily for the parking of private vehicles or taxis whether open to the public or not but does not include any part of a public road which is used for the through movement of traffic or premises on or in which vehicles are displayed for sale or premises set aside to meet a specific parking requirement under the Scheme. The term includes the land required on site for access and manoeuvring to enable vehicles to gain access to car parking bays.

The above definition encompasses not just cars (as the name of the land use may allude to), but an array of vehicles such as caravans, boats, trailers, cars and trucks – provided that these vehicles are for private or personal use only.

The amendment also proposes to introduce the following provisions into DPS 2, relevant to the General Rural and Rural Resource zones respectively:

3.16.4 In considering the use or development of Car Park in the General Rural Zone, Council may support the parking of any vehicle type, regardless of size and carrying capacity, provided that all vehicles parked onsite are for private or personal use only. The parking of vehicles used for trade, professional or any other commercial purpose is not permitted.

3.17.5 In considering the use or development of Car Park in the Rural Resource Zone, Council may support the parking of any vehicle type, regardless of size and carrying capacity, provided that all vehicles parked onsite are for private or personal use only. The

parking of vehicles used for trade, professional or any other commercial purpose is not permitted.

Administration's explanations for the proposed amendments to DPS 2 are provided for in the 'Comment' section of this Report.

Administration considers that draft Amendment No. 199 to DPS2 meets the following criteria for 'Complex Amendments' in the context of Regulation 34 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations):

"an amendment that is not addressed by any local planning strategy"

This is due to the fact that the City's Local Planning Strategy has not yet been prepared and there are no other strategies in place that identify the need to include this type of activity in the City's General Rural or Rural Resource zones.

Consultation

If initiated for the purpose of advertising (or 'prepared' as per the term used in the Regulations), this 'complex amendment' will be referred to the WAPC for its consideration prior to advertising. The WAPC will undertake an assessment to determine whether it is satisfied that the amendment is suitable to be advertised. The amendment will also be referred to the Environmental Protection Authority (EPA); to assess the environmental impacts of the proposal, and to determine whether any formal environmental assessment is necessary.

Subject to the WAPC and the EPA being satisfied with the complex amendment (with or without modifications), it will then be advertised for public comment for a period of 60 days in the following manner:

- a) A notice will be placed in a newspaper circulating in the scheme area;
- b) A copy of the notice will be placed in the Civic Centre;
- c) A copy of the notice will be sent to each public authority likely to be affected by the amendment; and
- d) A copy of the notice and the amendment will be placed on the City's the website.

Comment

Parking of Vehicles – Private vs Commercial Use

DPS 2 defines the term 'vehicle' as outlined below:

Vehicle: *includes motorcycles, boats, caravans and trailers*

The vehicle types referred to in the above definition is not exhaustive; and the term 'vehicle' can also encompass trucks, cars and buses.

DPS 2 then refers to the terms 'private vehicles' and 'commercial vehicles'. Although there is no definition for 'private vehicle', Administration construes this term as meaning any vehicle for personal or private use. The definition of 'Car Park' (as outlined in the Detail section above) allows for 'private vehicles' to occupy a car park, with the type, size and carrying capacity of 'private vehicles' being undefined.

DPS 2 also defines 'commercial vehicle'. However the definition prevents consideration of private trucks being parked in a Car Park as the parking of commercial vehicles is specifically defined under DPS 2 as a Transport Depot land use. This is because the definition of 'commercial vehicle' in DPS 2 is based solely on the size and design of a vehicle.

Administration has considered how to amend DPS 2 to allow the parking of personal trucks in an approved Car Parking land use on rural lots without the activity being defined as a Transport Depot (i.e. commercial vehicles which should be located in industrial and commercial areas).

A simple approach is proposed. This is to state that the Car Parking land use in the General Rural and Rural Resource zone can accommodate any type of vehicle provided that the vehicle is not used for a trade, profession or other commercial purpose which would be considered as a Transport Depot in DPS 2. This avoids the conflict with the Transport Depot land use and achieves Council's intent to allow parking of personal vehicles in the General Rural and Rural Resource zones.

Economic Benefit

DPS 2 already permits parking of caravans, boats, trailers and trucks in the Service Industrial and General Industrial zones. However, parking of vehicles is a use that generates a low level of use of the land and is thus is not likely to be commercially viable in well serviced industrial estates which command high land values. Use of well serviced industrial lots for Car Parking would also not generate a significant level of employment, and therefore not generate the economic benefits of more intensive industrial activities within these areas.

Car parking for caravans, boats, trailers and trucks will not require the level of infrastructure provided to industrial lots. Enabling Car Parking in the General Rural and Rural Resource zones will provide a more attractive proposition for the activity while freeing up land in the industrial zones to be used for more intensive industrial activities.

Advice from the Department of Planning, Lands and Heritage

Administration has liaised with a senior officer at the DPLH to obtain their views on how to enable parking in the City's rural zones through the planning process. The advice received from DPLH recommends the City complete its Local Planning Strategy first, and that the Strategy incorporates discussion on issues such as demand for vehicle parking in rural areas.

The City's Local Planning Strategy will be a comprehensive document that will not be completed in the short term. There is a clear need to address this matter more swiftly than through the Local Planning Strategy; and therefore Administration recommends that a separate scheme amendment be prepared on this matter rather than waiting for the Local Planning Strategy to be prepared.

The officer at the DPLH expressed the view that the WAPC's support for more immediate amendments to DPS 2 addressing this issue would be less likely in the absence of a finalised Local Planning Strategy. This does not assist in addressing the more immediate problem in addressing demand for parking of vehicles in rural areas. While this advice is a consideration it does not prevent Council from proceeding with an amendment.

Objectives of Relevant Zones

The proposed amendment needs to be considered against the objectives of the zones where Council considers Car Parking should be made permissible.

The objectives of the General Rural Zone are to:

- (a) *accommodate agricultural, horticultural and equestrian activities;*
- (b) *maintain and enhance the rural character and amenity of the areas designated for rural use and to protect their ground water and environmental values.*

The objectives of the Rural Resource Zone are to:

- (a) protect from incompatible uses or subdivision, intensive agriculture, horticultural and animal husbandry areas with the best prospects for continued or expanded use;*
- (b) protect from incompatible uses or subdivision basic raw materials priority areas and basic raw materials key extraction areas.*

As outlined above, the objectives of the rural zones seek to accommodate and protect rural uses; whilst maintaining the rural character and amenity of respective areas. Administration is of the opinion that the Car Park land use, while not directly aligning with the objectives of the General Rural and Rural Resource zones, could be managed and controlled through conditions and standards to ensure the Car Park land use minimises or avoids impacts on the rural use, character and amenity in these zones. Should the Car Park land use cease to operate, the land is reasonably able to be remediated so that it could again be used for rural purposes.

Establishing 'Car Park' as discretionary in the General Rural and Rural Resource zones would require consideration of each application against these objectives and would be assessed on a case by case basis on their merits through a development application process subject to community consultation.

Policy Considerations

Council adopted Local Planning Policy 5.3: East Wannon (LPP 5.3) at its 9 April 2019 Meeting (PS01-04/19). LPP 5.3 provides an overriding principle that there be a general presumption against subdivision and development that may detrimentally impact on the orderly and proper planning of the area, specifically prior to more detailed planning. In applying this principle, LPP 5.3 states that the City shall not support any planning proposals that may compromise the preparation of a planning framework which will enable urban development to occur in the East Wannon area in an orderly and proper manner. Although making permissible the Car Park land use in East Wannon through DPS 2 amendments would intensify land use on rural lots, they are uses that could easily cease to operate and relocate to accommodate urban development in the future. Therefore, the principle in LPP 5.3 would not be compromised.

In assessing proposed Amendment No. 199, the WAPC will likely consider whether what is proposed meets the requirements of the State Planning Framework, including the objectives and policy measures contained within State Planning Policy 2.5: Rural Planning (SPP 2.5). SPP 2.5 seeks to protect and preserve rural land for rural purposes, whilst minimising land use conflicts. The establishment of the 'Car Park' use should not significantly interfere with surrounding landowners carrying out their own rural pursuits. Similarly the Car Park activities can be controlled, and land use conflicts minimised, through the development assessment process. A car park has a light touch on the land. Should the car park use cease to operate the land can easily be reinstated so that it can be used for rural purposes.

Potential Impacts of Subject Land Use in Rural Zones

The parking of caravan, boats, trailers or trucks on a rural property (for private use) may not significantly affect the potential for surrounding rural properties to be used for rural pursuits; such as agriculture. However, Administration notes the potential for land use conflicts and amenity impacts that the 'Car Park' land use may have in the General Rural and Rural Resource zones. The potential amenity impacts and mitigation measures are discussed below:

- The parking of caravans, boats, trailers and trucks is likely to present at least some visual impact on adjoining landowners. Visual impacts could, however, be reduced by way of

- distancing these uses from boundaries, limiting the scale of these uses, and/or the application of landscaping and screening.
- The 'Car Park' land use is likely to increase traffic volumes on local rural roads, compared to other surrounding rural uses. This would be most prevalent at certain times such as weekends and holiday periods.
 - The increased activity on a rural lot with the Car Park land use could generate higher levels of noise. Noise impacts from such activities could be mitigated through imposing existing noise regulations, as well as controlling operating hours through development approval conditions.
 - Development approval for parking of caravans, boats and trailers could be time limited (5 or more years), so as to reduce the prospect of causing long-term planning impacts on the surrounding rural area.

Parking of commercial vehicles on rural properties (Transport Depot) is likely to result in significant amenity impacts on surrounding areas.

Should Amendment No. 199 be approved by the Minister for Planning, landowners seeking to establish a Car Park on a rural lot would be required to obtain development approval. There are provisions within DPS 2 already, which will assist the City in mitigating impacts of the Car Park land use; however only to a limited degree. Relevant existing provisions within DPS are:

- Clauses 3.16.3 (a) and 3.17.3 of DPS 2 stipulate that buildings and development should be set back 7.5m from a front boundary and four metres from a side or rear boundary in the General Rural and Rural Resource zones;
- Clause 67 of the DPS 2 Deemed Provisions list a series of matters that the City must have due regard to in considering an application for development approval. Such matters include consideration of:
 - The compatibility of development in its setting;
 - The amenity of the locality; including environmental impacts, character and social impacts;
 - Whether provision for landscaping is adequate, including whether trees and other vegetation should be preserved;
 - The amount of traffic and adequacy of access to and from a site – as well as arrangements for the manoeuvring and parking of vehicles; and
 - Any submissions received in respect to a proposal.
- Clause 72 of the DPS 2 Deemed Provisions allow the City to impose conditions on a development approval, limiting the period of time for which development approval is granted.

In the event that Amendment No. 199 to DPS 2 is approved, and further guidance is needed in implementing the controls of DPS 2, Council could later consider the need for a local planning policy if required.

Conclusion and Recommended Way Forward

An amendment to DPS 2 to make Car Parking - caravan, boat, trailer and truck parking (for private use) permissible on rural properties has been prepared responding to Council's request in part. The proposed resolution to prepare (or initiate) Amendment No. 199 to DPS 2, to make Car Park discretionary subject to advertising (or an 'A' use) in the General Rural and Rural Resource Zones is set out in the Recommendation.

Administration is of the view that the parking of trucks used for commercial purposes - Transport Depot should not be included in the proposed amendment given the high intensity of the use and potential for significant amenity impacts on surrounding properties.

Statutory Compliance

The DPS 2 amendment process is prescribed in the *Planning and Development Act 2005* as well as the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.2 - Plan for and manage land use

Risk Management Considerations

Risk Title	Risk Rating
CO-O03 Strategic Land	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

The above risk 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 support existing management systems.

Policy Implications

State and local planning policies relevant to this report are identified and discussed in the Comment section of this report.

Financial Implications

The costs in preparing this amendment to DPS 2 can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **PREPARES Amendment No. 199 to the City's District Planning Scheme No. 2 pursuant to Section 75 of the *Planning and Development Act 2005*, to amend the local planning scheme by:**
 - a) **modifying Table 1 (Clause 3.2 – The Zoning Table) to make the 'Car Park' land use discretionary subject to advertising ('A') in the General Rural and Rural Resource Zones;**

- b) **Introducing the following as a new Clause 3.16.4, relative to the General Rural Zone:**

3.16.4 *In considering the use or development of Car Park in the General Rural Zone, Council may support the parking of any vehicle type, regardless of size and carrying capacity, provided that all vehicles parked onsite are for private or personal use only. The parking of vehicles used for trade, professional or any other commercial purpose is not permitted.*

- c) **Introducing the following as a new Clause 3.17.5, relative to the Rural Resource Zone:**

3.17.5 *In considering the use or development of Car Park in the Rural Resource Zone, Council may support the parking of any vehicle type, regardless of size and carrying capacity, provided that all vehicles parked onsite are for private or personal use only. The parking of vehicles used for trade, professional or any other commercial purpose is not permitted;*

2. Pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 199 to District Planning Scheme No. 2 is a Complex Amendment for the following reason:

An amendment that is not addressed by any local planning strategy.

3. Pursuant to Regulation 37(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, SUBMITS two copies of the Amendment No. 199 to District Planning Scheme No. 2 documentation to the Western Australian Planning Commission for its consideration;
4. Pursuant to Section 81 and Section 82 of the *Planning and Development Act 2005* REFERS Amendment No. 199 to District Planning Scheme No. 2 to the Environmental Protection Authority; and
5. Subject to satisfaction of the Environmental Protection Authority and the Western Australian Planning Commission, ADVERTISES Amendment No. 199 to District Planning Scheme No. 2 for a period of 60 days pursuant to Regulations 38 and 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Attachments: Nil

Assets

Strategic Asset Management

4.9 State & National Government Black Spot Program 2022-2023

File Ref:	3120V07 – 21/304009
Responsible Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	5

Issue

To consider projects submitted for funding through the 2022/2023 State and Federal Government Black Spot Programs.

Background

The State and Australian Federal Governments have both committed to reductions in casualty crashes on Australian roads through Black Spot Programs. These programs are primarily reactive and target road locations where crashes have occurred, although some allowance is made for proactive applications supported by a formal Road Safety Inspection (RSI).

Detail

An invitation for submissions for the 2022/2023 State and Australian Government Black Spot Programs was issued by Main Roads WA (MRWA) in March 2021, with a closing date of 9 July 2021. To assist with the preparation of submissions, the MRWA Crash Analysis Reporting System (CARS) provides annual crash data for a five-year period which currently extends from January 2016 to December 2020. The crash data is provided to MRWA by the WA Police and the Insurance Council of Australia.

The Black Spot Program Development and Management Guidelines require Black Spot projects based on crash data to meet a minimum Benefit Cost Ratio (BCR) to ensure the proposed remedial works are cost effective. The BCR is the ratio of the benefit to the community of the expected reduction in crashes versus the cost of the proposed remedial treatment.

Successful State Government Black Spot projects are funded two-thirds by the Program and one-third by local government and are based on all recorded crashes, fatalities, casualties and property damage. The criteria for the program are as follows:

- For intersections, mid-block or short road sections (<3kms), the crash criterion is five crashes over a five-year period;
- For road lengths (>3kms), the crash criterion is average of two crashes per kilometre per five-year period;
- Value of works between \$2,000 and \$3,000,000; and
- Minimum Benefit Cost Ratio (BCR) = 1.0.

Successful Australian Federal Government Black Spot projects are fully funded by the Program and are based on casualty crashes, fatalities or personal injury. The criteria for the program are as follows:

- For intersections, mid-block or short road sections (<3kms), the crash criterion is three casualty crashes over five-year period;

- For road lengths (>3kms), the crash criterion is 0.2 casualty crashes per kilometre over five-year period;
- Value of works between \$2,000 and \$2,000,000; and
- Minimum Benefit Cost Ratio (BCR) = 2.0.

Administration has investigated the qualifying crash locations for both programs to determine the appropriate remedial treatments and associated costs. Dependent on the proposed treatment, cost and the resultant BCR, projects are nominated for either or both the State and Australian Government Black Spot programs.

Alternatively, another option to secure funding is available through a supporting Road Safety Inspection for projects where the minimum crash criterion is met, but the cost of an appropriate submission may not return a BCR > 1.0.

It is anticipated that the Metropolitan Regional Road Group (MRRG) will assess nominations between July and October 2021 and that the Minister for Transport is anticipated to announce the approved projects in May 2022.

The projects submitted to Main Roads WA for funding consideration by the 9 July 2021 deadline, including their traffic/road safety issues and proposed remedial treatments are as follows:

1. Marangaroo Drive / Girrawheen Avenue, Girrawheen (refer Attachment 1)

Marangaroo Drive is defined as a 'District Distributor A' road in the City's Functional Road Hierarchy and is constructed as a median separated four lane dual carriageway. Girrawheen Avenue is a 'Local Distributor' road and is constructed as a two-lane median separated road. The intersection is a three-leg T-intersection. The five-year crash data indicates a total of 43 crashes occurring at this intersection.

The intersection pre-qualifies for both State and Federal funding under the Blackspot Program.

Treatment

It is proposed to upgrade the intersection to a modified dual-lane roundabout to improve safety by removing high severity crash types and reducing vehicle speeds through the intersection. These changes will also include relocation of the existing bus stops. The bus stop on the north verge of Marangaroo drive will be relocated 85m east and the bus stop on the south side of Marangaroo Drive will be relocated 35m east. The children's crossing will be relocated a further 125m east of the intersection and closer to the relocated bus stops to improve pedestrian crossing safety for students in the morning and afternoon peak times.

The project cost for these works is estimated at \$1,980,000 and is a Road Safety Inspection supported submission due to the low BCR. Due to the need for the project to relocate services and acquire land, the project is to be staged over two years, with funding requested in the 2022/23 and 2023/24 programmes.

2. Two Rocks Road, Yanchep (refer Attachments 2 & 3)

Two Rocks Road is defined as a 'District Distributor B' road in the City's Functional Road Hierarchy and is constructed as a line separated dual lane single carriageway. The road currently has no street lighting along its length and has a number of crests in the road. The five-year crash data indicates a total of five crashes occurring along this road, primarily in the area where the crests occur and at times where lighting would be operating.

The road pre-qualifies for State funding under the Blackspot Program.

Treatment

It is proposed to install 12.5m high lighting poles with 170W LED luminaires to provide lighting along the length of Two Rocks Road from Reef Break Drive to Templetonia Boulevard/Capricorn Esplanade. These changes will increase visibility at night, thereby improving overall safety on Two Rocks Road which acts as the only connection between Yanchep and Two Rocks.

The project cost for these works is estimated at \$1,167,500 and is a BCR supported submission.

3. Jindalee Boulevard / Investigator Parade, Jindalee (refer Attachment 4)

Jindalee Boulevard is defined as a 'Local Distributor' road in the City's Functional Road Hierarchy and is constructed as a median separated two lane dual carriageway. Investigator Parade is a 'Local Access' road and is constructed as a median separated two lane dual carriageway. The intersection is a four-way intersection. The five-year crash data indicates a total of seven crashes occurring at this intersection.

The intersection pre-qualifies for State funding under the Blackspot Program.

Treatment

It is proposed to upgrade the intersection to a modified single-lane roundabout to improve safety by removing high severity crash types and reducing vehicle speeds through the intersection. Implementing the roundabout also provides a priority indicator for cars utilising the intersection that will help to control vehicle movement and alleviate the potential of serious crash types occurring. The changes will also include the installation of two asphalt speed humps on Jindalee Boulevard on the approaches to the proposed roundabout. These speed humps will slow traffic from the east and west of the roundabout and allow a continuous flow of traffic in all directions.

The project cost for these works is estimated at \$129,500 and is a BCR supported submission.

4. Trichet Road, Jandabup / Wanneroo (refer Attachment 5)

Trichet Road is defined as a 'Local Distributor' road in the City's Functional Road Hierarchy and is constructed as a line separated dual lane, single carriageway. The road is situated in a rural zoned area and is unkerbed. The road provides a main connection between Franklin Road defined as a 'Primary Distributor' road in the City's Functional Road Hierarchy and Hawkins Road defined as a 'District Distributor A' road in the City's Functional Road Hierarchy. The five-year crash data indicates a total of eight crashes occurring along the road.

The road section pre-qualifies for both State and Federal funding under the Blackspot Program.

Treatment

It is proposed to increase the effective width of the road by widening both sides through the installation of sealed road shoulders. Installing sealed shoulders will allow road users to have space to recover their vehicle in the event that they deviate outside the road edge lines. It will also allow residents accessing their driveways to pull onto the side of the road safely, reducing the impact on the flow of traffic.

The project cost for these works is estimated at \$900,000 and is a BCR supported submission.

Consultation

Subject to the project receiving a funding allocation and being included in the City's Capital Works Program, community engagement will be undertaken during the projects' development and delivery phases.

Comment

The projects selected have been identified to maximise the opportunity for the City to address the traffic safety concerns at these locations by utilising funding under the competitive selection process.

Applying for projects under the State and National Black Spot program enables the City to use available municipal funds more effectively, so that more improvement works and upgrades can be completed annually and identified accident Black Spots can be made safer.

The table below summarises the projects being submitted for the 2022/2023 funding round:

PROJECT	BCR	Project Cost 2022/23	CoW Cost 2022/23	State Cost 2022/23	Australian Government Cost
1. Marangaroo Drive / Girrawheen Avenue, Girrawheen *	0.47	\$1,980,000	\$673,200	\$1,306,800	\$1,980,000
2. Two Rocks Road, Yanchep	2.98	\$1,167,500	\$389,167	\$778,333	\$1,167,500
3. Jindalee Boulevard / Investigator Parade, Jindalee	4.36	\$129,500	\$43,167	\$86,333	\$129,500
4. Trichet Road, Jandabup / Wanneroo	3.5	\$900,000	\$300,000	\$600,000	\$900,000
TOTAL:		\$4,177,000	\$1,405,534	\$2,771,466	\$4,177,000

Note: Marangaroo Drive / Girrawheen Avenue to be funded over two years. City of Wanneroo cost \$197,200 in 2022/23, \$476,000 in 2023/24 if a State funded Black Spot project, \$0 if a Federal funded project.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.4 - People can move around easily

Risk Management Considerations

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

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

Risk Title	Risk Rating
CO-O04 Asset Management	Moderate
Accountability	Action Planning Option
Director Assets	Manage

The above risk/s relating to the issue contained within this report has 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

Nil

Financial Implications

The budget required to fund the City's Black Spot submissions depends on the success of the proposed submissions. Successful projects may receive full funding by the Australian Federal Government or two-third funding by the State Government.

The total cost of the submitted projects is \$4,177,000 with a maximum municipal component of \$1,405,534 (if all submitted projects are successful in obtaining State funding). The Long Term Capital Works Program currently lists \$1,166,113 municipal funding for the projects listed in this report. If any of the projects are successful in receiving Australian Federal Government funding, the Municipal component will be reduced. The exact funding requirements will be considered and listed for Council's consideration in the 2022/2023 budget process.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **ENDORSES** the submission of the following City of Wanneroo projects for funding consideration as part of the 2022/23 State and Australian Government Black Spot Programs:
 - a) **Marangaroo Drive / Girrawheen Avenue intersection, Girrawheen – modified dual-lane roundabout;**
 - b) **Two Rocks Road, Yanchep – installation of street lighting;**

- c) Jindalee Boulevard / Investigator Parade, Jindalee – modified single-lane roundabout; and
 - d) Trichet Road, Jandabup / Wanneroo – installation of sealed shoulders
2. **NOTES that the Long Term Capital Works Program will require amendment to reflect the funding of projects approved through the 2022/23 State and Australian Government Black Spot Programs.**

Attachments:

<u>1</u>	Attachment 1 - Marangaroo Black Spot Concept drawing	21/305027
<u>2</u>	Attachment 2 - Two Rocks Road Black Spot Concept sheet 1	21/305021
<u>3</u>	Attachment 3 - Two Rocks Road Black Spot Concept sheet 2	21/305010
<u>4</u>	Attachment 4 - 2021 Blackspot application - Jindalee Boulevard - Mini Roundabout - Concept drawing	21/237062
<u>5</u>	Attachment 5 - CONCEPT PLAN - Trichet Road - Blackspot submission 2022_23	21/286402

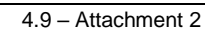


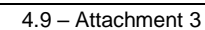
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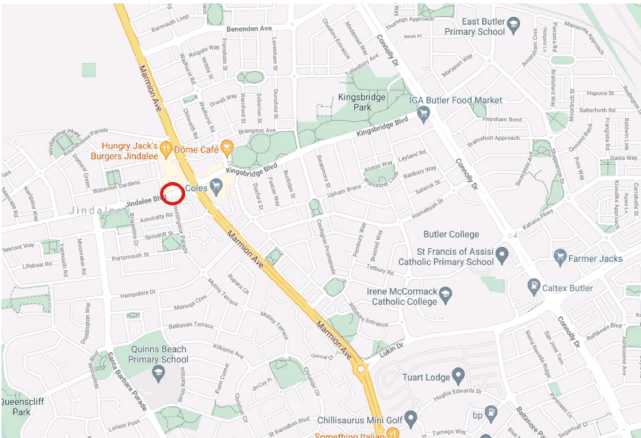
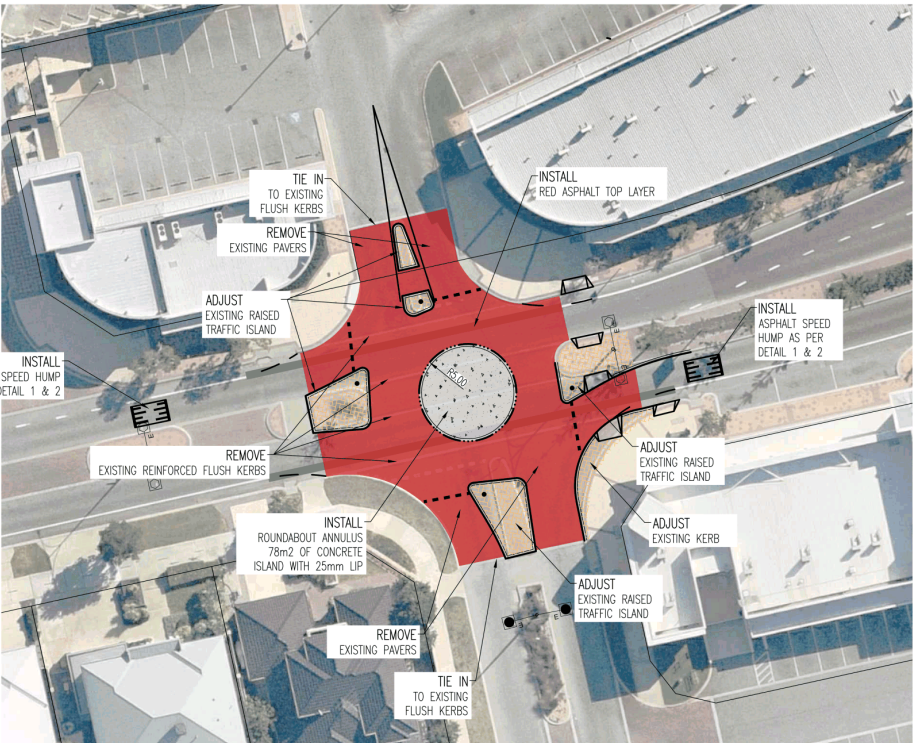
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2. SERVICE LOCATIONS DIAGRAMMATIC ONLY. CONTACT SERVICE AUTHORITIES FOR EXACT IN GROUND LOCATIONS.

Location	Northbound approach				
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Approach					
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	46	0.01	0.30	42.56	OK
Annulus	14.4	-0.01	0.30	23.03	OK
Exit	1183	-0.02	0.30	205.10	OK

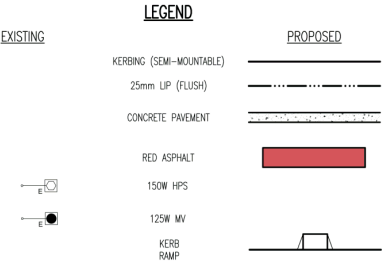
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LOCALITY



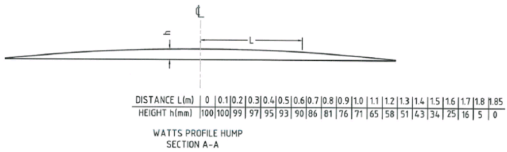
PAVEMENT NOTES:

- EXISTING PAVED AREAS:
- REMOVE EXISTING PAVERS AND FLUSH KERBS.
 - COMPACT BASE MATERIAL.
 - INSTALL THICKLIFT ASPHALT
 - INSTALL 30mm RED ASPHALT TOP LAYER

- EXISTING ASPHALT AREAS:
- RESURFACE AREA WITH RED ASPHALT

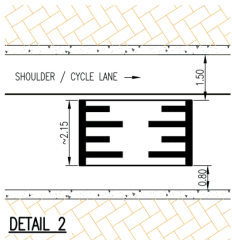
NOTES:

1. CADASTRAL INFORMATION APPROXIMATE ONLY.
2. SERVICE LOCATIONS DIAGRAMMATIC ONLY. CONTACT SERVICE AUTHORITIES FOR EXACT IN GROUND LOCATIONS.



RAMP PROFILE SHOWN IS SUITABLE FOR USE ON BUS ROUTES AND IS PREFERRED BY TRANSPERTH TO THE USE OF PLATEAU OR FLAT TOP TYPE ROAD HUMPS.

DETAIL 1



DETAIL 2

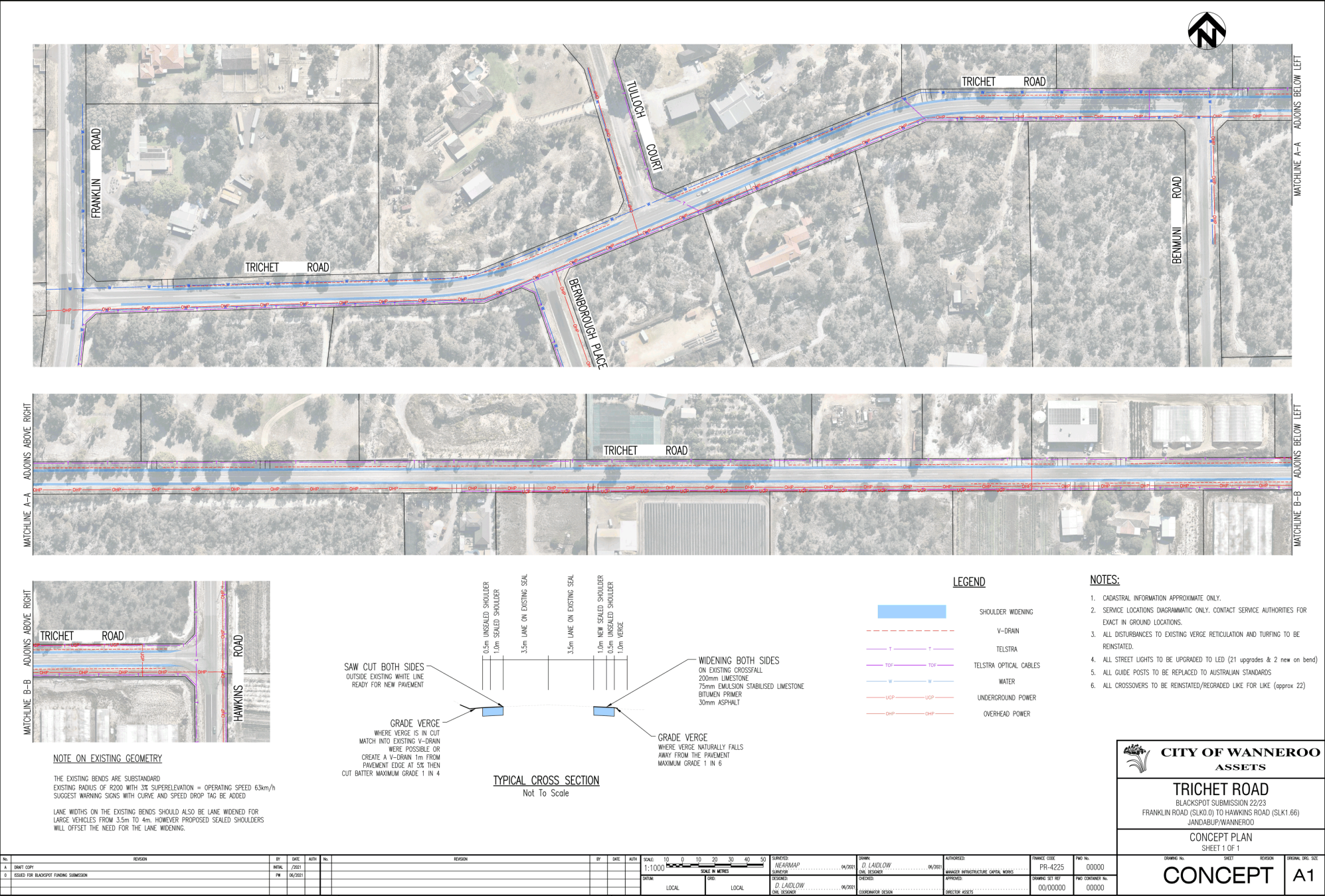
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G	2021	K.R.	2021						

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LOCAL	NGASO - GOA20	NGASO - GOA20	NGASO - GOA20	NGASO - GOA20

SURVEYED: NEARMAP	DRAWN: K. RICHTER	AUTHORIZED: L. NICHOLSON	DATE: 29/9/21
DESIGNED: K. RICHTER	CHECKED: P. WILLIAMS	APPROVED: H. SINGH	DATE: 28/9/21
DATE: 29/9/21	DATE: 28/9/21	DATE: 29/9/21	DATE: 29/9/21

PROJECT CODE: PR-0000	PROJECT NO: 00000	PROJECT SET NO: 21/237062	PROJECT CONTAINER NO: 3120V07
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CITY OF WANNEROO	ASSETS
JINDALEE BOULEVARD	AT INVESTIGATOR PARADE
BLACKSPOT SUBMISSION - ROUNDOABOUT DESIGN	JINDALEE
CONCEPT PLAN	SHEET 1 OF 1
4037-1-0	A1



Infrastructure Capital Works

4.10 Funding Committed to the City as a Result of the March 2021 State Election Campaign: Part 2

File Ref: 42035 – 21/310881
 Responsible Officer: Director Assets
 Disclosure of Interest: Nil
 Attachments: 2

Issue

To consider the additional list of projects that have been identified to receive funding from the WA State Government following commitments made during the March 2021 election process including the City's budget implications.

Background

As part of the March 2021 State Election a number of commitments were made for roads, transport and traffic safety projects within the City of Wanneroo that have since been confirmed by Main Roads Western Australia (MRWA) as noted below and as per **Attachments 1 and 2**:

- Huntington Parkway, Landsdale – Two permanent speed indicator signs \$40,000
- Gnangara Road, Madeley – Two permanent speed indicator signs \$40,000
- Marmion Avenue/Santa Barbara Parade - Intersection upgrade \$200,000
- Flynn Drive, Neerabup - Upgrading \$22,500,000

The grants for these four road and traffic treatment projects cover the full delivery costs, including City administration costs. Approved funding for each of the Huntington Parkway, Gnangara Road and Marmion Avenue/Santa Barbara Parade projects will be recouped by the City from MRWA following Council endorsement to accept the grant.

As per **Attachment 2**, the \$22.5M Flynn Drive, Neerabup – Upgrading consists of a \$20M State Government commitment and a \$2.5M Australian Government commitment, the latter via the Urban Congestion Fund (UCF). Both portions of the grant are to be paid to the City and administered by MRWA. To access the \$2.5M Australian Government (UCF) funding, the City will be required to complete a Project Proposal Report (PPR) for submission to the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC). The PPR will be assessed by DITRDC and subsequently approved by the relevant Minister.

Approval is sought from Council to accept these grants.

Detail

Huntington Parkway, Landsdale – Speed indicator signs \$40,000

Current situation: An election commitment was made to the City for installation of permanent speed indicator signs as an anti-hooring measure.

Recommendation: Council to accept the funding and list the project in the 2021/22 CWP.

Gnangara Road, Madeley – Speed indicator signs \$40,000

Current situation: An election commitment was made to the City for installation of permanent speed indicator signs as an anti-hooring measure

Recommendation: Council to accept the funding and list the project in the 2021/22 CWP.

Marmion Avenue/Santa Barbara Parade \$200,000

Current situation: This project is listed in the City's 2021/22 Capital Works Program (CWP) as a (State) Black Spot project to improve safety at the intersection. Works involve installing a left turn on the western leg, realign seagull-island and add a cycle lane. Being State Blackspot funded, obligation is for one third of funding from Municipal source(s). Therefore, the City was funding \$66,000 of the total project cost of \$198,000 (PR-4273). With this becoming an election commitment project it will be fully funded by the State, with Municipal savings of \$66,000.

The 2021/22 CWP includes several road and traffic treatment projects, with funding from the City's own sources provided to meet the minimum requirement of "Own Source" expenditure as required under Roads to Recovery (R2R) guidelines. The most accurate position on this compliance will be known after the 2020/21 R2R Annual Report is finalised around October. It is therefore proposed that \$66,000 be considered a "Municipal Surplus" at this stage, noting that it may need to be brought back into the Roads and/or Traffic Treatments capital subprograms later in 2021/22, if required. Similarly, this municipal funding system may also be allocated to projects considered by Council on 13 July 2021 (Item CE01-07/21).

Recommendation: Council to accept the funding and adjust funding source on existing project. Municipal saving to be returned to the Strategic/Projects Initiatives Reserve, subject to further analysis by Administration.

Flynn Drive, Neerabup - Upgrading \$22,500,000

Current situation: This project has been included in the City's Advocacy Plan for many years, however had been unsuccessful in securing grant funding. In November 2020, \$250,000 Municipal funds were allocated to the project for design work to commence for the ultimate dual carriageway, from Wanneroo Road to Old Yanchep Road. This design tender was subsequently awarded to Cossil & Webley in March 2021 and is progressing well.

As an outcome of the extended advocacy effort by the City, the State and Australian Governments have committed \$22.5M to the upgrading works, with the following procedure (as per **Attachment 2**) for recouping the funding:

1. State Government component (\$20,000,000)
 - a. Milestone 1: 40% (\$8,000,000) of project commitment following advice of funding commitment;
 - b. Milestone 2: 40% (\$8,000,000) of project commitment after incurred expenditure on the project has exceeded 40% of the approved funding; and
 - c. Milestone 3: 20% (\$4,000,000) of project commitment upon certification of satisfactory project completion of work
2. Australian Government component (\$2,500,000)
 - a. Milestone 1: \$2,000,000 upon completion of State Milestone 1, above; and
 - b. Milestone 2: \$500,000 upon acceptance by DITRDC of a post-completion report for the project.

Following receipt of the election commitment confirmation letter, Administration has confirmed with MRWA that the letter is satisfactory evidence of the State and Federal commitments, with no further grant agreement negotiations required. There may be a need to sign a funding agreement with the Australian Government for \$2.5m finding commitment. MRWA has indicated that the City can commence work immediately on the three smaller project

commitments, with only the Flynn Drive grant being dependent on the approval of the PPR. Administration has commenced preparation of the PPR and will submit as soon as possible.

Recommendation: Council to accept the Flynn Drive funding as per the grant offer by MRWA (**Attachment 2**). Council to delegate authority to the CEO to finalise the Project Proposal Report (PPR) in consultation with MRWA and approve/execute appropriate funding agreements. Milestone payments received are proposed to be held by the City as "Restricted Cash" and brought in to the CWP as needed throughout the project delivery.

Consultation

Lists of potential projects for funding were provided to candidates in the lead up to the State election. Extensive internal discussions were held to ensure that the project lists were comprehensive and linked to work already on the City's Capital Works Program (CWP), with the potential to be brought forward if grant funding could be successfully secured. Of the four project commitments detailed above, only Marmion Ave/Santa Barbara Parade - Intersection Upgrades and Flynn Drive, Neerabup - Upgrading were advocated for by the City leading into the election.

Administration is not typically notified/advised of election commitments prior to their announcements and as such is generally unable to directly influence project scope or cost estimates. Once the City is advised, consultation is then undertaken with the Departments and relevant stakeholders to determine a suitable scope of works, resourcing and scheduling. It is noted that Administration is continuing to follow up on other election funding promises made and updates on funding of these projects will be provided to Council as new information becomes available.

Comment

Delivery of the projects will be subject to Administration completing the appropriate project planning and resourcing schedule. Timing of the delivery and completion of the respective projects will be agreed with the MRWA. There may be the requirement for one additional Project Manager, pending finalisation of the resource requirements to deliver these projects which are additional to the adopted 2021/22 budget.

It is recommended that Council accepts all four funding offers.

Statutory Compliance

Part 6 – Financial Management of the Act and Part 2 – General Financial Management of the *Local Government (Financial Management) Regulations 1996* makes provision for budget variations.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

5 ~ A well planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.4 - People can move around easily

Risk Management Considerations

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

Risk Title	Risk Rating
ST-G09 Long Term Financial Planning	Low
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 Risk register. Action plans have been developed to manage/mitigate/accept this risk to support existing management systems.

Policy Implications

Nil

Financial Implications

The below table summarises the grant values described above:

Project	Grant	Total
Huntington Parkway, Landsdale, New Speed Signs	\$40,000	\$40,000
Gnangara Road, Madeley, New Speed Signs	\$40,000	\$40,000
Marmion Avenue/Santa Barbara Parade – Intersection Upgrade	\$200,000	\$200,000
Flynn Drive, Neerabup - Upgrades	\$22,500,000	\$22,500,000
TOTAL	\$22,862,000	\$22,862,000

Subject to Council approval, there will be a need to amend the adopted 2021/22 Budget and 20 Year CWP to reflect the inclusion of these projects. This will include an immediate budget adjustment (increase) within 2021/22 CWP of \$250,000 for Flynn Drive Upgrade (PR-4347) for completion of the design work, anticipated utility provider design fees and authority approvals. The 20 Year CWP will be updated with the Flynn Drive future year allocations as part of the of the 2021/22 LTFP process.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

- ACCEPTS** the external funding as outlined above subject to the Chief Executive Officer executing the required funding agreements, as applicable, with Main Roads Western Australia and the Australian Government's Department of Infrastructure Transport Regional Development and Communications for the following projects:
 - Huntington Parkway, Landsdale – Speed indicator signs: \$40,000;**
 - Gnangara Road, Madeley – Speed indicator signs: \$40,000;**

- c) **Marmion Avenue/Santa Barbara Parade – upgrade: \$200,000;**
 - d) **Flynn Drive, Neerabup – Upgrades: \$22,500,000; and**
- 2. AUTHORISES the Chief Executive Officer to:**
- a) **Finalise the Project Proposal Report (PPR) for Flynn Drive Upgrades for the Department of Infrastructure Transport Regional Development and Communications in consultation with MRWA;**
 - b) **Receive payments for Flynn Drive Upgrades which are to be held by the City as “Restricted Cash”;**
 - c) **Include the Flynn Drive - Upgrade funding into the 20 Yr CWP as part of the 2021/22 20YR CWP/LTFP process;**
- 3. APPROVES the following budget adjustments to reflect receipt of additional funds from the State and Federal Government:**

Project	GL Account / Capital Project	Current Budget	Muni	Grant	Revised Budget
Marmion Avenue/Santa Barbara Parade - Intersection upgrade	PR-4273	\$198,000	-\$ (66,000)	\$200,000	\$200,000
Municipal surplus to be allocated to other projects			\$66,000		
Flynn Drive, Neerabup - Upgrades	PR-4347	\$200,000	\$0	\$250,000	\$450,000

- 4. APPROVES the unbudgeted expenditure of the following projects to be funded from the accepted State and Federal Government grants:**

Project	Project Number	Current Budget	Muni	Grant	Revised Budget
Huntington Parkway, Landsdale, New Speed Signs	PR-New	\$0	\$0	\$40,000	\$40,000
Gnangara Road, Madeley, New Speed Signs	PR-New	\$0	\$0	\$40,000	\$40,000

Attachments:

- 1. [2021 Election Commitments Advice - Four City Road Upgrades \(MRWA\)](#) 21/307787
- 2. [2021 Election Commitments Advice - Flynn Drive upgrades \(MRWA\)](#) 21/310367



mainroads
WESTERN AUSTRALIA

Our ref: 21/5301

Contact: Laura Alderslade on 9323 4985
laura.alderslade@mainroads.wa.gov.au

Mr Daniel Simms
Chief Executive Officer
City of Wanneroo
Locked Bag 1
WANNEROO WA 6946

Dear Mr Simms,

2021 ELECTION COMMITMENTS:

- **Marmion Avenue / Santa Barbara Parade**
- **Flynn Drive**
- **Huntington Parkway, Landsdale**
- **Gnangara Road, Madeley**

As you would be aware, the McGowan Government made a commitment during the recent State Election to provide funding to a number of projects on local government roads.

I am pleased to confirm the State Government's funding commitment to the following project in the City of Wanneroo:

- Huntington Parkway, Landsdale: Provision of two permanent electronic speed indicator signs: with the State contribution of \$40,000.
- Gnangara Road, Madeley: Provision of two permanent electronic speed indicator signs: with the State contribution of \$40,000.
- Marmion Avenue / Santa Barbara Parade: Install left turn on western leg, realign seagull island, add cycle lane: with the State contribution of \$200,000.
- Flynn Drive, Neerabup: Upgrades: with the State contribution of \$20million.

The State Government funding for each project is provided as a grant, capped at the value shown above (GST inclusive). It is expected that any savings will be returned to the State at the completion of the project.

It is expected that the City of Wanneroo will be responsible for the design and delivery of these projects.

Further correspondence on Flynn Drive will be provided shortly regarding the details of this commitment.

Main Roads Western Australia
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004
PO Box 6202, East Perth WA 6892

mainroads.wa.gov.au
enquiries@mainroads.wa.gov.au
138 138



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The installation of temporary signs for information is not required. However, should you choose to install any such temporary signage these must bear the State Government logo and acknowledge that the State Government is funding the project. Written approval to the design of any signs must be obtained from Main Roads.

Approved funding for each of the Huntington Parkway, Gnangara Road and Marmion Avenue / Santa Barbara projects will be recouped by the Council from Main Roads upon receipt of an invoice for 100% of the project commitment.

Please contact Laura Alderslade on 9323 4985 (laura.alderslade@mainroads.wa.gov.au) to confirm the proposed arrangements and the dates upon which payment will be requested from Main Roads.

Yours faithfully,

Peter Sewell

DIRECTOR METROPOLITAN OPERATIONS

12/07/2021



Our ref: 21/5301 – D21#649899

Contact: Laura Alderslade on 9323 4985
laura.alderslade@mainroads.wa.gov.au

Mr Daniel Simms
Chief Executive Officer
City of Wanneroo
Locked Bag 1,
Wanneroo 6946

Dear Mr Simms,

ELECTION COMMITMENT: FLYNN DRIVE, NEERABUP - UPGRADING

As you would be aware, the McGowan Government made a commitment during the recent State Election to provide funding to a number of projects on local government roads.

I am pleased to confirm the State Government's funding commitment to the following project in the City of Wanneroo (the City):

- Flynn Drive, Neerabup - Upgrading: \$20 million

In addition to the State Government Commitment of \$20 million, the Australian Government has committed \$2.5 million to the project from its Urban Congestion Fund, giving a total project contribution of \$22.5 million from State and Commonwealth Governments. The Commonwealth contribution will be paid to the City by Main Roads WA, which will then recover the funding from the Australian Government.

To access the \$2.5 million in Australian Government funding, the City will be required to complete a Project Proposal Report (PPR) for submission to the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC). Main Roads can provide advice in the preparation of the PPR if required. Following an assessment of the PPR by DITRDC, the project and associated funding will then need to be approved by the relevant Australian Government Minister.

The State Government funding for the project is provided as a grant, capped at \$20 million. It is expected that any savings will be returned to the State at the completion of the project.

Main Roads Western Australia
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138 138



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Approved State funding will be recouped by the Council from Main Roads in accordance with usual State Road Funds to Local Government Procedures, as follows:

- **Milestone 1:** 40 per cent of Project Commitment – following advice of funding commitment.
- **Milestone 2:** 40 per cent of Project Commitment – After incurred expenditure on the project has exceeded 40 per cent of the approved funding.
- **Milestone 3:** 20 per cent of Project Commitment - Upon certification of satisfactory project completion of work.

It is proposed that the Australian Government contribution of \$2.5 million be paid in two milestones – the first for \$2 million upon completion of the Milestone 1 above and the second for \$0.5 million upon the acceptance by DITRDC of a Post-completion report for the project. The PPR will thus be required to detail the two milestones. DITRDC will require evidence of the achievement of these milestones for funds to be released.

To confirm the proposed program for the works and that date upon which the first payment will be requested from Main Roads, please contact Laura Alderslade on 9323 4985 (laura.alderslade@mainroads.wa.gov.au) .

If any advice is required in the preparation of the PPR, please contact Dominic Boyle on 9323 4225 (dominic.boyle@mainroads.wa.gov.au).

Yours sincerely,

Peter Sewell

DIRECTOR METROPOLITAN OPERATIONS

28/6/2021

Assets Maintenance

4.11 21029 - The Supply, Installation, Maintenance and Advertising on Illuminated Street Signs

File Ref: 41314 – 21/293497
 Responsible Officer: Director Assets
 Disclosure of Interest: Nil
 Attachments: 2

Issue

To consider Tender No. 21029 for the Supply, Installation, Maintenance and Advertising on Illuminated Street Signs.

Background

The City is currently under contract with Directional Systems Australia Pty Ltd (DSA) for the Provision of Illuminated Street Signs (01141) that is due to expire on 31 March 2022 after a ten-year contract period.

There are currently 50 illuminated street signs installed throughout the City which are owned by DSA. Contract 01141 specifies that the contractor shall remove the signs within 14 days of the expiry of the contract period, unless the agreement is re-tendered or other agreement is made prior to expiry.

The City is seeking to have Tender 21029 in place to commence at expiration of the current contract 01141 to ensure a smooth transition between contracts.

The 50 existing signs owned by DSA are backlit by LED globes allowing for one advertiser on each display. As part of the tender specification, there is an option to have Static Electronic Display (S.E.D) signs installed throughout the City. The S.E.D signs would require the City's necessary approvals and align with the City's policies. The S.E.D signs will provide a comprehensive high-quality digital electronic display which can have multiple instantaneously changing advertisements, inclusive of a City advertisement if we choose to do so.

Detail

Tender No. 21029 for the Supply, Installation and Advertising on Illuminated Street Signs was advertised on 5 May 2021 and closed on Tuesday 1 June 2021.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Services
Contract Type	Schedule of Rates
Contract Duration	5 years
Commencement Date	1 April 2022
Expiry Date	31 March 2027
Extension Permitted	Yes, 2 periods of 5 years
Rise and Fall	Fixed annual revenue increased by CPI annually

Tender submissions were received from the following companies:

- Claude Outdoor Pty Ltd;
- Directional Systems Australia Pty Ltd; and
- Focus on Signs

The Tender Evaluation Panel comprised:

- Manager Asset Maintenance,
- Technical Officer – Contracts Administration,
- Principal Specialist Traffic Services and
- Coordinator Safety Systems.

Probity Oversight

Oversight to the tender assessment process was undertaken by an external Probity Advisor (William Buck Consulting (WA) Pty Ltd) and the City's Contracts Officer.

Tender submissions were evaluated in accordance with the Procurement and Evaluation Plan (**PEP**). The PEP included the following selection criteria:

Item No	Description	Weighting
1	Sustainable Procurement	20%
2	Occupational Health & Safety	15%
3	Demonstrated Experience & Capacity	25%
4	Provision of Infrastructure & Maintenance Methodology	25%
5	Annual Revenue	15%

The Annual Revenue was included as a weighted criterion as this will be an income generating contract and as part of the evaluation assessment it provided an equitable comparative projected income which removed the need to undertake a value for money assessment.

All tender submissions received were conforming and were included in the evaluation process. All tenderers required to achieve a minimum acceptable qualitative score (as determined by the City) for each of the qualitative criteria detailed above.

Evaluation Criteria 1 – Sustainable Procurement (20%)

An assessment was made to determine the ranking based on tenderers' sustainable procurement policy and practices.

Sub Criteria - Environmental Considerations (5%)

An assessment was made to determine the ranking based on tenderers' environmental policy and practices.

The assessment of this criterion determined the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Focus on Signs	2
Directional Systems Australia Pty Ltd	2

Sub Criteria - Buy Local (10%)

An assessment was made to determine the ranking based on the responses provided, detailing the following information:

- Purchasing arrangements through local businesses;
- Location of tenderer's offices and workshops;
- Residential municipality of staff and subcontractors; and
- Requirement for new employees arising from award of the contract.

The assessment of this criterion determined the following ranking:

Tenderer	Ranking
Focus on Signs	1
Claude Outdoor Pty Ltd	2
Directional Systems Australia Pty Ltd	3

Sub Criteria - Reconciliation Action Plan (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- Relationships - building positive relationships between indigenous and non-indigenous people;
- Respect – recognising the contribution of Indigenous people to Australia and learning more about the history, culture and diversity in a two-way communication process; and
- Opportunities – attracting, developing and retaining organisational talent to build opportunities for aboriginal employment, training, development and mentoring.

The assessment of this criterion determined the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Focus on Signs	2
Directional Systems Australia Pty Ltd	3

Sub Criteria - Disability Access & Inclusion (2.5%)

An assessment was made to determine the ranking based on the responses provided that relate to:

- People with disabilities have the same buildings and facilities access opportunities as other people;
- People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it;
- People with disabilities receive the same level and quality of service from staff as other people receive;
- People with disabilities have the same opportunities as other people to make complaints; and
- People with disabilities have the same opportunities as other people to participate in any employment opportunities.

The assessment of this criterion determined the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Focus on Signs	1
Directional Systems Australia Pty Ltd	2

Evaluation Criteria 2 – Occupational Health and Safety (15%)

Evidence of safety management policies and practices were assessed from the tenderers submissions. The assessment for safety management was based on the tenderers responses to an Occupational Health and Safety Management System Questionnaire included within the tender documentation.

All tenderers provided details of their safety management systems with the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Directional Systems Australia Pty Ltd	2
Focus on Signs	3

Evaluation Criteria 3 - Demonstrated Experience and Capacity (25%)

The tenderer's relevant experience in illuminated street signage and their knowledge of local government procedures as well as their ability to meet the requirements of the contract were assessed in this criterion. The tenderer's current workload and resources to fulfil the requirements of the contract were also assessed as part of this criterion.

The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Directional Systems Australia Pty Ltd	2
Focus on Signs	3

Criteria 4 – Provision of Infrastructure and Maintenance Methodology (25%)

Assessment of this criterion considered the tenderer's programme for installation of new replacement and/or upgrade options for the 50 existing illuminated street signs under contract 01141. The tenderer's maintenance and hazard response methodology was also assessed as part of this criterion. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Directional Systems Australia Pty Ltd	2
Focus on Signs	3

Evaluation Criteria 5 – Annual Revenue (15%)

For this criterion the tenderers were assessed based on their proposed annual revenue structure to provide an equitable comparative projected income to the Principal over the contract period. The assessment of this criterion has resulted in the following ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Directional Systems Australia Pty Ltd	2
Focus on Signs	3

Overall Weighted Assessment and Ranking

Tenderer's submissions were reviewed in accordance with the Tender Evaluation Plan with the following key observations:

- The tenderer's submissions were evaluated in accordance with the selection criteria and were assessed as having the necessary resources, previous experience, capability and safety management systems to undertake the tender.
- The tenderers' concept designs, warranties, installation and maintenance programs for the illuminated street signs complied with the tender specifications.
- The tenderer's annual revenue was evaluated to provide an equitable comparison for projected income to the Principal over the life on the contract.

The overall weighted assessment resulted in the following tender ranking:

Tenderer	Ranking
Claude Outdoor Pty Ltd	1
Directional Systems Australia Pty Ltd	2
Focus on Signs	3

Consultation

Consultation with a number of internal stakeholders including considerable contribution from the City's Legal Services team as well as input from external stakeholders was undertaken as part of this tender process.

Comment

The tender submission from Claude Outdoor Pty Ltd achieved the highest ranking in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan and is therefore recommended as the successful tenderer.

As part of Claude Outdoor Pty Ltd tender submission there were some clarifications of the specification and conditions of Contract that were identified which are considered acceptable.

Statutory Compliance

Tenders were invited in accordance with the requirements of Section 3.57 of the *Local Government Act 1995*. The tendering procedures and evaluation complied with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Signs installed under the contract will require development approval and Main Roads WA's approval, as applicable.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

3 ~ A vibrant, innovative City with local opportunities for work, business and investment

3.2 - Attract and support new and existing business

5 ~ A well-planned, safe and resilient City that is easy to travel around and provides a connection between people and places

5.3 - Manage and maintain assets

Enterprise Risk Management Considerations

Risk Title	Risk Rating
CO-O08 Contract Management	Moderate
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Financial and Performance Risk

Financial Risk

A financial risk assessment was undertaken as part of the tender evaluation process and the outcome of this independent assessment by Corporate Scorecard Pty Ltd advised that Claude Outdoor Pty Ltd has been assessed with a satisfactory financial capacity to meet the requirements of the contract.

Claude Outdoor Pty Ltd has outlined in its Tender submission that all 50 illuminated street signs will be replaced with new signs within the first 90 days of the contract. There will be a slight loss of income to the City during this transition period, however this will be recovered within the first few months of the new contract as the annual revenue is substantially greater than what is currently being received under contract 01141.

Performance Risk

Claude Outdoor Pty Ltd has extensive experience with illuminated street signs and has a strong track record working with numerous local governments across Western Australia. Independent reference checks have indicated that Claude Outdoor Pty Ltd has comparable contracts with other Local Governments across Australia with minimal issues whilst providing works and services to a high standard. In addition, Claude Outdoor Pty Ltd has had no disputes or claim history as stated in their submission.

Social and Environmental (Sustainable Procurement) Considerations

Wherever possible the illuminated street signs shall be designed, erected and maintained in accordance with sustainable design principles, including the use of L.E.D lighting and solar energy technology.

Broader Economic Impact Implications for the City of Wanneroo

The contractor has indicated that they will endeavour to employ local residents and where possible to source materials locally within the City.

The contract also provides local businesses with an opportunity to advertise their business on the illuminated street signs as a first priority, therefore supporting local companies and positively benefiting the local economy.

Additionally, the City will be allocated advertising space for the promotion of City events, community messaging, services and community groups. This reduces advertising costs to the City and the need for extra signage.

Policy Implications

Tenders were invited in accordance with the requirements of the City's Purchasing Policy.

Financial (Budget) Implications

This contract is an income generating contract providing revenue to the City. The revenue generated by this contract is substantially greater than what is currently being received under contract 01141.

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the tender submitted by Claude Outdoor Pty Ltd for Tender No. 21029, for the Supply, Installation, Maintenance and Advertising on Illuminated Street Signs, for an initial period of five years, with two, five-year extension options.

Attachments:

1. Attachment 1 - 21/293566 - 21029 - Confidential memorandum to tender report *Confidential*
2. Attachment 2 - 21/299324 - 21029 - Letter Probity Advisor *Confidential*

Attachment 1 – Confidential Memorandum to Tender Report

This attachment is confidential and distributed under separate cover to all Council Members.

Administration Use Only
Attachment 1 – HPE #21/293566

Attachment 2 – Letter Probity Advisory

This attachment is confidential and distributed under separate cover to all Council Members.

Administration Use Only
Attachment 2 – HPE #21/299324

Community & Place

Corporate Strategy & Performance

Business & Finance

4.12 Financial Activity Statement for the period ended 30 June 2021

File Ref:	37350V02 – 21/317465
Responsible Officer:	Director, Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	6

Issue

For Council to consider the Financial Activity Statement (**FAS**) for the period ended 30 June 2021.

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. 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. 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Detail

Council adopted the Annual Budget for the 2020-21 financial year on 20 July 2020 (SCS01-07/20). The mid-year review (**MYR**) was conducted in January and adopted by Council on 16 February 2021 (CS03-02/21). The budget changes proposed in the Financial Activity Statement (**FAS**) for the period ended 30 April 2021 have been included in this report as the report was adopted on 15 June 2021 by Council (CS01-06/21). The figures in this report are compared to the Revised Budget.

The un-audited financial position reported as at 30 June 2021 is draft and subject to change with the end of the year adjustments.

Overall Comments Month-to-Date

Results from Operations

The Financial Activity Statement report for the month of June 2021 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of \$213k.

This resulted by lower than expected Operating Revenue of \$575k (due to lower Interest Income, lower Fees & Charges and lower Rates Income) offset by better than anticipated results from Operating Expenses (due to lower Employee Costs, lower Utility Charges and lower Materials & Contract Costs).

High-level comments by Total Operating Revenue and Total Operating Expense are provided in the table below:

Description	Current Month - June 2021				Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %	
Operating Revenue	6.0	6.6	(0.6)	(8.7)	The unfavourable variance is mainly due to lower revenue from Fees & Charges, Interest Earnings and Rates partially offset by higher Operating Grants, Subsidies & Contributions Rates. Please refer to note 1,2,3 and 4 for further details.
Operating Expense	(17.1)	(17.9)	0.8	4.4	The favourable variance is mainly due to underspends in Employee Costs, Utility Charges and Materials & Contracts partially offset by higher Depreciation. Please refer to note 5,6,7 and 8 for further details.
Result from Operations	(11.0)	(11.2)	0.2	1.9	

Capital Program

During June 2021, \$6.6m was spent on various capital projects of which \$1.6m was spent on Roads and \$1.5m on Sports Facilities (Refer to **Attachment 3** for more details).

Description	Month Actual \$m	Month Revised Budget \$m	% Complete of Month Revised Budget
Expenditure	6.6	8.7	75.9%

Overall Comments on Year-to-Date (YTD) Figures

Results from Operations

The Financial Activity Statement year-to-date report of June 2021 shows an overall favourable variance from Operations of \$10.4m.

Description	Year-To-Date June 2021				Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %	
Operating Revenue	206.8	206.2	0.6	0.3	The favourable variance is due to higher revenue from Fees & Charges, Rates, Other Revenue and Operating Grants, Subsidies & Contributions partially offset by lower Interest Earnings. Please refer to note 1,2,3 and 4 for further details.
Operating Expense	(193.3)	(203.1)	9.8	4.8	The favourable variance is due to underspend in Employee Costs, Materials & Contracts, Utility Charges and Insurance Expense. Please refer to note 5,6,7 and 8 for further details.
Result from Operations	13.6	3.2	10.4	328.2	

Capital Program

At the end of June 2021, \$52.0m was expended on various capital projects of which \$16.5m was spent on Sports Facilities and \$9.9m on Roads. Further detail on the Capital Works Program is provided under the Capital Works Program section of this report. The estimated carry forward amount is \$12.7m and details were presented to Council as part of the 2021/22 Budget adoption.

Description	YTD Actual \$m	YTD Revised Budget \$m	% Complete of YTD Revised Budget	Annual Revised Budget \$m	% Complete of Annual Revised Budget
Expenditure	52.0	68.6	75.8%	68.6	75.8%

Investment Portfolio Performance

Portfolio Value \$m	Monthly Weighted Return	Comments
408.8	0.57%	Portfolio balance has decreased by \$13.7m from May 2021. The monthly weighted return is 0.57% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 0.51%. (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 of this report:

- a) Current month comparison of Actuals to Budgets; and
- b) Year to date Actuals to Budgets; 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 30 JUNE 2021

Description	Current Month				Year to Date				Annual	
	Revised Budget		Variance		Actual	Revised Budget	Variance		Original Budget	Notes
	\$		\$	%			\$	%		
Revenues										
Rates	(100,015)	0	(100,015)	0.0						
Operating Grants, Subsidies & Contributions	4,826,339	4,746,850	79,489	1.7						
Fees & Charges	1,150,166	1,521,545	(371,379)	(24.4)						
Interest Earnings	96,637	232,624	(135,987)	(58.5)						
Other Revenue	56,744	104,509	(47,765)	(45.7)						
Total Operating Revenue	6,029,871	6,605,528	(575,657)	(8.7)						
Expenses										
Employee Costs	(5,268,266)	(5,727,117)	458,851	8.0						
Materials & Contracts	(7,211,387)	(7,339,754)	128,367	1.7						
Utility Charges	(549,689)	(798,608)	248,919	31.2						
Depreciation	(3,643,086)	(3,571,348)	(71,738)	(2.0)						
Interest Expenses	(345,262)	(344,355)	(907)	(0.3)						
Insurance	(49,459)	(74,193)	24,734	33.3						
Total Operating Expenditure	(17,067,149)	(17,855,375)	788,226	4.4						
RESULT FROM OPERATIONS	(11,037,278)	(11,249,847)	212,569	1.9						
Non Operating Revenue & Expenses										
Non Operating Grants, Subsidies & Contributions	436,445	3,973,637	(3,537,192)	(89.0)						
Contributed Physical Assets	8,058,970	2,273,000	5,785,970	255						
Profit on Asset Disposals	111,541	298,176	(186,635)	(62.6)						
Loss on Assets Disposals	0	(1,122,234)	1,122,234	100.0						
TPS* & DCP** Revenues	(6,229)	1,513,692	(1,519,921)	(100.4)						
TPS* & DCP** Expenses	(2,164,510)	(1,009,867)	(1,154,643)	(114.3)						
Total Non Operating Revenue and Expenses	6,436,217	5,926,404	509,813	8.6						
NET RESULT (OPERATING & NON OPERATING)	(4,601,061)	(5,323,443)	722,382	13.6						
Other Comprehensive Income	0	0	0	0.0						
TOTAL COMPREHENSIVE INCOME	(4,601,061)	(5,323,443)	722,382	13.6						

*TPS= Town Planning Schemes

**DCP=Developers Contribution Plans

Revenues

Note 1 Rates

Month to Date - (Actual \$100k, Revised Budget \$0k)

The variance is favourable by \$100k as a result of higher interim rates generated mainly on residential properties than anticipated during the month.

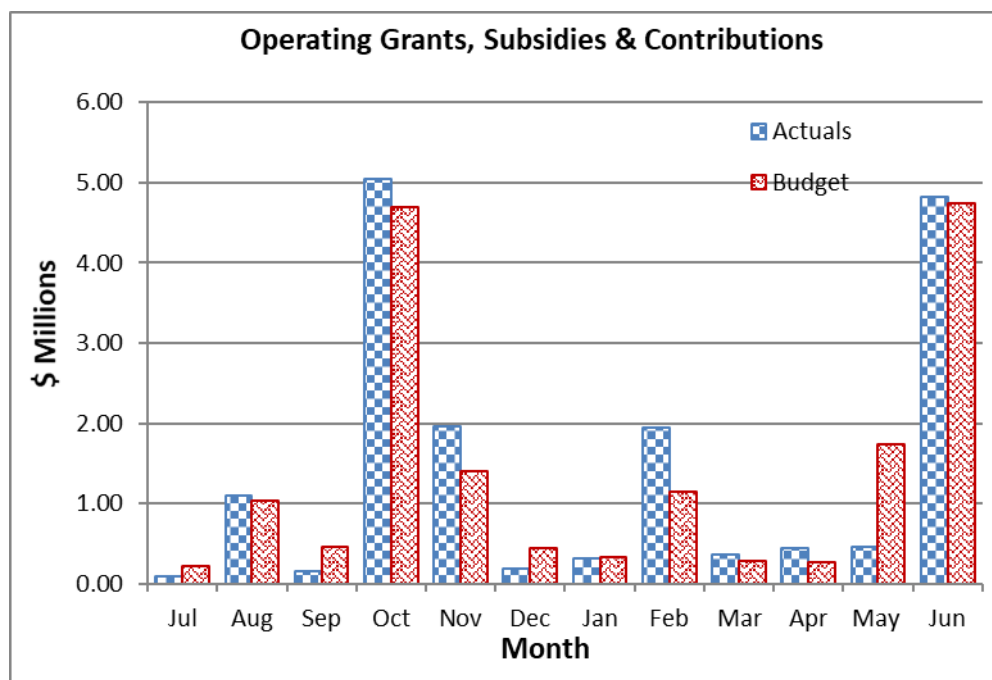
Year to Date - (Actual \$136.3m, Revised Budget \$136.1m)

The variance is favourable by \$209k as a result of higher interim rates generated on commercial properties than anticipated up to June 2021.

Note 2 Operating Grants, Subsidies & Contributions

Month to Date - (Actual 4.8m, Revised Budget \$4.7m)

The variance is favourable by \$79k, closely aligning to budget (+1.7%). During the month \$4.2m was received from the Grants Commission being an early part payment of the 2021/22 distribution. As part of the year-end adjustments these monies will be transferred to the Strategic Projects/Initiatives Reserve and then released in 2021/22.

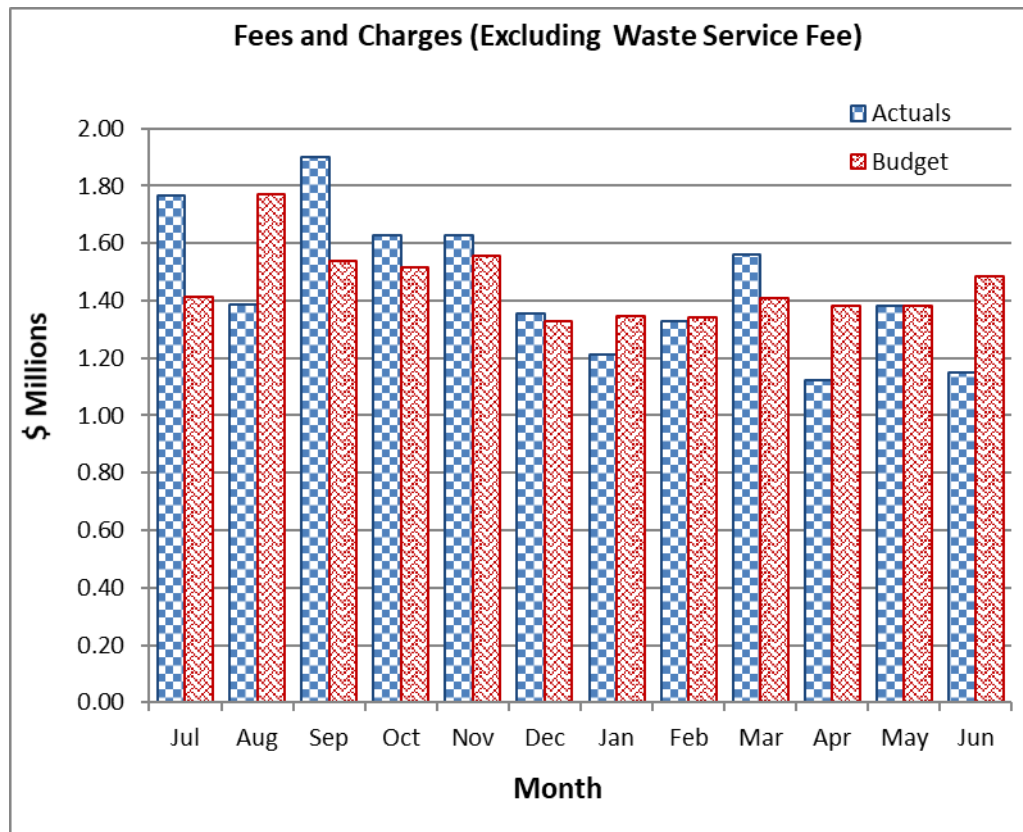


Year to Date - (Actual \$16.9m, Revised Budget \$16.8m)

The variance is favourable by \$159k, which is within the reportable threshold.

Note 3 Fees and Charges – Including Waste Service Fee**Month to Date - (Actual \$1.2m, Revised Budget \$1.5m)**

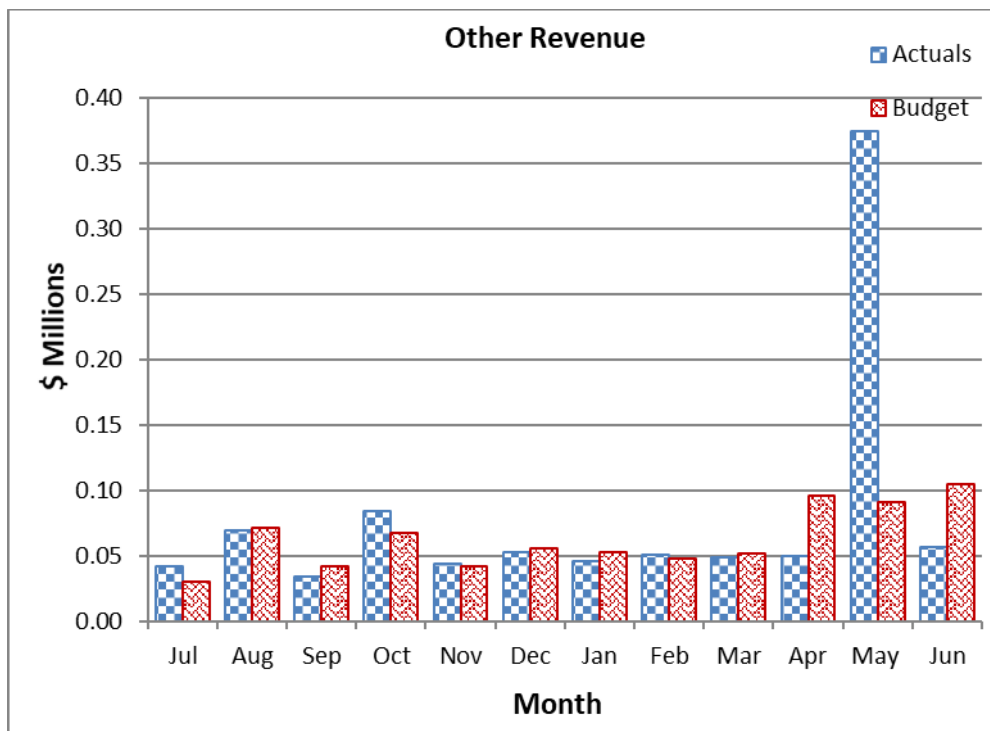
The overall variance of Fees and Charges is unfavourable by \$371k, with the main contributors being lower than budgeted Facility Booking Fee Income (\$167k lower) and User Entry Fee Income (\$144k lower).

**Year to Date - (Actual \$48.7m, Revised Budget \$48.5m)**

The variance is favourable by \$251k (+0.5%) which is under the reportable threshold.

Note 4 Other Revenue**Month to Date - (Actual \$57k, Revised Budget \$105k)**

The variance is unfavourable by \$48k being a reflection of earlier receipting compared to budget expectations.



Year to Date - (Actual \$951k, Revised Budget \$751k)

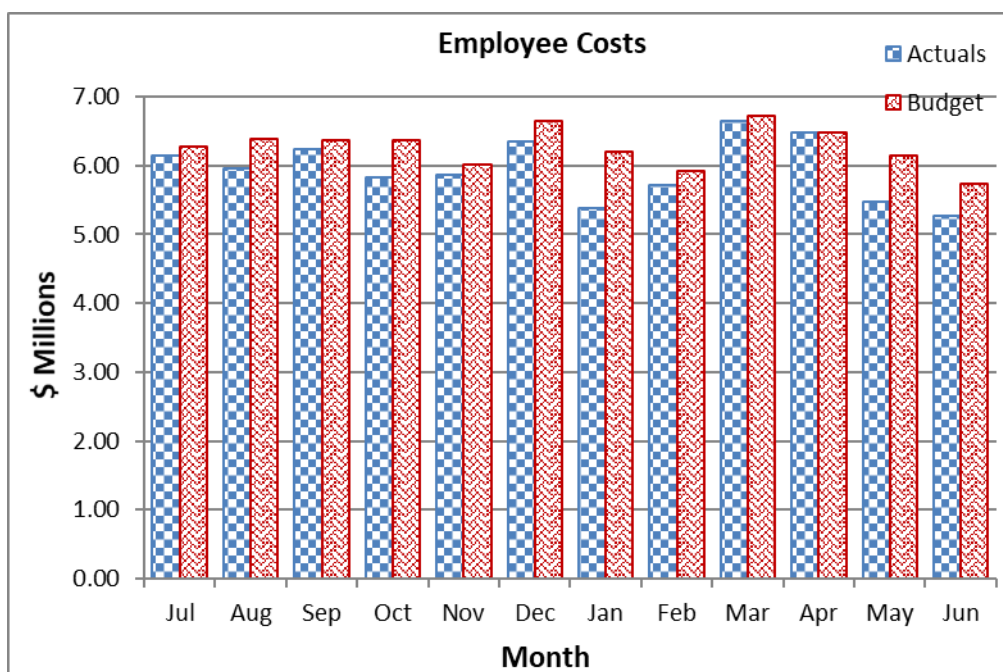
The variance is favourable by \$201k, due to the receipt of funds which were not forecast.

Expenses

Note 5 Employee Costs

Month to Date - (Actual \$5.3m, Revised Budget \$5.7m)

The variance is favourable by \$459k due to lower employee costs mainly arising from deferral of recruitments to manage COVID-19 financial impact.

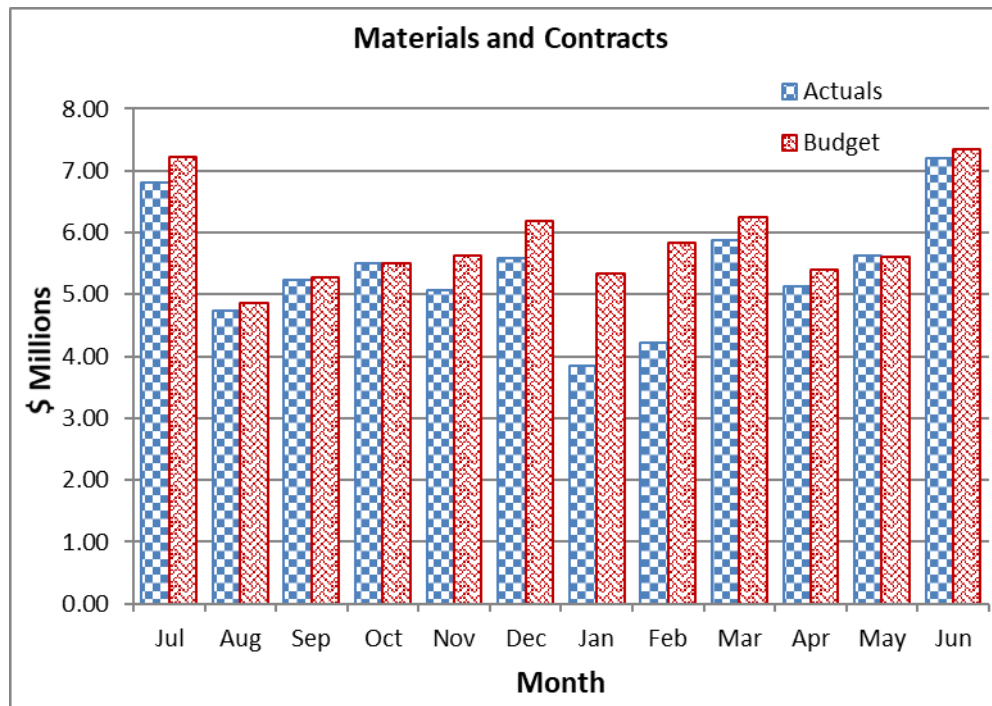


Year to Date - (Actual \$71.3m, Revised Budget \$75.2m)

The variance is favourable by \$3.9m mainly due to the above reason. The realised portion will be adjusted once the year-end provisions are finalised as part of the end of year process.

Note 6 Materials & Contracts**Month to Date - (Actual \$7.2m, Revised Budget \$7.3m)**

The variance is unfavourable by \$128k, which is within the reportable threshold.

**Year to Date - (Actual \$64.9m, Revised Budget \$70.4m)**

The variance is favourable by \$5.7m mostly due to:

- Lower Contract Expenses of \$2.3m for maintenance of park land & irrigation, park building & furniture, road reserves, beach land & bushland and provision for emergency services;
- Lower Consulting Fees of \$1.1m mainly due to delays in undertaking of special projects for Planning Services, Place Management, Environmental Management and provision of Information Technology Services;
- Lower Contribution Expenses of \$440k; and
- Lower Debt Write Off of \$322k.

Note 7 Utilities**Month to Date - (Actual \$550k, Revised Budget \$799k)**

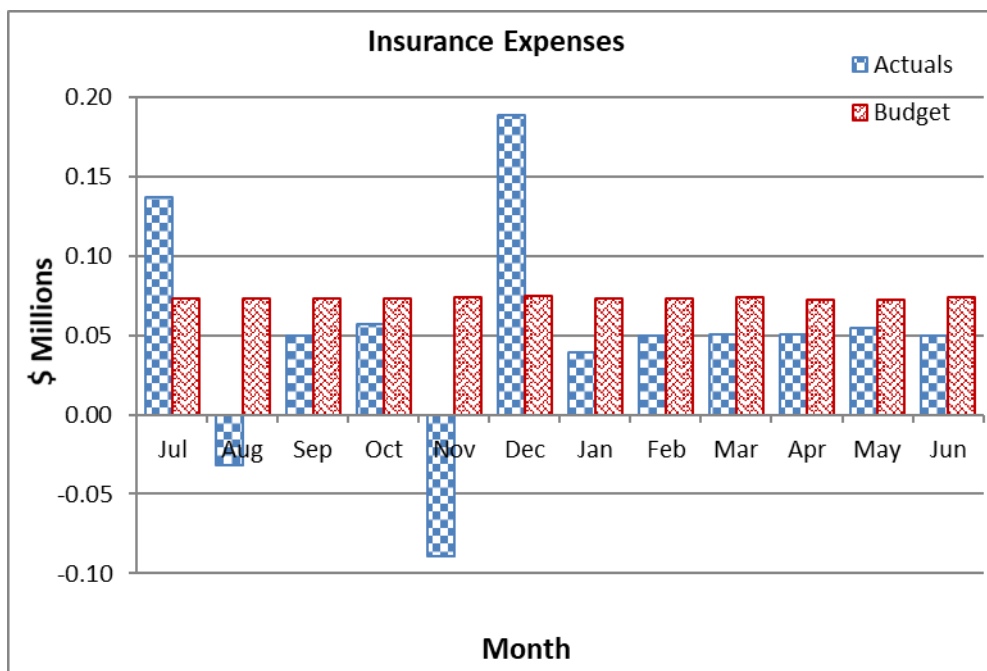
The variance is favourable by \$249k due to lower than anticipated trend in usage. Year to date amounts are in line with the budget.

Year to Date - (Actual \$9.3m, Revised Budget \$9.5m)

The variance is favourable by \$281k, with the reason for the variance noted above.

Note 8 Insurance**Month to Date - (Actual \$49k, Revised Budget \$74k)**

The variance is favourable by \$25k, which is within the reportable threshold.

**Year to Date - (Actual \$606k, Revised Budget \$880k)**

The favourable year to date variance of \$274k is a result of the City's receipt of a credit from its insurer. The City opted to offset this credit against the insurance premium.

Non-Operating Revenue & Expenses**Note 9 Non-Operating Grants, Subsidies & Contributions****Month to Date – (Actual \$436k, Revised Budget \$4.0m)**

The variance is unfavourable by \$3.5m, which is mainly attributable to:

- Early receipt of \$800k grant for implementation of the three bins system. The grant was received in March 2021 but budgeted for in June 2021;
- Early receipt of \$620k from the Department of Local Government, Sport and Cultural Industries (DLGSCI) related to various projects as part of WA Recovery Plan but budgeted for in June 2021; and
- The balance of unfavourable variance is mainly due to various restricted grants received in 2019/20 have not been recognised yet as an income per the accounting standard (AASB 1058). This will be adjusted as part of the end of financial year adjustment when performance obligations have been substantially assessed and confirmed.

Year to Date – (Actual \$18.9m, Revised Budget \$16.1m)

The variance is favourable by \$2.8m, which is attributable to;

State Government grants of \$727k:

- Late receipt of \$727k relating to the Pinjar Road duplication project, which was anticipated in 2019/20;

Cash Contribution of \$2.1m:

- Late receipt of \$1.0m relates to Halesworth Park sport facilities project, which was anticipated in 2019/20;
- Late receipt of \$1.6m relates to Marmion Avenue dualing project, which was anticipated in 2019/20; partially offset by
- \$469k of cash contribution has not yet been recognised as an income pending confirmation of obligations required to be carried out per AASB 1058.

Note 10 Contributed Physical Assets***Month to Date – (Actual \$8.1m, Revised Budget \$2.3m)***

In June 2021, \$5.8m of various assets, were handed over to the City by developers. The actual assets are recorded as and when assets are handed over to the City.

Year to Date – (Actual \$20.3m, Revised Budget \$9.1m)

The variance is favourable by \$11.2m. The actual assets hand overs by developers are higher (and earlier) than anticipated.

Note 11 Profit /(Loss) on Asset Disposals***Month to Date – (Combined Actual \$112k, Combined Revised Budget -\$824k)***

The favourable variance of \$936k is a result of a higher proceeds relating to land sales from Tamala Park Regional Council (TPRC) than anticipated.

Year to Date – (Combined Actual \$2.7m, Combined Revised Budget -\$13.1m)

The variance is favourable by \$15.8m mainly due to the delay in the formal handover of Ocean Reef Road and Gngangara Road by Main Roads WA. The City has received the letter from the Minister for Transport, Planning and Ports and it is expected to be appropriately recorded as part of the end of year finalisation process.

Note 12 TPS & DCP Income***Month to Date – (Actual -\$6k, Revised Budget \$1.5m)***

The unfavourable variance of \$1.5m is mainly due to delay receipt of headworks levies for Cells 1, 2 and 5.

Year to Date – (Actual \$9.1m, Revised Budget \$11.1m)

The variance is unfavourable by \$2.0m mostly due to the delay in estimated receipt of headworks levies by \$1.1m for Cell 9.

Statement of Financial Position (Attachment 2)

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2021

Description	30 Jun 2020 Actual \$	30 June 2021 Actual \$	Variance		30 Jun 2021 Budget Estimate \$	Notes
			\$m	%		
Current Assets	394,102,121	428,809,193	34,707,072	8.8	387,868,977	
Current Liabilities	(68,326,010)	(70,034,702)	(1,708,692)	(2.5)	(50,493,320)	
NET CURRENT ASSETS	325,776,111	358,774,491	32,998,380	10.1	337,375,657	1
Non Current Assets	2,400,038,446	2,429,243,080	29,204,634	1.2	2,428,370,061	2
Non Current Liabilities	(174,757,762)	(174,666,897)	90,865	0.1	(88,033,657)	3
NET ASSETS	2,551,056,795	2,613,350,674	62,293,879	2.4	2,677,712,061	
TOTAL EQUITY	(2,551,056,795)	(2,613,350,674)	62,293,879	2.4	(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 \$33.0m, which is predominately due to lower Operating and Capital expenditure than budgeted. The cash position is expected to further reduce with the finalisation of end of year entries and transfers to Reserves.

Within the Current Assets, Current Receivables of \$16.2m are mainly comprised of collectable Rates and Waste Service Fees debtors of \$10.4m and Emergency Services Levy of \$0.9m, with the remaining balance attributed to General Debtors of \$4.9m.

Note 2 - Non-Current Assets

Non-Current Assets position as at 30 June 2021 have increased by \$19.1m from 30 June 2020 Actuals. The movement is due to increase in Work in Progress and Asset Acquisition of \$58.6m partially offset by accumulated depreciation of \$39.5m.

Note 3 - Non-Current Liabilities

Non-Current Liabilities position as at 30 June 2021 have decreased by \$91k due to movement in provisions.

The existing loan with the Western Australia Treasury Corporation remains unchanged making up 37% of total Non-Current Liabilities.

Financial Performance Indicators

The table below presents data on non-asset related financial ratios, comparing the minimum standard expected as per the Department of Local Government Sports and Cultural Industries (**DLGSCI**) status at the year to date figures, and at the same period of the last year.

A green highlight is used where the minimum standard is met or exceeded. Highlighted in red is below the standard (where relevant).

Details	DLGSCI Minimum Standard	As at 30/06/2020	As at 30/06/2021	For the month - Minimum Standard Met
Current Ratio				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	1.10:1	1.55:1	YES
Current Liabilities (CL) - CL Associated with RCA				
Debt Service Cover Ratio				
The ability to produce enough cash to cover debt payments.				
Operating Surplus before Interest & Depreciation	=>2.00:1	12.46:1	18.31:1	YES
Principle & Interest Repayments				
Own Source Revenue Coverage Ratio				
The ability to cover costs through own revenue efforts.				
Own Source Operating Revenue	=>0.40:1	0.95:1	1.00:1	YES
Operating Expense				
Operating Surplus Ratio				
The ability to cover operational costs and have revenues available for capital funding or other purposes.				
Operating Revenue - Operating Expense	=>0.01:1	0.02:1	0.08:1	YES
Own Source Operating Revenue				

The asset ratios will be published as part of the 2020/21 Statutory Financial Statements.

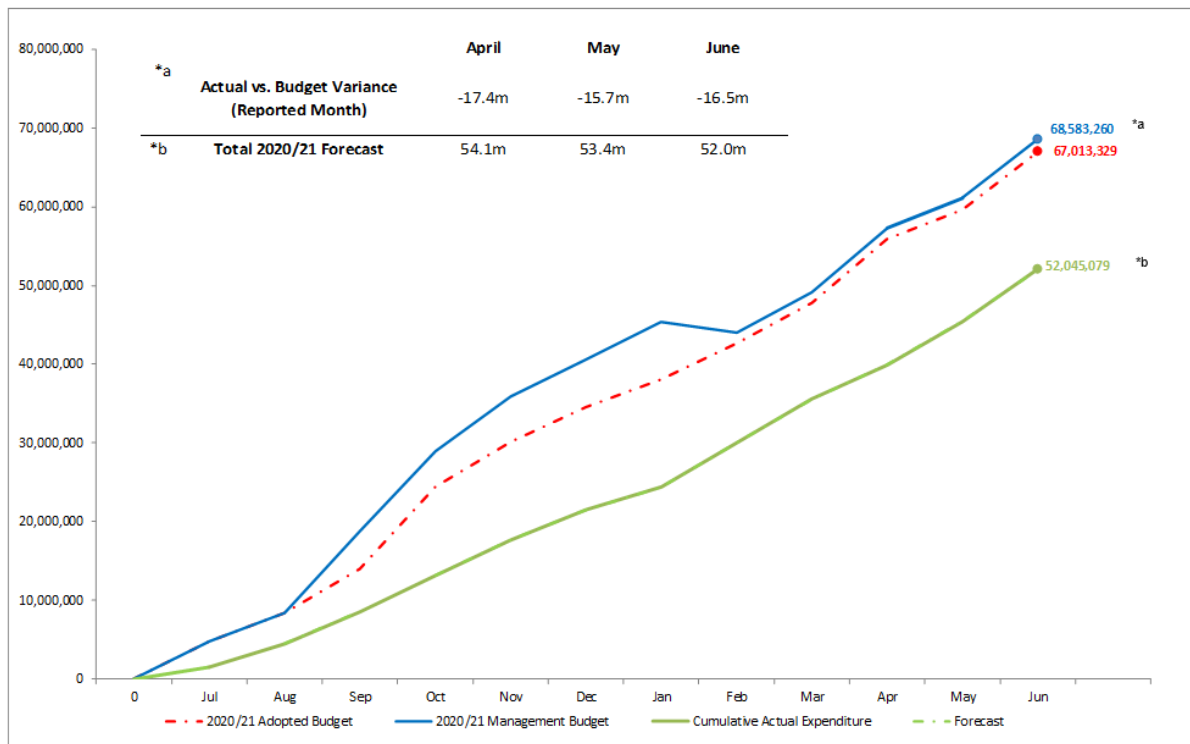
Capital Works Program

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	16	238,689	1,172,115	1,761,133	66.6%
Community Safety	4	(3,420)	228,742	464,196	49.3%
Conservation Reserves	4	49,099	289,621	347,540	83.3%
Corporate Buildings	6	8,439	70,087	183,377	38.2%
Environmental Offset	6	69,789	221,692	442,600	50.1%
Fleet Mgt - Corporate	6	271,747	3,036,585	7,344,819	41.3%
Foreshore Management	11	173,096	1,202,517	1,580,543	76.1%
Golf Courses	3	40,464	113,933	205,181	55.5%
Investment Projects	8	230,668	1,018,519	1,758,159	57.9%
IT Equipment & Software	18	301,293	3,526,908	7,822,410	45.1%
Parks Furniture	15	13,504	2,565,038	2,663,962	96.3%
Parks Rehabilitation	1	462,630	937,313	1,050,000	89.3%
Passive Park Development	10	389,073	1,537,799	1,672,928	91.9%
Pathways and Trails	6	131,854	1,545,262	1,598,249	96.7%
Roads	16	1,572,338	9,884,212	10,795,130	91.6%
Sports Facilities	61	1,509,850	16,459,385	18,524,171	88.9%
Stormwater Drainage	3	(397)	63,247	65,118	97.1%
Street Landscaping	7	217,892	877,380	1,056,531	83.0%
Traffic Treatments	16	270,081	1,962,250	2,239,005	87.6%
Waste Management	4	684,812	5,331,892	7,008,208	76.1%
Grand Total	221	6,631,501	52,044,499	68,583,260	75.9%

For the month of Jun 2021, the City incurred \$6.6m of capital expenditure. As at 30 June 2021, the City has spent \$52.0m. This represents 76% of the 2020/21 Capital Works Revised Budget of \$68.6m. It is estimated that the City had approximately \$12.7m of outstanding commitments as at 30 June 2021. Including open commitments it represents 94% of the 2020/21 Capital Works Revised Budget of \$68.5m. The final carry forward amounts and outstanding commitments can be determined after finalisation of the 2020/21 financial year-end adjustments.

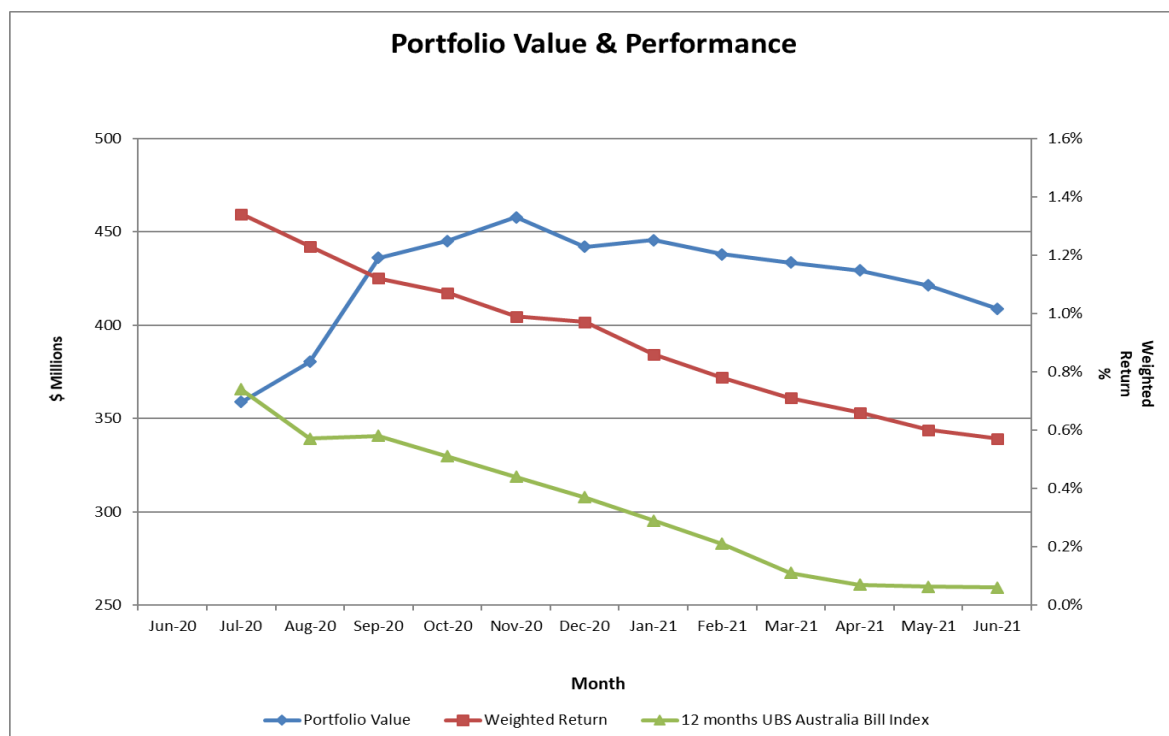
Details of significant expenditure for the month are included in **Attachment 3**. The estimated carry forward amount is \$12.7m, and details were presented to Council as part of the 2021/22 Budget adoption. This position will be reviewed via a separate report which will be presented to Council shortly on any proposed changes to the carry forward amount.

Capital Expenditure to June 2021 – Portfolio View Only

To further expand on the Capital Works Program information above, selected key capital projects updates are provided in the Top Capital Projects attachment to this report (**Attachment 4**).

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 June 2021, the City held an investment portfolio (cash & cash equivalents) of \$408.8m (Face Value), equating to \$409.9m inclusive of accrued interest. This total portfolio consists of restricted cash of \$335.0m and un-restricted cash of \$79.6m.

The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.51% p.a. (0.57% p.a. vs. 0.06% p.a.); however, it is noted that Interest Earnings were budgeted at a 1.00% yield. The prevailing historically low Reserve Bank of Australia Cash Rate at 0.1% is affecting the City's ability to attract higher interest rates from ADI's.

Rate Setting Statement (Financial Activity Statement) (Attachment 6)

The Rate Setting Statement (Financial Activity Statement) represents a composite view of the finances of the City, identifying the movement in 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 reconciliation of Net Current Assets Surplus/(Deficit) position as detailed below. Whilst a year-to-date surplus of \$48.2m is reported, this amount is expected to reduce once all the final end of year entries and transfers to Reserves are captured.

NET CURRENT ASSETS SURPLUS/(DEFICIT) CARRIED FORWARD

FOR THE PERIOD ENDED 30 JUNE 2021

Description	30 Jun 2020 Actual \$	30 June 2021 Actual \$	30 Jun 2021
			Adopted Budget \$
Current Assets			
Cash & Cash Equivalents - Unrestricted	37,320,902	79,634,514	27,315,620
Cash & Cash Equivalents - Restricted	337,706,621	334,978,584	340,214,357
Receivables	18,727,150	13,892,012	20,023,000
Inventory	347,448	304,083	316,000
TOTAL CURRENT ASSETS	394,102,121	428,809,193	387,868,977
Current Liabilities			
Payables*	(49,329,309)	(48,390,660)	(29,910,926)
Provisions	(18,996,701)	(21,644,042)	(20,582,394)
TOTAL CURRENT LIABILITIES	(68,326,010)	(70,034,702)	(50,493,320)
Net Current Assets	325,776,111	358,774,491	337,375,657
Adjustments for Restrictions			
Cash & Cash Equivalents - Restricted	(337,706,621)	(334,978,584)	(340,214,357)
Provision for leave liability (Cash Backed)	13,024,364	13,280,492	-
Contract Liabilities*	10,173,059	10,227,250	-
Contract Assets **	(185,356)	(185,356)	-
TPS Receivables	(644,154)	(110,437)	-
TPS Payables	4,541,388	1,228,244	-
TOTAL RESTRICTED ASSETS	(310,797,320)	(310,538,391)	(340,214,357)
Surplus/(Deficit) Carried Forward	14,978,791	48,236,100	(2,838,700)

*The change in the AASB Standard 15 and 1058 have resulted in the City now recognising Grants and Contributions received as a liability when performance obligations have not yet been met.

***The change in the AASB Standard 15 has resulted in the City now recognising a contract asset when performance obligations have been met, however the Grants and Contributions not received.*

Consultation

This document has been prepared in consultation with Administration 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 Activity Statement report comply with *Regulations 34 (1) and 34 (4) of the Local Government (Financial Management) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

Risk Management Considerations

Risk Title	Risk Rating
CO-017 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 Strategic and Corporate risk register. Action plans have been developed to manage this risk to support existing management systems.

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

"Local Jobs

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

Strategic Growth

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

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

Policy Implications

- Accounting Policy;
- Investment Policy;
- Financial Cash Backed Reserves Policy
- Financial Hardship – Collection of Rates and Service Charges Policy;
- Fee, Waivers, Concessions and Debt Write-off Policy and
- Strategic Budget Policy.

Financial Implications

As outlined in the report and detailed in **Attachments 1 to 6.**

Voting Requirements

Simple Majority

Recommendation

That Council:

1. **RECEIVES the Financial Activity Statement and commentaries on variances to year to date Budget for the period ended 30 June 2021 consisting of:**
 - a) **June 2021 year to date Financial Activity Statement;**
 - b) **June 2021 year to date Net Current Assets Position; and**
 - c) **June 2021 year to date Notes to the Material Financial Variances.**

Attachments:

<u>1</u>	Attachment 1 - Statement of Comprehensive Income June 2021	21/322338
<u>2</u>	Attachment 2 - Statement of Financial Position June 2021	21/322355
<u>3</u>	Attachment 3 - Significant Capital Expenditure June 2021	21/322357
<u>4</u>	Attachment 4 - Top Projects 2020-21 - June 2021 - 20210210	16/151914[v63]
<u>5</u>	Attachment 5 – Investment Report June 2021	21/322365
<u>6</u>	Attachment 6 – Rate Setting Statement June 2021	21/322354

CITY OF WANNEROO

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE

Attachment 1

FOR THE PERIOD ENDED 30 JUNE 2021

Description	Current Month					Year to Date				Annual				Notes	
	Actual	Revised Budget	Variance		Notes	Actual	Revised Budget	Variance		Original Budget	Revised Budget	Variance			Notes
	\$	\$	\$	%		\$	\$	\$	%	\$	\$	\$	%		
Revenues															
Rates	(100,015)	0	(100,015)	0.0	1	136,319,038	136,109,707	209,331	0.2	135,971,516	136,109,707	138,191	0	1	
Operating Grants, Subsidies & Contributions	4,826,339	4,746,850	79,489	1.7	2	16,911,233	16,752,460	158,773	0.9	11,426,636	16,752,460	5,325,824	32	2	
Fees & Charges	1,150,166	1,521,545	(371,379)	(24.4)	3	48,728,834	48,477,509	251,325	0.5	44,156,022	48,477,509	4,321,487	9	3	
Interest Earnings	96,637	232,624	(135,987)	(58.5)	4	3,895,006	4,135,724	(240,718)	(5.8)	4,416,017	4,135,724	(280,293)	(7)	4	
Other Revenue	56,744	104,509	(47,765)	(45.7)		951,343	750,842	200,501	26.7	1,015,816	750,842	(264,974)	(35)		
Total Operating Revenue	6,029,871	6,605,528	(575,657)	(8.7)		206,805,454	206,226,242	579,212	0.3	196,986,007	206,226,242	9,240,235	4		
Expenses															
Employee Costs	(5,268,266)	(5,727,117)	458,851	8.0	5	(71,314,624)	(75,233,832)	3,919,208	5.2	(75,073,152)	(75,233,832)	(160,680)	(0)	5	
Materials & Contracts	(7,211,387)	(7,339,754)	128,367	1.7	6	(64,855,391)	(70,435,144)	5,579,753	7.9	(71,049,101)	(70,435,144)	613,957	1	6	
Utility Charges	(549,689)	(798,608)	248,919	31.2	7	(9,253,363)	(9,534,360)	280,997	2.9	(9,976,703)	(9,534,360)	442,343	5	7	
Depreciation	(3,643,086)	(3,571,348)	(71,738)	(2.0)		(43,101,348)	(42,863,029)	(238,319)	(0.6)	(42,863,029)	(42,863,029)	0	0		
Interest Expenses	(345,262)	(344,355)	(907)	(0.3)		(4,122,889)	(4,114,828)	(8,061)	(0.2)	(4,114,716)	(4,114,828)	(112)	(0)		
Insurance	(49,459)	(74,193)	24,734	33.3		(605,803)	(880,151)	274,348	31.2	(1,327,151)	(880,151)	447,000	51		
Total Operating Expenditure	(17,067,149)	(17,855,375)	788,226	4.4		(193,253,418)	(203,061,344)	9,807,926	4.8	(204,403,852)	(203,061,344)	1,342,508	1		
RESULT FROM OPERATIONS	(11,037,278)	(11,249,847)	212,569	1.9		13,552,036	3,164,898	10,387,138	328.2	(7,417,845)	3,164,898	10,582,743	334		
Non Operating Revenue & Expenses															
Non Operating Grants, Subsidies & Contributions	436,445	3,973,637	(3,537,192)	(89.0)	8	18,857,247	16,066,123	2,791,124	17.4	11,049,674	16,066,123	5,016,449	31	8	
Contributed Physical Assets	8,058,970	2,273,000	5,785,970	255	9	20,270,435	9,092,000	11,178,435	122.9	9,092,000	9,092,000	0	0	9	
Profit on Asset Disposals	111,541	298,176	(186,635)	(62.6)	10	2,877,722	1,698,176	1,179,546	69.5	248,176	1,698,176	1,450,000	85	10	
Loss on Assets Disposals	0	(1,122,234)	1,122,234	100.0	10	(154,117)	(14,821,299)	14,667,182	99.0	(14,821,299)	(14,821,299)	0	0	10	
TPS* & DCP** Revenues	(6,229)	1,513,692	(1,519,921)	(100.4)	11	9,137,965	11,116,172	(1,978,207)	(17.8)	10,667,481	11,116,172	448,691	4	11	
TPS* & DCP** Expenses	(2,164,510)	(1,009,867)	(1,154,643)	(114.3)	12	(4,805,362)	(4,993,957)	188,595	3.8	(6,759,073)	(4,993,957)	1,765,116	35	12	
Total Non Operating Revenue and Expenses	6,436,217	5,926,404	509,813	8.6		46,183,890	18,157,215	28,026,675	154.4	9,476,959	18,157,215	8,680,256	48		
NET RESULT (OPERATING & NON OPERATING)	(4,601,061)	(5,323,443)	722,382	13.6		59,735,926	21,322,113	38,413,813	180.2	2,059,114	21,322,113	19,262,999	90		
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0	0	0	0	0		
TOTAL COMPREHENSIVE INCOME	(4,601,061)	(5,323,443)	722,382	13.6		59,735,926	21,322,113	38,413,813	180.2	2,059,114	21,322,113	19,262,999	90		

CITY OF WANNEROO

Attachment 2

STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2021

Description	30/06/2020 Actual \$	30/06/2021 Actual \$	Budget 30/06/2021 Estimate \$
Current Assets			
Cash at Bank	3,469,010	3,222,672	3,308,261
Investments	371,558,513	411,390,426	364,221,716
Receivables	18,727,150	13,892,012	20,023,000
Inventories	347,448	304,083	316,000
	394,102,121	428,809,193	387,868,977
Current Liabilities			
Payables	(49,329,309)	(48,390,660)	(29,910,926)
Provisions	(18,996,701)	(21,644,042)	(20,582,394)
	(68,326,010)	(70,034,702)	(50,493,320)
NET CURRENT ASSETS	325,776,111	358,774,491	337,375,657
Non Current Assets			
Receivables	3,712,310	4,088,366	3,268,165
Investments	19,275,826	20,142,419	20,243,091
Inventories	21,866,609	21,866,609	22,117,151
Land	133,628,182	133,628,182	138,221,721
Buildings	177,300,883	176,037,026	189,295,791
Plant	16,591,732	15,753,981	21,440,107
Equipment	38,788,705	39,203,638	89,942,404
Furniture & Fittings	5,045,544	4,859,553	14,243,635
Infrastructure	1,920,785,802	1,953,162,024	1,867,304,297
Work in Progress	63,042,853	60,501,282	62,293,699
	2,400,038,446	2,429,243,080	2,428,370,061
Non Current Liabilities			
Interest Bearing Liabilities	(74,460,644)	(74,386,929)	(76,334,197)
Provisions & Payables	(100,297,118)	(100,279,968)	(11,699,460)
	(174,757,762)	(174,666,897)	(88,033,657)
NET ASSETS	2,551,056,795	2,613,350,674	2,677,712,061
Equity			
Retained Surplus	(1,268,608,535)	(1,332,059,197)	(1,283,263,624)
Reserves - Cash/Investment Backed	(233,133,731)	(231,976,948)	(333,303,832)
Reserves - Asset Revaluation	(1,049,314,529)	(1,049,314,529)	(1,061,144,605)
TOTAL EQUITY	(2,551,056,795)	(2,613,350,674)	(2,677,712,061)

Attachment 3**Significant Capital expenditure for June 2021**

- \$1.07m *Recurring Program, Renew Transport Infrastructure Assets*
- \$608K *Three Bin Kerbside Collection System*
- \$462K *Renewal, rehabilitation and upgrade of existing irrigation infrastructure throughout the City*
- \$414K *Halesworth Park, Butler, New Sports Facilities*
- \$341K *Hinckley Park, Hocking, Upgrade Passive Park*
- \$272K *Dalvik Park, Merriwa, New Sports Amenities Building and Carpark*
- \$236K *Upgrade Roads and Drainage Infrastructure – Various Locations*
- \$200K *Neerabup Industrial Area, Neerabup, New Development*
- \$167K *Upgrade Intersection Mirrabooka Ave, Rawlinson Dr*
- \$151K *Recurring Program, Renew Domestic Waste Vehicles*
- \$144K *Recurring Program, New Footpaths*
- \$120K *Court development, Laricina Park, Banksia Grove*
- \$112K *Renewal Program – Asset Management Information System*
- \$109K *Upgrade Street Landscaping, Marmion Avenue*
- \$108K *New Accessibility Pool Pod, Aquamation*
- \$107K *Gumblossom Park, Quinns Rocks - New batting cage lighting*
- \$103K *Tree Planting – Various Locations*

Significant (LTD) commitments in the Capital Works Program as at 30 June 2021

- \$6.69m *Recurring Program, Renew Domestic Waste Vehicles*
- \$1.63m *Dalvik Park, Merriwa, New Sports Amenities Building and Carpark*
- \$958K *Renew Finance System*
- \$758K *Recurring Program, New Domestic Mobile Garbage Bins*
- \$552K *Design and construct a new public library, Landsdale*
- \$448K *Recurring Program, Renew Light Vehicles*
- \$443K *Upgrade Roads and Drainage Infrastructure – Various Locations*
- \$375K *Halesworth Park, Butler, New Sports Facilities*
- \$348K *Recurring Program, Upgrade Beach Accessways*
- \$335K *Three Bin Kerbside Collection System*
- \$318K *Renewal, rehabilitation and upgrade of existing irrigation infrastructure throughout the City*
- \$234K *Upgrade To Dual Carriageway from Wanneroo Road to Old Yanchep Road*
- \$223K *Renewal Program – Asset Management Information System*
- \$200K *New Sports Amenities Building, Heath Park, Alkimos*
- \$186K *Recurring Program, Renew Park Assets*
- \$185K *Neerabup Industrial Area, Neerabup, New Development*
- \$184K *Upgrade Kingsway Olympic Soccer Club, Madeley*
- \$178K *Recurring Program, New IT Equipment and Software*
- \$176K *Upgrade Carpark and Surrounds - Frederick Stubbs Park, Quinns Rocks*
- \$152K *Recurring Program, Replace IT Equipment and Software*
- \$144K *Recurring Program, Renew Heavy Trucks*
- \$124K *Upgrade Corporate Business Systems*
- \$115K *Gumblossom Park, Quinns Rocks, Upgrade Path Network*
- \$105K *Recurring Program, Renew Transport Infrastructure Assets*
- \$105K *Upgrade sports amenities building Warradale Reserve, Landsdale, Upgrade Clubrooms*
- \$105K *\$108K Clarkson Youth Centre, Clarkson, Upgrade Building and Open Space*
- **LTD – Life to Date**

Attachment 3

As at 30 June 2021, the City has spent \$7.0m (69%) of the revised \$10.2m carry forward budget from 2019/2020 (originally \$7.6m). Significant Actual (YTD) expenditure against carry forward projects include (% shown as Actual expenditure against revised Carry Forward budget only):

- \$1.26m *Halesworth Park, Butler, New Sports Facilities (100%)*
- \$1.09m *Renew Finance System (100%)*
- \$481K *Recurring Program, New IT Equipment and Software (35%)*
- \$416K *Recurring Program, Renew Heavy Trucks (57%)*
- \$363K *Marmion Avenue, Upgrade Street Landscaping (97%)*
- \$344K *Recurring Program, Renew IT Equipment and Software (100%)*
- \$282K *Shelvock Park, New Sports Amenities Building (90%)*
- \$250K *Recurring Program, Renew Leased Building Assets (100%)*
- \$250K *Splendid Park, Yanchep, New Skate Park (100%)*
- \$249K *Marmion Ave, Upgrade to Dual Carriageway from Butler Blvd to Yanchep Beach Rd (100%)*
- \$247K *Recurring Program, New Corporate Business Systems (67%)*
- \$162K *New Development, Neerabup Industrial Area (32%)*
- \$150K *Recurring Program, Renew Light Vehicles (100%)*
- \$144K *New Christmas Decorations (89%)*
- \$120K *New Assets Management System (100%)*

Top Capital Projects 2020/21 - June 2021																	
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	344,711	62,738	0	281,973	3,985,000	3,982,123	2,877					33	S5. Delivery	Detailed design commenced June 2021. Carry forward remaining budget for continuing project.
PMO16061	PR-2955	23756	Halesworth Park, Butler, New Sports Facilities	10,747,496	10,259,267	0	488,229	20,824,937	20,824,937	(0)					74	S5. Delivery	Southern oval practical completion (PC) achieved April 2021 and northern oval pre-PC achieved June 2021. Design of pavilions ongoing. Change control issued to include schedule activities for Little Athletics Store facility procurement and construction. Carry forward remaining budget for continuing project.
PMO16175	PR-2664	25883	Landsdale Library and Youth Innovation Hub, New Building	220,694	66,703	0	153,991	10,501,250	10,501,249	1					28	S4. Design	Architect Bollig Design Group is redesigning new concepts for Library and Youth Innovation Hub. Carry forward remaining budget for continuing project.
PMO17015	PR-1910	33218	Recurring Program, Renew Park Assets	1,750,000	1,761,420	0	(11,420)	N.A.	N.A.	N.A.					99	S5. Delivery	Work completed with defect liability period to carry over into 2021/22.
PMO18063	PR-4088	30136	Neerabup Industrial Area, Neerabup, New Development	918,371	361,413	0	556,958	15,855,004	15,855,004	0					22	S5. Delivery	Lot 9100 subdivision planning application lodged with the Western Australian Planning Commission (WAPC) June 2021. Industrial subdivision engineering design will continue once approved by WAPC. Resource extraction works with vegetation clearing commenced June 2021. Energy supply and water infrastructure planning contract works continues. Carry forward remaining budget for continuing project.
PMO19001	PR-2792	32947	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	587,000	467,170	0	119,830	2,263,306	2,238,639	24,667					68	S5. Delivery	Construction underway with majority of steelwork erected. Carry forward remaining budget for continuing project.
PMO19002	PR-4172	32950	Hinckley Park, Hocking, Upgrade Passive Park	1,368,840	1,291,435	0	77,405	1,423,477	1,423,476	1					95	S5. Delivery	Construction 95% completed. Carry forward remaining budget for project completion.
PMO19007	PR-2990	32965	Leatherback Park, Alkimos, New Sports Amenities Building	1,381,375	1,373,106	0	8,270	1,680,575	1,833,226	(152,651)					99	S6. Close-Out	Work completed with defect liability period to carry over into 2021/22.
PMO19024	PR-2409	34035	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	500,000	399,492	0	100,508	1,270,000	1,265,865	4,135					44	S5. Delivery	Works on track. City constructions crew to complete drainage and parking embayments. Carry forward remaining budget for continuing project.
PMO19041	PR-3018	34175	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnaragana Rd	2,189,042	2,196,512	0	(7,470)	4,700,000	4,707,470	(7,470)					99	S6. Close-Out	Work completed with defect liability period to carry over into 2021/22.

Top Capital Projects 2020/21 - June 2021																	
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
PMO20004	PR-4238	38839	Three Bin Kerbside Collection New System	6,532,316	5,057,089	0	1,475,227	6,794,858	6,382,114	412,744					80	S5. Delivery	Roll out of the new bin system is 80% complete, with the final stages of deliveries occurring in July and August 2021. Carry forward remaining budget for continuing project. Anticipated savings identified.
PMO20015	PR-4237	39484	Mirraboooka Ave, Rawlinson Drive, Upgrade Intersection	898,005	841,659	0	56,346	911,005	880,034	30,971					98	S5. Delivery	Construction and line marking completed. Carry forward \$20k for landscaping works.
				27,437,850	24,138,004	0	3,299,846	70,209,412	69,894,137	315,275							

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

INVESTMENT SUMMARY - As At 30 June 2021

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Current Value \$	YTD Accrued Interest \$		Accrued Interest
Current Account Investment Group										
8,817,000.00	0.01	Commonwealth Bank of Australia Perth	A1	N/A		N/A	8,817,000.00			
8,817,000.00	0.01%						8,817,000.00			
Term Investment Group										
0.00	1.05	Westpac Banking Corporation	A1	19-May-2021	10,000,000.00	19-May-2020	0.00	-		0.00
10,000,000.00	0.76	Westpac Banking Corporation	A1	07-September-2021	10,000,000.00	07-September-2020	10,023,736.99	61,632.88		23,736.99
5,000,000.00	0.95	National Australia Bank	A1	05-July-2021	5,000,000.00	02-July-2020	5,047,239.73	47,239.73		47,239.73
10,000,000.00	0.95	National Australia Bank	A1	13-July-2021	10,000,000.00	07-July-2020	10,093,178.08	93,178.08		93,178.08
5,000,000.00	0.86	Westpac Banking Corporation	A1	28-July-2021	5,000,000.00	28-July-2020	5,039,701.37	39,701.37		39,701.37
10,000,000.00	0.83	Westpac Banking Corporation	A1	05-August-2021	10,000,000.00	07-August-2020	10,032,290.41	74,358.90		32,290.41
5,000,000.00	0.83	Westpac Banking Corporation	A1	11-August-2021	5,000,000.00	11-August-2020	5,015,804.11	36,724.66		15,804.11
5,000,000.00	0.85	National Australia Bank	A1	11-August-2021	5,000,000.00	11-August-2020	5,037,609.59	37,609.59		37,609.59
15,000,000.00	0.81	Westpac Banking Corporation	A1	18-August-2021	15,000,000.00	18-August-2020	15,043,939.72	105,189.04		43,939.72
15,000,000.00	0.81	Westpac Banking Corporation	A1	24-August-2021	15,000,000.00	24-August-2020	15,041,942.46	103,191.78		41,942.46
10,000,000.00	0.76	Westpac Banking Corporation	A1	14-September-2021	10,000,000.00	07-September-2020	10,023,736.99	61,632.88		23,736.99
10,000,000.00	0.70	Australia & New Zealand Bank	A1	20-July-2021	10,000,000.00	07-September-2020	10,056,767.12	56,767.12		56,767.12
15,000,000.00	0.70	Australia & New Zealand Bank	A1	28-July-2021	15,000,000.00	15-September-2020	15,082,849.32	82,849.32		82,849.32
5,000,000.00	0.71	Commonwealth Bank of Australia Perth	A1	22-September-2021	5,000,000.00	22-September-2020	5,027,330.14	27,330.14		27,330.14
15,000,000.00	0.70	Westpac Banking Corporation	A1	07-October-2021	15,000,000.00	07-October-2020	15,076,520.55	76,520.55		76,520.55
5,000,000.00	0.66	Commonwealth Bank of Australia Perth	A1	21-October-2021	5,000,000.00	21-October-2020	5,022,783.56	22,783.56		22,783.56
10,000,000.00	0.62	Commonwealth Bank of Australia Perth	A1	28-October-2021	10,000,000.00	28-October-2020	10,041,616.44	41,616.44		41,616.44
10,000,000.00	0.60	Westpac Banking Corporation	A1	06-November-2021	10,000,000.00	06-November-2020	10,038,794.52	38,794.52		38,794.52
10,000,000.00	0.59	Commonwealth Bank of Australia Perth	A1	29-November-2021	10,000,000.00	27-November-2020	10,029,095.89	34,753.42		29,095.89
10,000,000.00	0.53	Commonwealth Bank of Australia Perth	A1	09-December-2021	10,000,000.00	09-December-2020	10,029,476.71	29,476.71		29,476.71
10,000,000.00	0.52	Commonwealth Bank of Australia Perth	A1	16-December-2021	10,000,000.00	21-December-2020	10,027,210.96	27,210.96		27,210.96
20,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	11-January-2022	20,000,000.00	11-January-2021	20,044,712.33	44,712.33		44,712.33
10,000,000.00	0.47	National Australia Bank	A1	17-January-2022	10,000,000.00	14-January-2021	10,021,504.11	21,504.11		21,504.11
10,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	20-January-2022	10,000,000.00	21-January-2021	10,021,041.10	21,041.10		21,041.10
5,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	28-January-2022	5,000,000.00	29-January-2021	5,009,994.52	9,994.52		9,994.52
10,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	03-February-2022	10,000,000.00	04-February-2021	10,018,400.00	18,400.00		18,400.00
10,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	10-February-2022	10,000,000.00	11-February-2021	10,017,517.81	17,517.81		17,517.81
5,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	15-February-2022	5,000,000.00	15-February-2021	5,008,506.85	8,506.85		8,506.85
15,000,000.00	0.50	Commonwealth Bank of Australia Perth	A1	23-February-2022	15,000,000.00	23-February-2021	15,026,095.89	26,095.89		26,095.89
15,000,000.00	0.50	Commonwealth Bank of Australia Perth	A1	09-March-2022	15,000,000.00	09-March-2021	15,023,219.18	23,219.18		23,219.18
30,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	29-March-2022	30,000,000.00	08-April-2021	30,031,380.82	31,380.82		31,380.82
20,000,000.00	0.37	Westpac Banking Corporation	A1	10-May-2022	20,000,000.00	10-May-2021	20,010,339.73	10,339.73		10,339.73
10,000,000.00	0.40	Westpac Banking Corporation	A1	19-May-2022	10,000,000.00	19-May-2021	10,004,602.74	4,602.74		4,602.74
15,000,000.00	0.42	Bankwest	A1	10-December-2021	15,000,000.00	10-June-2021	15,003,452.05	3,452.05		3,452.05
15,000,000.00	0.43	Bankwest	A1	10-June-2022	15,000,000.00	10-June-2021	15,003,534.25	3,534.25		3,534.25
5,000,000.00	0.35	Westpac Banking Corporation	A1	20-June-2022	5,000,000.00	18-June-2021	5,000,575.34	575.34		575.34
15,000,000.00	0.35	Australia & New Zealand Bank	A1	19-April-2022	15,000,000.00	23-June-2021	15,001,006.85	1,006.85		1,006.85
400,000,000.00	0.58%						401,077,508.22	1,344,445.21		1,077,508.22
	Weighted Return									
408,817,000.00	0.57%	Totals					409,894,508.22	1,344,445.21		1,077,508.22

0.060% 12 month UBS Australia Bank Bill Index for 30 June 2021 \$409,894,508.25

0.51% Differential between Council's Weighted Return and UBS Australia Bank Bill Index - 0.03

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.

**RATE SETTING STATEMENT
(FINANCIAL ACTIVITY STATEMENT)
FOR THE PERIOD ENDED 30 JUNE 2021**

Attachment 6

Description	Year To Date				Annual			
	Actual	Revised Budget	Variance		Adopted Budget	Revised Budget	Variance	
	\$	\$	\$	%	\$	\$	\$	%
Opening Surplus/(Deficit)	14,978,791	14,978,791	0	0	0	14,978,791	14,978,791	0
OPERATING ACTIVITIES								
Revenues								
Operating Grants, Subsidies & Contributions	16,911,233	16,752,460	158,773	1	11,426,636	16,752,460	5,325,824	32
Fees & Charges	48,728,834	48,477,509	251,325	1	44,156,022	48,477,509	4,321,487	9
Interest Earnings	3,895,006	4,135,724	(240,718)	(6)	4,416,017	4,135,724	(280,293)	(7)
Other Revenue	951,343	750,842	200,501	27	1,015,816	750,842	(264,974)	(35)
	70,486,416	70,116,535	369,881	1	61,014,491	70,116,535	9,102,044	13
Expenses								
Employee Costs	(71,314,624)	(75,233,832)	3,919,208	5	(75,073,152)	(75,233,832)	(160,680)	(0)
Materials & Contracts	(64,855,391)	(70,435,144)	5,579,753	8	(71,049,101)	(70,435,144)	613,957	1
Utility Charges	(9,253,363)	(9,534,360)	280,997	3	(9,976,703)	(9,534,360)	442,343	5
Depreciation	(43,101,348)	(42,863,029)	(238,319)	(1)	(42,863,029)	(42,863,029)	0	0
Interest Expenses	(4,122,889)	(4,114,828)	(8,061)	(0)	(4,114,716)	(4,114,828)	(112)	(0)
Insurance	(605,803)	(880,151)	274,348	31	(1,327,151)	(880,151)	447,000	51
	(193,253,418)	(203,061,344)	9,807,926	5	(204,403,852)	(203,061,344)	1,342,508	1
Non-Cash Amounts Excluded								
Depreciation	43,101,348	42,863,029	238,319	1	42,863,029	42,863,029	0	0
	(79,665,654)	(90,081,780)	10,416,126	12	(100,526,332)	(90,081,780)	10,444,552	12
INVESTING ACTIVITIES								
Non Operating Grants, Subsidies & Contributions	18,857,247	16,066,123	2,791,124	17	11,049,674	16,066,123	5,016,449	31
Contributed Physical Assets	20,270,435	9,092,000	11,178,435	0	9,092,000	9,092,000	0	0
Profit on Asset Disposals	2,877,722	1,698,176	1,179,546	0	248,176	1,698,176	1,450,000	85
Loss on Assets Disposals	(154,117)	(14,821,299)	14,667,182	99	(14,821,299)	(14,821,299)	0	0
TPS & DCP Revenues	9,137,965	11,116,172	(1,978,207)	(18)	10,667,481	11,116,172	448,691	4
TPS & DCP Expenses	(4,805,362)	(4,993,957)	188,595	4	(6,759,073)	(4,993,957)	1,765,116	35
Capital Expenditure	(52,044,499)	(59,866,702)	7,822,203	13	(67,013,329)	(68,583,260)	(1,569,931)	(2)
Proceeds From Disposal Of Assets	2,720,450	987,113	1,733,338	176	1,076,850	1,076,850	0	0
	(3,140,159)	(40,722,375)	37,582,216	92	(56,459,520)	(49,349,195)	7,110,325	14
Non-Cash Amounts Excluded								
Contributed Physical Assets	(20,270,435)	(9,092,000)	(11,178,435)	0	(9,092,000)	(9,092,000)	0	0
Profit on Asset Disposals	(2,877,722)	(1,698,176)	(1,179,546)	0	(248,176)	(1,698,176)	(1,450,000)	(85)
Loss on Assets Disposals	154,117	14,821,299	(14,667,182)	(99)	14,821,299	14,821,299	0	0
	(22,994,040)	4,031,123	(27,025,163)	(670)	5,481,123	4,031,123	(1,450,000)	36
	(26,134,199)	(36,691,252)	10,557,053	29	(50,978,397)	(45,318,072)	5,660,325	12
FINANCING ACTIVITIES								
Contributions from New Loans	0	0	0	0	2,000,000	2,000,000	0	0
Transfers from Restricted Grants, Contributions & Loans	190,619	205,745	(15,126)	(7)	681,000	224,449	(456,551)	(67)
Transfers to Restricted Grants, Contributions & Loans	0	0	0	0	0	0	0	0
Transfers from Reserves	67,040,679	70,990,385	(3,949,706)	(6)	36,685,179	77,444,056	40,758,877	53
Transfers to Reserves	(63,329,163)	(84,202,708)	20,873,545	25	(24,953,148)	(91,857,500)	(66,904,352)	(268)
Cash Backed Employee Provisions Transfers	256,128							
Transfers from Schemes	1,359,288	5,073,838	(3,714,550)	(73)	6,764,815	5,535,096	(1,229,719)	(18)
Transfers to Schemes	(2,779,427)	(7,087,615)	4,308,188	61	(8,483,333)	(7,731,944)	751,389	9
	2,738,124	(15,020,356)	17,502,352	(117)	12,694,513	(14,385,843)	(27,080,356)	188
(DEFICIT)/SURPLUS	(88,082,938)	(126,814,597)	38,731,658	(31)	(138,810,216)	(134,806,904)	4,003,312	3
Amount To Be Raised From Rates	136,319,038	136,109,707	209,331	0	135,971,516	136,109,707	138,191	0
Closing Surplus/(Deficit)	48,236,100	9,295,110	38,940,989	419	(2,838,700)	1,302,803	4,141,503	0

Transactional Finance

4.13 Warrant of Payments for the Period to 30 June 2021

File Ref: 1859V02 – 21/304164
 Responsible Officer: Director, Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

Presentation to the Council of a list of accounts paid for the month of June 2021, 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 Meeting of the Council.

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 June 2021:

Funds	Vouchers	Amount
Director Corporate Services Advance A/C		
Accounts Paid – June 2021		
Cheque Numbers	121626 - 121838	\$315,373.75
EFT Document Numbers	4149 - 4180	<u>\$20,534,979.71</u>
TOTAL ACCOUNTS PAID		<u>\$20,850,353.46</u>
Manual Journals		\$352,538.35
Less Cancelled Cheques		(\$614,915.61)
Town Planning Scheme		<u>(\$377,512.95)</u>
RECOUP FROM MUNICIPAL FUND		<u>\$20,210,463.25</u>
Municipal Fund – Bank A/C		
Accounts Paid – June 2021		
Recoup to Director Corporate Services Advance A/C		\$20,210,463.25
Direct Payments		\$52,897.44
Payroll – Direct Debits		<u>\$5,462,345.35</u>
TOTAL ACCOUNTS PAID		<u>\$25,725,706.04</u>
Town Planning Scheme		
Accounts Paid – June 2021		
Cell 1		\$331,802.69
Cell 2		\$550.00
Cell 3		\$550.00
Cell 4		\$20,625.26
Cell 5		\$550.00
Cell 6		\$550.00
Cell 7		\$550.00
Cell 8		\$550.00
Cell 9		\$1,125.00
Cell TPS 6		<u>\$20,660.00</u>

TOTAL ACCOUNTS PAID				\$377,512.95
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WARRANT OF PAYMENTS JUNE 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
1	00121626	01/06/2021	Mr Muhammad Afzal	\$100.00
			Bond Refund	
2	00121627	01/06/2021	Agricultural Produce Commission	\$850.00
			Bond Refund	
3	00121628	01/06/2021	Rebecca Bates	\$100.00
			Bond Refund	
4	00121629	01/06/2021	Ms Samantha Bukhary	\$100.00
			Bond Refund	
5	00121630	01/06/2021	Kelly Cavill	\$100.00
			Bond Refund	
6	00121631	01/06/2021	Nilakshi Cluning	\$100.00
			Bond Refund	
7	00121632	01/06/2021	Mrs Kathlene Mae Co	\$350.00
			Bond Refund	
8	00121633	01/06/2021	Ms Melissa Gestakovski	\$139.00
			Hire Fee Refund	
9	00121634	01/06/2021	Mrs Abylene Imbrunio	\$100.00
			Bond Refund	
10	00121635	01/06/2021	Mrs Maegan Merry	\$350.00
			Bond Refund	
11	00121636	01/06/2021	Nina Morawski	\$850.00
			Bond Refund	
12	00121637	01/06/2021	Mr Benjamin Newnham	\$100.00
			Bond Refund	
13	00121638	01/06/2021	Alex Rahimi	\$350.00
			Bond Refund	
14	00121639	01/06/2021	Vinod Saini	\$350.00
			Bond Refund	
15	00121640	01/06/2021	Angela Uskono	\$350.00
			Bond Refund	
16	00121641	01/06/2021	Northland Development Pty Ltd	\$582.92
			Refund - Fees Not Expended Processing Amendment No 17 To The East Wanneroo Cell 2 Structure Plan - Lot 9500 Torrenova Way Sinagra	
17	00121642	01/06/2021	Mal Washer Nominees Pty Ltd	\$105.00
			Refund - Demolition Permit Fees - Not Required	
18	00121643	01/06/2021	Jeremy King	\$2,000.00
			Refund - Street & Verge Bond	
19	00121644	01/06/2021	Aquamotion Office Petty Cash	\$224.00
			Petty Cash	
20	00121645	01/06/2021	Atrium Homes (WA) Pty Ltd	\$932.57
			Refund - Street & Verge Bond	

21	00121646	01/06/2021	Broadwater Builds Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
22	00121647	01/06/2021	Hainsworth Youth Services Petty Cash	\$269.45
			Petty Cash	
23	00121648	01/06/2021	Perth Patio Magic Pty Ltd	\$1,000.00
			Refund - Street & Verge Bond	
24	00121649	01/06/2021	Telstra	\$2,493.48
			Girrawheen Hub Ethernet - Place Management	
			Raise Telstra Pit - Caribbean Circuit - Assets	
25	00121650	01/06/2021	Yanchep Red Hawks Football Club	\$450.00
			Refund - Bond And Hire Fees	
26	00121651	08/06/2021	Tse M Foh	\$61.65
			Refund - Building Application - Cancelled	
27	00121652	08/06/2021	Formscape	\$956.16
			Refund - Development Application - Exempt	
28	00121653	08/06/2021	Jill Morrison	\$147.00
			Reimbursement - Development Application - Incomplete	
29	00121654	08/06/2021	Anthony Poidinger	\$50.00
			Hire Fee Refund	
30	00121655	08/06/2021	Linda Wilson	\$295.00
			Refund - Development Application - Exempt	
31	00121656	08/06/2021	James Gibson Western Environmental	\$30.17
			Refund - Freedom Of Information Application - Duplicate Payment	
32	00121657	08/06/2021	Mustafa Aljwri	\$674.00
			Refund - Building Application - Rejected	
33	00121658	08/06/2021	Kevin Batten	\$505.50
			Refund - Building Application - Rejected	
34	00121659	08/06/2021	Angela Deane	\$450.00
			Refund - Overpayment Of HACC Account - Reissue Of Cheque 00118771	
35	00121660	08/06/2021	Paul Lee Di Florio	\$41.30
			Refund - Building Application - Not Accepted For Fast Track	
36	00121661	08/06/2021	J Corp Pty Ltd	\$2,717.96
			Refund - Building Application - Rejected	
37	00121662	08/06/2021	Glenn Stevens	\$25.00
			Refund - Septic Tank Plan - No Septic On Property	
38	00121663	08/06/2021	Josephine Bell	\$166.65
			Refund - Building Application - Rejected	
39	00121664	08/06/2021	Mal Gunawardana	\$166.65
			Refund - Building Application - Withdrawn	
40	00121665	08/06/2021	The Patricia Giles Centre	\$2,807.07

			Reimbursement - Electricity Costs - Jenolan Way Community Centre - Property Services	
41	00121666	08/06/2021	Janice Voon	\$64.00
			Refund - Copies Of Plans - Not Available	
42	00121667	08/06/2021	Aebe Shepherdson	\$64.00
			Refund - Copies Of Plans - Not Available	
43	00121668	08/06/2021	Carol Hamilton	\$2,000.00
			Refund - Street & Verge Bond	
44	00121669	08/06/2021	Ms Amanda Anthonisz	\$100.00
			Bond Refund	
45	00121670	08/06/2021	Ms Rose Aya	\$350.00
			Bond Refund	
	00121671	08/06/2021	Cancelled	
46	00121672	08/06/2021	Ms Kiara Bergman	\$100.00
			Bond Refund	
47	00121673	08/06/2021	Mr Harish Bhudia	\$850.00
			Bond Refund	
48	00121674	08/06/2021	Mrs Sandra Carroll	\$850.00
			Bond Refund	
49	00121675	08/06/2021	Jamie-lee Cath	\$100.00
			Bond Refund	
50	00121676	08/06/2021	Saurabhsinh Harisinh Champavat	\$350.00
			Bond Refund	
51	00121677	08/06/2021	Mr James Ducasse	\$850.00
			Bond Refund	
52	00121678	08/06/2021	Hitesh Dudhagara	\$350.00
			Bond Refund	
53	00121679	08/06/2021	Mrs Katherine Larcombe	\$100.00
			Bond Refund	
54	00121680	08/06/2021	Miss Chelsey Monk	\$100.00
			Bond Refund	
55	00121681	08/06/2021	Mrs Vipulkumar Patel	\$84.00
			Bond Refund	
56	00121682	08/06/2021	Ms Kelley-Marie Rainford	\$850.00
			Bond Refund	
57	00121683	08/06/2021	Iris Savellano	\$266.80
			Bond Refund	
58	00121684	08/06/2021	Shree Kutchi Leva Patel Community WA	\$100.00
			Bond Refund	
59	00121685	08/06/2021	Wanneroo Giants Baseball Club	\$850.00
			Bond Refund	
60	00121686	08/06/2021	Leigh Williams	\$350.00
			Bond Refund	
61	00121687	08/06/2021	Ali Sahil Zahidee	\$350.00
			Bond Refund	
62	00121688	08/06/2021	Clarkson Youth Centre Petty Cash	\$23.80
			Petty Cash	
63	00121689	08/06/2021	Finance Services Petty Cash	\$426.00

			Petty Cash	
64	00121690	08/06/2021	Infinite Energy	\$147.00
			Refund - Development Application - Exempt	
65	00121691	08/06/2021	Telstra	\$2,912.64
			ADSL Charges For The City	
66	00121692	08/06/2021	Wanneroo Branch ALP	\$25.05
			Hire Fee Refund	
67	00121693	09/06/2021	Award Contracting	\$418.00
			Locate Underground Wiring Fault - Ridgewood Park - Parks	
68	00121694	09/06/2021	BE Projects (WA) Pty Ltd	\$12,325.18
			Construction - Dalvik Park Pavilion - Assets	
69	00121695	09/06/2021	Coffeelicious	\$68.00
			Catering - Playschool Event - Cultural Development	
70	00121696	09/06/2021	Customer Experience Insight Pty Ltd	\$450.00
			Workshop - 2 Hour Design Thinking For Sustainable Startups And Small Businesses - Economic Development	
71	00121697	09/06/2021	Datacom Systems AU Pty Ltd - WA Division	\$8,593.38
			Annual Basic Maintenance - ICT	
72	00121698	09/06/2021	Driveshaft Balancing Services	\$2,760.00
			Vehicle Repairs - Fleet	
73	00121699	09/06/2021	EBSCO International Incorporated	\$437.39
			Invoice Adjustment For Annual Subscription Renewal - Library Services	
74	00121700	09/06/2021	Perth Cool Room Hire	\$1,870.00
			Hire Of Jumbo Mobile Freezer - Cultural Development	
	00121701	11/06/2021	Cancelled	
	00121702	11/06/2021	Cancelled	
75	00121703	11/06/2021	Cr F Cvitan	\$4,596.15
			Monthly Meeting Attendance	
76	00121704	11/06/2021	Cr X Nguyen	\$2,690.46
			Monthly Meeting Attendance	
77	00121705	15/06/2021	City of Rockingham	\$18,554.72
			Long Service Leave Entitlements - Manoj Barua - 13.12.2010 - 23.02.2018	
78	00121706	15/06/2021	Logo Appointments	\$2,248.90
			Casual Labour For The City	
79	00121707	15/06/2021	Softfallguys National	\$9,458.90
			Repair Softfall - Neville Park - Parks	
			Repair Softfall - Butler Community Centre - Parks	
80	00121708	15/06/2021	Logiudice Property Group	\$879.70
			Quarterly Admin/Reserve Fund Levy - Mindarie Medical Centre - Property	
81	00121709	15/06/2021	Minter Ellison	\$1,601.38

			Legal Fees	
82	00121710	15/06/2021	Lehr Consultants International	\$6,600.00
			New Storage - Anthony Waring Park - Assets	
83	00121711	15/06/2021	Sage Copywriting	\$2,880.00
			Business Video Testimonial Project - Advocacy & Economic Development	
84	00121712	15/06/2021	Buzz Hobbies	\$225.50
			Repair Drone - Fire Services	
85	00121713	15/06/2021	Mr Graeme Burge	\$275.00
			Full Scale Marquette Plinth For Museum - Cultural Services	
86	00121714	15/06/2021	Marian Anain	\$350.00
			Bond Refund	
87	00121715	15/06/2021	Ms Karen Bentley	\$350.00
			Bond Refund	
88	00121716	15/06/2021	Caitlin Cannon	\$100.00
			Bond Refund	
89	00121717	15/06/2021	Mr Peter Cardy	\$100.00
			Bond Refund	
90	00121718	15/06/2021	Wafa Hanna	\$850.00
			Bond Refund	
91	00121719	15/06/2021	Shafiqa Hassan	\$350.00
			Bond Refund	
92	00121720	15/06/2021	Sarah Le	\$100.00
			Bond Refund	
93	00121721	15/06/2021	Vincent Lim	\$100.00
			Bond Refund	
94	00121722	15/06/2021	Made to be Messy	\$100.00
			Bond Refund	
95	00121723	15/06/2021	Mahbooba Mohammad Nabi	\$350.00
			Bond Refund	
96	00121724	15/06/2021	Leticia Neves	\$100.00
			Bond Refund	
97	00121725	15/06/2021	Ms Amanda Nguyen	\$350.00
			Bond Refund	
98	00121726	15/06/2021	Quinns Mindarie Surf Life Saving Club	\$850.00
			Bond Refund	
99	00121727	15/06/2021	Luke Russell	\$100.00
			Bond Refund	
100	00121728	15/06/2021	Ms Melissa Silwanagh	\$100.00
			Bond Refund	
101	00121729	15/06/2021	Mrs Tanya Vandermark	\$100.00
			Bond Refund	
102	00121730	15/06/2021	Mrs Rebecca Vojdinoski	\$850.00
			Bond Refund	
103	00121731	15/06/2021	Poya Omeedzadeh	\$127.90
			Refund - Copies Of Plans - Plan Payment Duplicated In Error	

104	00121732	15/06/2021	Shaktidhaam Charitable Trust	\$147.00
			Refund - Development Application - Exempt	
105	00121733	15/06/2021	A1 Pools	\$2,000.00
			Refund - Street & Verge Bond	
106	00121734	15/06/2021	Barrier Reef Pools Northside	\$2,000.00
			Refund - Street & Verge Bond	
107	00121735	15/06/2021	Kayla Andela Oliver	\$100.00
			Bond Refund - Rotary Park Reissue Of Stale Cheque 00118754	
108	00121736	15/06/2021	Nicoli Johnson	\$30.00
			Dog Registration Refund - Sterilised Reissued Of Stale Cheque 00118882	
109	00121737	15/06/2021	Sherin Kellow	\$64.00
			Refund - Copies Of Plans - Not Available	
110	00121738	15/06/2021	Tanja Allan	\$60.00
			Refund - Holiday Programs - Kingsway	
111	00121739	15/06/2021	Clara D'Agostino	\$20.00
			Dog Registration Refund - Registration Current Due To Being Surrendered	
112	00121740	15/06/2021	Paula Bandy	\$295.20
			Refund - Approved Kennel Application - Not Required	
113	00121741	15/06/2021	Susan Haycock	\$337.19
			Refund - Membership Cancelled Due To Relocation	
114	00121742	15/06/2021	Laljikumar Dholariya	\$64.20
			Refund - Copies Of Plans - Reissue Of Cheque 00118880	
115	00121743	15/06/2021	Buildwise Solutions	\$2,000.00
			Refund - Street & Verge Bond	
116	00121744	15/06/2021	Mills Group WA	\$960.00
			Refund - Development Application - Not Required	
117	00121745	15/06/2021	Welink Construction Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
118	00121746	15/06/2021	101 Residential Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
119	00121747	15/06/2021	Bruanne Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
120	00121748	15/06/2021	Museum Petty Cash	\$97.60
			Petty Cash	
121	00121749	15/06/2021	Perth Patio Magic Pty Ltd	\$1,000.00
			Refund - Street & Verge Bond	
122	00121750	15/06/2021	Wanneroo Youth Centre Petty Cash	\$27.60
			Petty Cash	
123	00121751	22/06/2021	Lisa Pritchard	\$441.00
			Refund - Development Application - Incomplete	
124	00121752	22/06/2021	Chalinum Aurmanarom	\$294.00

			Refund - Food Premises Application - Rejected	
125	00121753	22/06/2021	Suntower No. 1 Unit Trust	\$700.22
			Refund - Development Plan - Duplicated	
126	00121754	22/06/2021	Ultimo Constructions Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
127	00121755	22/06/2021	Daniel Nellany	\$166.65
			Refund - Building Application - Rejected	
128	00121756	22/06/2021	Judith Davis	\$207.95
			Refund - Building Application - Not Required	
129	00121757	22/06/2021	Terrace Homes	\$320.40
			Refund - Building Application - Not Required	
130	00121758	22/06/2021	Svein Van Oyen	\$36.00
			Refund - Copies Of Plans - Not Available	
131	00121759	22/06/2021	Smart Auto Group Pty Ltd	\$295.00
			Refund - Development Application - Incomplete	
	00121760	22/06/2021	Cancelled	
132	00121761	22/06/2021	Rates Refund	\$486.24
133	00121762	22/06/2021	Amie Barnett	\$100.00
			Bond Refund	
134	00121763	22/06/2021	Mr Michael Bloor	\$850.00
			Bond Refund	
135	00121764	22/06/2021	Alex Byfield	\$350.00
			Bond Refund	
	00121765	22/06/2021	Cancelled	
135	00121766	22/06/2021	Rates Refund	\$62,494.86
136	00121767	22/06/2021	Ms Mae Kristine Starr Cortes	\$350.00
			Bond Refund	
137	00121768	22/06/2021	Ms Sarah Cousins	\$100.00
			Bond Refund	
138	00121769	22/06/2021	Rates Refund	\$570.22
139	00121770	22/06/2021	Mr Callum Harris	\$100.00
			Bond Refund	
140	00121771	22/06/2021	Leonie Harris	\$100.00
			Bond Refund	
141	00121772	22/06/2021	Rates Refund	\$15,799.76
142	00121773	22/06/2021	Mrs Shilpa Kerai	\$350.00
			Bond Refund	
143	00121774	22/06/2021	Sarah Le	\$26.80
			Hire Fee Refund	
144	00121775	22/06/2021	Rates Refund	\$327.19
145	00121776	22/06/2021	Bernard Lopez	\$350.00
			Bond Refund	
146	00121777	22/06/2021	Mrs Louise Matei	\$350.00
			Bond Refund	
147	00121778	22/06/2021	Genet Nguse	\$350.00

			Bond Refund	
148	00121779	22/06/2021	Puren Patel	\$350.00
			Bond Refund	
149	00121780	22/06/2021	Ms Heidi Ramer	\$350.00
			Bond Refund	
150	00121781	22/06/2021	Ms Kerrie-Alone Tokorima Raveora	\$100.00
			Bond Refund	
151	00121782	22/06/2021	Gul Ahmad Sultani	\$350.00
			Bond Refund	
152	00121783	22/06/2021	Rates Refund	\$548.43
153	00121784	22/06/2021	Jigna Varsani	\$350.00
			Bond Refund	
154	00121785	23/06/2021	Ashby Operations Centre Petty Cash	\$296.95
			Petty Cash	
155	00121786	23/06/2021	Carrisa Pty Ltd	\$6,000.00
			Refund - 3 Street & Verge Bonds	
156	00121787	23/06/2021	Clarkson Library Petty Cash	\$80.05
			Petty Cash	
157	00121788	23/06/2021	Finance Services Petty Cash	\$901.20
			Petty Cash	
158	00121789	23/06/2021	Girrawheen Library Petty Cash	\$67.00
			Petty Cash	
159	00121790	23/06/2021	Museum Petty Cash	\$191.15
			Petty Cash	
160	00121791	23/06/2021	Perth Bouncy Castle Hire	\$1,000.00
			Bouncy Castle & Games Hire - Have A Try Day - Community Development	
161	00121792	23/06/2021	Perth Patio Magic Pty Ltd	\$1,000.00
			Refund - Street & Verge Bond	
162	00121793	23/06/2021	Telstra	\$33,397.52
			Phone Charges For The City	
			Navman Services - Fleet Assets	
163	00121794	23/06/2021	Wanneroo Library Petty Cash	\$123.90
			Petty Cash	
164	00121795	29/06/2021	Ann Michele Furey	\$3,960.00
			Prepare National Economic Development Awards Application - Advocacy & Economic Development	
165	00121796	29/06/2021	B & M Manufacturers	\$2,000.00
			Club Mentoring X 4 - Community Services	
166	00121797	29/06/2021	Mr Graeme Burge	\$1,700.00
			Play School Exhibition - Cultural Services	
167	00121798	29/06/2021	Cranetech Australia Pty Ltd	\$264.55
			Vehicle Spare Parts - Fleet	
168	00121799	29/06/2021	Factory Direct WA	\$4,500.00
			Shed Earthworks - Lions Club	
169	00121800	29/06/2021	Great Southern Fuels	\$2,295.66
			Fuel - Stores Stock	
170	00121801	29/06/2021	Green Workz Pty Ltd	\$544.50

			Payload Herbicide - Parks	
			Mineral Magic Soil - Parks	
171	00121802	29/06/2021	Helen O'Hara	\$287.00
			Loan Fees - IOCT Artist Fee - Art Exhibitions	
172	00121803	29/06/2021	MDM Entertainment Pty Ltd	\$3,028.84
			DVD Stock - Library Services	
173	00121804	29/06/2021	Minter Ellison	\$2,389.86
			Legal Services For The City	
174	00121805	29/06/2021	National Museum of Australia	\$9,900.00
			Second Instalment Play School: 50 Years Exhibition - Cultural Services	
175	00121806	29/06/2021	Mrs Olga Perova	\$287.00
			Loan Fees - IOCT Artist Fee - Art Exhibitions	
176	00121807	29/06/2021	Perth NaturePlay and Timber	\$1,132.40
			Jarrah Poles - Parks	
177	00121808	29/06/2021	Softfallguys National	\$2,915.00
			Softfall Repairs - Discovery Park - Parks	
178	00121809	29/06/2021	Spotlight	\$478.00
			Cricut Maker - Cultural Services	
179	00121810	29/06/2021	Valerie Shaw	\$287.00
			Loan Fees - IOCT Artist Fee - Art Exhibitions	
180	00121811	29/06/2021	Wadjak Northside Aboriginal Community (Aboriginal Corporation)	\$550.00
			Contribution - Consultation At Reconciliation Day - Leisure Planning & Projects	
181	00121812	29/06/2021	Mr David Fowler	\$1,000.00
			Refund - Street & Verge Bond	
182	00121813	29/06/2021	Insurance Commission of WA	\$395.00
			Refund - Double Payment Received For Invoice 194088	
183	00121814	29/06/2021	Museum Petty Cash	\$83.80
			Petty Cash	
184	00121815	29/06/2021	Telstra	\$4,678.57
			Internet / Phone Charges For The City	
185	00121816	29/06/2021	Alexander Heights Senior Citizens Club Incorporated	\$100.00
			Bond Refund	
186	00121817	29/06/2021	ASeTTS Incorporated	\$100.00
			Bond Refund	
187	00121818	29/06/2021	Rates Refund	\$760.12
188	00121819	29/06/2021	Rates Refund	\$899.18
189	00121820	29/06/2021	Ms Jasmin Buckingham	\$100.00
			Bond Refund	
190	00121821	29/06/2021	Ms Bianca Clarkson	\$100.00
			Bond Refund	
191	00121822	29/06/2021	Ms Ashlee Dale	\$350.00

			Bond Refund	
192	00121823	29/06/2021	Ms Emma Dielesen	\$100.00
			Bond Refund	
193	00121824	29/06/2021	Ms Jennifer Hogan	\$100.00
			Bond Refund	
194	00121825	29/06/2021	Alessia Lollo	\$350.00
			Bond Refund	
195	00121826	29/06/2021	Mrs Renae Maxwell	\$350.00
			Bond Refund	
196	00121827	29/06/2021	Rates Refund	\$540.21
197	00121828	29/06/2021	Mrs Julie Nancarrow	\$850.00
			Bond Refund	
198	00121829	29/06/2021	Mrs Vipulkumar Patel	\$350.00
			Bond Refund	
199	00121830	29/06/2021	Mr Jason Pawelec	\$350.00
			Bond Refund	
200	00121831	29/06/2021	Ms Margaret Quirk MLA	\$100.00
			Bond Refund	
201	00121832	29/06/2021	Kelly Ratahi	\$100.00
			Bond Refund	
202	00121833	29/06/2021	Ms Sarah Rosser	\$100.00
			Bond Refund	
203	00121834	29/06/2021	Lisa Stewart	\$100.00
			Bond Refund	
204	00121835	29/06/2021	Rhys Bowen	\$74.40
			Refund - Copies Of Plans - Application Cancelled	
205	00121836	29/06/2021	Ja-On Park	\$20.00
			Refund - School Holiday Program - Cancelled	
206	00121837	29/06/2021	Nathan Edwards	\$441.00
			Refund - Development Application - Withdrawn	
207	00121838	29/06/2021	Chalinun Aurmanarom	\$222.00
			Refund - Development Application - Withdrawn	
			Total Director Corporate Services Advance - Cheques	\$315,373.75
ELECTRONIC FUNDS TRANSFER				
	00004149	01/06/2021		
208			Advanced Traffic Management	\$11,234.93
			Traffic Control Services For The City	
209			Amgrow Australia Pty Ltd	\$1,709.40
			Chemicals - Parks	
210			Ascon Survey And Drafting Pty Ltd	\$849.75
			Surveying - Marangaroo Turf Farm - Assets	
211			Atom Supply	\$264.17
			Vehicle Spare Parts - Fleet	

212			Aussie Natural Spring Water	\$31.50
			15L Return Swap Over Bottles - Place Management	
213			Australian Airconditioning Services Ltd	\$1,500.40
			Airconditioning Maintenance For The City	
214			Australian Communications & Media Authority	\$3,461.00
			Licence - Fixed / Point To Point - ICT	
215			Australian Training Management Pty Ltd	\$9,623.00
			Training - Various Training Courses - Assets / Parks	
216			Autosmart North Metro Perth	\$435.60
			Floorsmart Cleanse - Fleet	
217			Ball & Doggett Pty Ltd	\$457.93
			Print Room Paper Supplies	
218			Binley Fencing	\$408.54
			Temporary Fence - Yanchep Industrial Area - Assets	
219			BOC Limited	\$59.77
			Nitrogen And Oxygen - Rangers And Fleet	
220			Bridgestone Australia Limited	\$18,202.88
			Tyre Fitting Services For The City	
221			Bucher Municipal Pty Ltd	\$6,804.79
			Vehicle Spare Parts - Fleet	
222			CADwalk Critical Rooms Pty Ltd	\$362.45
			12 Volt Power Supply - Cultural Services	
223			Car Care Motor Company Pty Ltd	\$539.65
			Vehicle Repairs - Fleet	
224			Carramar Resources Industries	\$638.97
			Sand Earthworks - Caribbean Circuit - Assets	
			Disposal Of Waste - Yanchep - Assets	
225			Castledine Gregory	\$14,867.40
			Legal Fees For The City	
226			Cathara Consulting Pty Ltd	\$5,362.50
			Casual Labour For The City	
227			Cherry's Catering	\$4,387.46
			Catering Services For The City	
228			Chillo Refrigeration & Air-Conditioning	\$918.50
			Repair Fridge - Splendid Park Kiosk - Building Maintenance	
229			CK Maloney Surveying	\$8,129.00
			Detail Survey - Civic Drive, Wanneroo Community Centre Carparks - Assets	
230			Clayton Utz	\$273.24
			Legal Fees For The City	
231			Coates Hire Operations Pty Ltd	\$913.45
			Diesel Fuel - Mirrabooka Avenue/Rawlinson Drive - Assets	
			Toilet Hire - Franklin Park - Assets	

232			College For Adult Learning Pty Ltd	\$5,990.00
			Diploma Of Project Management - 2 Students - Assets	
233			Complete Window Systems Australia	\$383.94
			2 Door Stops - Building Maintenance	
234			Corner Desk Creative	\$2,475.00
			Go Bin Rollout - Waste	
235			Corsign (WA) Pty Ltd	\$1,870.00
			Signs - Dogs Must Be On Leash At All Times - Engineering	
236			CS Legal	\$33,251.03
			Court Fees For The City	
237			Dave Lanfear Consulting	\$27,754.66
			Consultancy Services - Civic Centre - Assets Planning	
238			DDLS Australia Pty Ltd	\$4,290.00
			Training - Microsoft 20703-1 Administering System Centre Configuration Manager - 1 Attendee - ICT	
239			Department of Local Government Sport & Cultural Industries	\$500.00
			Reconciliation Week Banners Project - Community Development	
240			Direct Communications	\$833.80
			Repair / Install Two Way Radio - Fleet	
241			DMB Fluid Technologies Pty Ltd	\$1,224.66
			Vehicle Spare Parts - Fleet	
242			Dowsing Group Pty Ltd	\$52,928.73
			Childrens Crossing - Alkimos - Construction	
			Crossing Points Upgrades - Mindarie - Construction	
			Intersection Upgrade - Mirrabooka / Rawlinson - Assets	
243			Drainflow Services Pty Ltd	\$2,871.00
			Road Sweeping Services For The City	
244			Eastern Metropolitan Regional Council	\$330.00
			Registration - Circular Economy Masterclass - 1 Attendee - Economic Development	
245			ECO Environmental Holdings Pty Ltd	\$126.50
			YSI Proplus Rental - Conservation	
246			Edge People Management	\$90.75
			Ergonomic Assessment - OSH	
247			Elliotts Irrigation Pty Ltd	\$14,254.69
			Irrigation Parts / Repairs - Parks	
248			Emineo Engineering Services	\$10,043.00
			Remove Yanchep Beach Observation Tower - Facilities	
249			Environmental Industries Pty Ltd	\$6,784.36

			Landscape Maintenance - Butler West - Parks	
250			Ergolink	\$2,640.00
			4 Office Chairs - Parks	
251			Forpark Australia Pty Ltd	\$2,403.06
			Playground Repair - Houghton Park - Parks	
252			Frontline Fire & Rescue Equipment	\$1,012.06
			Fire Equipment - Emergency Services	
253			Fusion Applications Pty Ltd	\$10,560.00
			Cloud Service Development - ICT	
			Consultancy Fees - Oracle & OICS Architecture Integration - ICT	
254			Geoff's Tree Service Pty Ltd	\$44,186.69
			Pruning Works For The City	
255			Grasstrees Australia	\$2,872.10
			Grasstrees Planting - Hinckley Park - Assets	
			Water Grasstrees - Hardcastle Park - Assets	
256			GTA Consultants (WA) Pty Ltd	\$2,512.13
			Parking Study - Wanneroo Civic Centre - Traffic Services	
257			Hall & Wilcox	\$4,375.80
			Legal Fees For The City	
258			Hanson Construction Materials Pty Ltd	\$220.00
			Kerbing - Victorsen Parade - Engineering	
259			Hays Personnel Services	\$2,477.57
			Casual Labour For The City	
260			Headset ERA	\$88.00
			Busylight - Facilities	
261			Heatley Sales Pty Ltd	\$819.83
			Stock - Stores Issues	
262			Hitachi Construction Machinery Pty Ltd	\$143.19
			Stock - Stores Issues	
263			Hydroquip Pumps	\$4,411.00
			Investigate Leak - St Andrews Park - Parks	
			Decommission Bore - Trandos Road - Quote	
264			Iconic Property Services Pty Ltd	\$82,147.21
			Cleaning Services For The City	
265			Imagesource Digital Solutions	\$2,170.30
			Corflute / Stickers - Various - Clarkson Library	
			Corflute A-Frame Inserts - Wanneroo Library Opening Hours	
			Sign - External - Clarkson Library	
266			Independent Valuers of Western Australia	\$2,750.00
			Valuation - 2570 Marmion Avenue - Property	

267			Indoor Gardens Pty Ltd	\$266.20
			Civic Centre Foyer - Plant Hire - Customer Relations	
268			Integrity Industrial Pty Ltd	\$28,157.28
			Casual Labour For The City	
269			Intelife Group	\$550.00
			Seedling Watering - Yellagonga - Strategic Land Use Planning	
270			Interfire Agencies Pty Ltd	\$2,696.98
			PPE Issues - Fire Services	
271			J Blackwood & Son Ltd	\$2,199.03
			Stocks - Stores Issues	
			Supply Of PPE - Waste	
272			Jadu Software Pty Ltd	\$46,417.80
			Storage Increase - ICT	
			Jadu Annual Support And Maintenance - ICT	
273			James Bennett Pty Ltd	\$699.88
			Book Purchases - Library Services	
274			Janis Rudolfs Nedela	\$330.00
			Talk - How To Price Your Artwork - Library Services	
275			Kelyn Training Services	\$1,995.00
			Traffic Management Training - Land Development	
276			Kleenheat Gas Pty Ltd	\$2.55
			Gas Supplies For The City	
277			Lantern Architecture	\$1,782.00
			Variation 1 - Belhaven Park - Assets	
278			Larrikin House Pty Ltd	\$761.50
			Local Stock Purchase - Library Services	
279			Laundry Express	\$33.99
			Laundry Services - Parks	
280			LD Total	\$93,982.66
			Landscape Maintenance For The City	
281			Let's All Party	\$800.00
			Food Truck Activation - Yanchep - Place Management	
282			Lock Joint Australia	\$847.00
			Stock - Stores Issues	
283			Mandalay Technologies Pty Ltd	\$5,898.75
			Weighbridge Software Upgrade - Waste	
284			Marketforce Pty Ltd	\$2,601.50
			Advertising - Wanneroo Museum - Playschool 50 Years Exhibition	
285			Matrix Traffic and Transport Data Pty Ltd	\$2,156.00
			Traffic Count - Hartman / Prindiville - Traffic Services	
286			Mayday Earthmoving	\$1,254.00
			Plant Hire - Hinckley Park - Assets	

287			Metrix Consulting Pty Ltd	\$5,747.50
			Community Development Plan Survey - Place Management	
288			Mindarie Regional Council	\$240,995.54
			Refuse Disposal For The City	
289			Mini-Tankers Australia Pty Ltd	\$2,871.36
			Fuel - March 2021 - Fleet Assets	
290			Miracle Recreation Equipment Pty Ltd	\$275.00
			Playground Equipment Repairs - Parks	
291			Neverfail Springwater Limited	\$31.68
			Bottled Water - Print Room	
292			Northern Lawnmower & Chainsaw Specialists	\$7,084.80
			Blower BG 86 - Fleet Assets	
			Stock - Stores Issues	
293			Objective Corporation Limited	\$16,121.15
			Annual Software Maintenance - Trapeze - ICT	
294			Office Line	\$5,544.00
			Sico Single Height Staging - Cultural Development	
295			On Tap Plumbing & Gas Pty Ltd	\$5,579.95
			Plumbing Maintenance For The City	
296			Online Social Butterfly	\$1,980.00
			Economic Recovery Fund - Business Advisory & Support Services - Economic Development	
297			Open Windows Software Pty Ltd	\$20,892.10
			Subscription Fee - Open Windows Contracts 01.07.2021 - 30.06.2022 - ICT	
298			Oracle Customer Management Solutions Pty Ltd	\$4,436.20
			After Hours Call Service - February 2021 - Customer Relations	
299			Paperbark Technologies Pty Ltd	\$4,814.00
			Tree Survey - Kingsway Park & Dinosaur Playgrounds - Parks	
			Arboricultural Site Inspection - Cafaggio Parking Bays - Construction	
			Arboricultural Site Inspection - Anthony Waring Park - Assets	
300			Parker Black & Forrest	\$396.00
			Locking Services For The City	
301			Penske Power Systems Pty Ltd	\$227.30
			Stock - Stores Issues	
302			Play Check	\$330.00
			Equipment Safety Audit - Aquamotion Play - Assets	
303			Powerhouse Batteries Pty Ltd	\$900.53
			Vehicle Batteries - Fleet	

304			Prestige Alarms	\$15,717.38
			Alarm Services For The City	
305			Programmed Integrated Workforce	\$2,077.65
			Casual Labour For The City	
306			Publik Group	\$5,362.50
			Double Signs - Aluminium Brolga - Cultural Services	
307			Quinns Rock Bush Fire Brigade	\$24.70
			Reimbursement - Cleaning Items - Fire Services	
308			Reliable Fencing WA Pty Ltd	\$11,320.10
			Fencing Repairs For The City	
			Supply / Install Bollards - Hinckley Park Car Park - Assets	
309			REM Consulting	\$5,613.26
			Casual Labour For The City	
310			Road & Traffic Services	\$1,538.90
			Pavement Marking - Mirrabooka / Rawlinson - Assets	
311			Roads 2000	\$81,800.15
			Civil Works - Caporn Street - Assets	
			Resurface Works - Ross Street - Assets	
			Asphalt Works - Two Rocks - Assets	
312			RW Quantity Surveyors	\$2,420.00
			Quantity Surveying - Clarkson Youth Centre Renovations - Assets	
313			Safety Tactile Pave	\$8,961.92
			Terracotta Directionals - Rawlinson Avenue - Assets	
314			Sammy Aldo De Vita	\$2,205.50
			Legal Fees For The City	
315			Schindler Lifts Australia Pty Ltd	\$3,300.96
			Lift And/Or Escalator Service - Building Maintenance	
316			Scott Print	\$6,711.10
			Flash Card Printing - Wanneroo - Waste	
			Lid Swap Posters - Ashby - Communication And Brand	
317			SCRD Holdings Pty Ltd	\$3,564.00
			Secure Data Deletion - ICT	
318			Seabreeze Landscape Supplies	\$80.00
			Brickies Sand - Wanneroo - Parks	
319			Skipper Transport Parts	\$193.21
			Vehicle Spare Parts - Fleet	
320			Slater-Gartrell Sports	\$546.70
			Tennis Winder / Net - Hudson Park - Parks	
321			Smartbuilt Perth Pty Ltd	\$754.43
			Pest Control Services For The City	
322			Sonic Healthplus Pty Ltd	\$1,411.60
			Medical Fees For The City	

323			Statewide Pump Services	\$4,510.00
			Periodic Inspections - Various Locations - Building Maintenance	
324			Stewart & Heaton Clothing Company Pty Ltd	\$1,841.73
			PPE Issues - Community Safety	
325			Stiles Electrical	\$20,244.88
			Electrical Works - Kingsbridge - Assets	
			Batting Cage Lighting - Gumblossom Park - Assets	
326			Strategic DCP Consulting	\$7,219.67
			Consultancy Services - Neerabup Industrial Area - Strategic Land Use Planning	
327			Systems Edge Management Services Pty Ltd	\$5,610.00
			Feasibility Study - Relocation Of Ashby Operations Centre - Assets	
328			Terravac Vacuum Excavations Pty Ltd	\$12,353.99
			Location Of Services For The City	
329			The Hire Guys Wangara	\$400.00
			Equipment Hire - VMS Board - Community Safety	
330			The IRIS Consulting Group Trust	\$450.00
			Training - Records Disposal 26.05.2021 - IM	
331			The Organising School	\$1,050.00
			Digital Photo Sorting - Girrawheen - Library	
332			Tim Eva's Nursery	\$792.00
			Cottonwood Trees - Parks	
333			Toll Transport Pty Ltd	\$13.05
			Courier Services For The City	
334			Toro Australia Group Sales Pty Ltd	\$296.85
			Stock - Stores Issues	
335			Total Landscape Redevelopment Services Pty Ltd	\$89,028.50
			Landscape & Irrigation Installations - Leatherback Park - Assets	
			Playground Upgrade - Aquamotion - Assets	
			Grandis Skate Park - Banksia Grove - Assets	
336			Triton Electrical Contractors Pty Ltd	\$1,331.00
			Irrigation Electrical Works For The City	
337			Trophy Shop Australia	\$10.00
			Engraving Plaque For City's Trophy - CEO's Office	
338			Turf Care WA Pty Ltd	\$5,381.75
			Emergency Turf Sweeping - Various Locations - Parks	
339			Tyrecycle Pty Ltd	\$5,308.24

			Removal Of Tyres - Waste	
340			WA Hino Sales & Service	\$90,419.60
			New Vehicle Purchase - 300 Series \$90,419.60 - Fleet Assets	
341			Wanneroo Business Association Incorporated	\$990.00
			Workshop - Strategic Plan V's Business Plan - Economic Development	
342			Wanneroo Central Bushfire Brigade	\$16.12
			Reimbursement - Group Mailing List For Brigades Dodo - Fire Services	
343			Wanneroo Electric	\$22,543.47
			Electrical Maintenance For The City	
344			Western Australian Local Government Association	\$99.00
			Training - Bushfire Preparedness 13.05.2021 - 1 Attendee - Community Safety	
345			West-Sure Group Pty Ltd	\$359.16
			Cash Collection Services For The City	
346			William Buck Consulting (WA) Pty Ltd	\$5,060.00
			Probity Advisor Services - Contracts & Procurement	
347			Wilson Security	\$662.73
			Provide Security Services - Hainsworth Park - Place Management	
348			Winning Edge HR Consulting	\$495.00
			Disc Advanced Individual Assessment - Communications & Brand	
349			Workpower Incorporated	\$36,118.50
			Plants - Parks	
350			Workshed Children's Mosaics	\$3,168.00
			Conservation Of Public Artwork - Ridgewood Park - Cultural Services	
351			WSP Australia Pty Ltd	\$11,721.16
			Consultancy Services - Wangara CCTV - Assets	
			Consultancy Services - Wanneroo - Facility Projects	
352			Yanchep Beach Joint Venture	\$8,973.05
			Rent, Variable Outgoings, Rates & Taxes - Yanchep Hub - May 2021 - Property Services	
	00004150	31/05/2021	Cancelled	
	00004151	01/06/2021		
353			Mr Ashishkumar Kaneria	\$100.00
			Bond Refund	
354			Rates Refund	\$600.28
355			Northern City Football Club Incorporated	\$84.00

			Bond Refund	
	00004152	01/06/2021		
356			Corrs Chambers Westgarth	\$264,921.58
			Land Tax - L8001 (1) Splendid Park Yanchep In Accordance With The Executed Settlement And Release Deed	
357			Mastec Australia Pty Ltd	\$1,143,693.19
			Phase 2 - Stage 2 - 240ltr Bins - Waste	
358			Power On Australia	\$3,416.07
			Repairs For Basement Server - ICT	
359			Stiles Electrical	\$43,925.20
			Progress Claim 2 - Batting Cage - Gumblossom Park - Projects	
	00004153	01/06/2021		
360			Alinta Gas	\$486.75
			Gas Supplies For The City	
361			Ashmy Pty Ltd	\$4,000.00
			Refund - 2 Street Verge Bonds	
362			Australian Manufacturing Workers Union	\$151.00
			Payroll Deductions	
363			Australian Services Union	\$569.80
			Payroll Deductions	
364			Australian Taxation Office	\$19,058.00
			Payroll Deductions	
365			Aveling Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
366			BDD Australia Pty Ltd	\$367.35
			Milk Deliveries For The City	
367			Blueprint Homes (WA) Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
368			Celebration Homes Pty Ltd	\$4,000.00
			Refund - 2 Street Verge Bonds	
369			CFMEU	\$120.00
			Payroll Deductions	
370			Child Support Agency	\$1,294.55
			Payroll Deductions	
371			City of Wanneroo - Payroll Rates	\$6,020.00
			Payroll Deductions	
372			City of Wanneroo - Social Club	\$664.00
			Payroll Deductions	
373			Dale Alcock Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
374			Department of Planning, Lands and Heritage	\$241.00

			Application Fees Accepted By The City - Applicant Andre Dique - Kingdomcity Perth Inc - Reference Dap/17/01324 - Address 68 Amesbury Loop Butler - Proposal New Church / Community Hall	
375			Fleet Network	\$998.25
			Payroll Deductions	
376			HBF Health Limited	\$673.04
			Payroll Deductions	
377			Home Group WA Pty Ltd	\$4,000.00
			Refund - 2 Street Verge Bonds	
378			Homebuyers Centre	\$6,000.00
			Refund - 3 Street Verge Bonds	
379			Landgate	\$2,548.30
			Proposed Ward Boundary Changes - Corporate Support	
			Mining Tenements - Rates	
			Land Enquiries For The City	
380			LGRCEU	\$1,547.76
			Payroll Deductions	
381			Main Roads WA	\$1,026.83
			Final Invoice - Connolly Drive - Assets	
382			Maxxia Pty Ltd	\$10,052.77
			Payroll Deductions	
383			Mr Graham Woodard	\$243.55
			Keyholder Volunteer Payments	
384			Mr Luke Forrest	\$1,000.00
			Refund - Street & Verge Bond	
385			Ms Peggy Brown	\$145.00
			Keyholder Payment	
386			Ms Stacey Maher	\$1,900.00
			Refund - Street & Verge Bond	
387			Paywise Pty Ltd	\$1,342.31
			Payroll Deductions	
388			Satterley Property Group	\$127,656.10
			Bond Refund - Eden Bach Stage 22 Jindalee WAPC157558	
389			Smartsalary	\$7,339.40
			Payroll Deductions	
390			Synergy	\$9,064.42
			Power Supplies For The City	
391			Ventura Home Group Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
392			Water Corporation	\$11,597.56
			Water Supplies For The City	
393			Western Power	\$26,883.00
			Feasibility Study - Wangara District - Assets	

			Streetlight Construction & Installation - Nankivell Way Koondoola - Traffic Services	
	00004154	04/06/2021		
394			Mr Marcus Ribbons	\$850.00
			Bond Refund	
	00004155	04/06/2021		
395			The Customers Voice	\$4,911.50
			Community Feedback On City Of Wanneroo Corporate Logo - Communications & Brand	
	00004156	04/06/2021		
			National Australia Bank	
			Flexipurchase - December 2020 \$43,928.47 - Breakdown On Page 69	
	00004157	08/06/2021		
396			A2B Removals	\$290.00
			Removal Services For The City	
397			ABM Landscaping	\$66,487.30
			Paving - Mirrabooka Avenue / Rawlinson Road - Assets	
398			Air Liquide Australia	\$221.76
			Gas Bottle Rentals - Stores	
399			Alexander House of Flowers	\$115.00
			Sympathy Floral Boxed Arrangement - The Johnson Family - Community & Place	
400			All Australian Safety Pty Ltd	\$405.85
			Safety Glasses - Parks	
401			Assetic Australia Proprietary Limited	\$87,505.00
			Assetic Annual Subscription - 01.01.2021 - 30.06.2021 - ICT	
402			Atom Supply	\$848.45
			Stock - Stores Issues	
403			AUSQ Training	\$420.00
			Training - Basic Worksite Traffic Management - Waste	
404			Australian Communications & Media Authority	\$3,832.00
			Licence Renewal - ICT	
405			Australian Institute Of Management Education And Training Pty Ltd	\$2,128.50
			Training - Project Management Fundamentals (Online) - 2 Attendees - Assets	
406			Australian Institute of Management Resource Development Centre Incorporation	\$2,750.00

			Subscription - Corporate Silver 18.03.2021 - 31.03.2022 - People & Culture	
407			Banhams WA	\$4,605.70
			Removal Of Drenches - Alexander Heights Community Centre - Assets	
408			Benara Nurseries	\$2,963.15
			Plants - Parks	
409			Bladon WA Pty Ltd	\$454.85
			Provide 50 Light Grey Astoria Tote Bag - Events	
410			BOC Limited	\$61.76
			Gas Bottles For The City	
411			Bollig Design Group Ltd	\$7,425.00
			Consultancy - Kingsway Indoor Stadium - Assets	
			Professional Services - Halesworth Park - Assets	
412			Boral Construction Materials Group	\$1,248.38
			Concrete Mix - Various Locations - Engineering	
413			Boss Bollards	\$3,012.90
			Repair Bollard - Quinns Dog Beach - Engineering	
			Install Removable Bollards - Mitchel Park - Engineering	
414			BP Australia Ltd	\$73,923.89
			Fuel Issues For The City	
415			Bridgestone Australia Limited	\$6,864.41
			Tyre Fitting Services For The City	
416			Bucher Municipal Pty Ltd	\$12,677.92
			Vehicle Spare Parts - Fleet / Stores	
417			Business Station Incorporated	\$3,300.00
			Economic Recovery Fund - Business Advisory & Support Services - Economic Development	
418			Cannings Purple	\$10,450.00
			Deliver Media Training For The Executives - Events	
419			Car Care Motor Company Pty Ltd	\$3,812.60
			Vehicle Services / Repairs - Fleet	
420			Cat Welfare Society Incorporated	\$3,107.50
			Cat Management Facility For The City - Yanchep Industrial Area - Community Safety	
421			Chandler Macleod Group Limited	\$9,044.26
			Casual Labour For The City	
422			Chemistry Centre WA	\$838.26
			Sampling - Wangara Sump - Parks	
423			Cherry's Catering	\$1,219.17
			Catering Services For The City	
424			Chittering Valley Worm Farm	\$685.00

			Waste Education - Worm Workshop - Waste	
425			Chris Kershaw Photography	\$880.00
			Photography - Citizenship Ceremony - Events	
426			Chubb Fire & Security Pty Ltd	\$2,854.50
			Fire Extinguishers - Fleet	
427			Claw Environmental	\$119.90
			Collection Of Polystyrene - Waste	
428			Cleanaway Daniels Services Pty Ltd	\$120.93
			Clinical Waste Bin - Waste	
429			Cleanaway Equipment Services Pty Ltd	\$517.03
			Disposal Of Filters - Fleet	
430			Coates Hire Operations Pty Ltd	\$264.94
			Toilet Hire - Montrose - Assets	
431			Cogency Design Solutions	\$2,772.00
			Photography - Talking My Language Project - Waste	
432			Commercial Aquatics Australia	\$2,078.08
			Pool Maintenance - Aquamotion	
433			Community Vision Australia Limited	\$2,105.25
			Provision Of Virtual Reality - Equipment And Facilitator - Community Development	
434			Corsign (WA) Pty Ltd	\$227.79
			Street Name Plate - Engineering	
			Supply / Install Funding Sign - Houghton Park - Assets	
435			Cossill & Webley Consulting Engineers	\$54,518.75
			Design Correction - Northern Sump - Assets	
			Detailed Design Consultancy - Kingsbridge Boulevard - Assets	
			Re-Design Of The Drawing - Yanchep Industrial Area - Assets	
436			CS Legal	\$6,272.60
			Court Fees - Rating Services	
437			Data #3 Limited	\$45,695.55
			Visio Standard - ICT	
			Yearly Maintenance - Deep Freeze - ICT	
			Printer / Plotter Replacement Program - ICT	
438			Delos Delta Pty Ltd	\$9,350.00
			Engagement Summary & Readiness Assessment - Smart City - ICT	
439			Denise Jose Cockill	\$260.00
			Workshops - Digital Skills Mentoring - Library Services	
440			Dowsing Group Pty Ltd	\$40,515.97
			Concrete Works - Various Locations - Assets / Engineering	

441			Drovers Vet Hospital Pty Ltd	\$120.00
			Veterinary Services - Rangers	
442			Elliotts Irrigation Pty Ltd	\$2,022.22
			Irrigation Repairs - Queenscliff Parade - Parks	
			Iron Filter Service - Shorehaven/Catalina - Parks	
443			Emerge Associates	\$1,320.00
			Rectification Work - Grandis Skate Park - Assets	
444			Encore Automation	\$203.50
			Micorclip XI Service & Calibration - Fleet	
445			Enviro Pipes Pty Ltd	\$39,877.20
			Drainage Pipe - Yanchep Industrial Area - Assets	
446			Equifax Australasia Credit Rating Pty Ltd	\$1,090.32
			Financial Reports - Procurement	
447			Flick Anticimex Pty Ltd	\$4,037.24
			Sanitary Waste Services For The City	
448			Forch Australia Pty Ltd	\$504.90
			Brake Clean - Stores Stock	
449			Frontline Fire & Rescue Equipment	\$612.44
			Repair Foam & Replace Hose - Fire Services	
450			Fusion Applications Pty Ltd	\$14,520.00
			Consulting Fees - OICS Architecture Integration - ICT	
			Oracle Integration - Cloud Service - ICT	
451			Geoff's Tree Service Pty Ltd	\$1,421.03
			Pruning Works For The City	
452			Green Skills Incorporated	\$7,139.56
			Casual Labour For The City	
453			Griffin Valuation Advisory	\$33,264.00
			Asset Valuation Services - Assets	
454			GTA Consultants (WA) Pty Ltd	\$17,787.00
			Transport Strategy Master Plan - Yanchep Lagoon - Place Management	
455			Hang Art Pty Ltd	\$1,875.50
			Play School Exhibition Set Up - Cultural Services	
456			Hanson Construction Materials Pty Ltd	\$613.80
			Concrete Mix - Homebush Drive - Engineering	
457			Hard Hat Media & Communications	\$1,848.00
			Dilapidation Survey - Aquamotion - Assets	
458			Hickey Constructions Pty Ltd	\$8,140.00
			Repair Limestone Wall - Engineering	
459			Hitachi Construction Machinery Pty Ltd	\$1,236.48
			Vehicle Spare Parts - Stores	
460			Hodge Collard Preston Unit Trust	\$1,100.00

			Architectural Consultancy - Aquamotion - Assets	
461			Hose Right	\$203.98
			Vehicle Spare Parts - Fleet	
462			Humes Concrete Products	\$40,869.18
			Drainage Materials - Welwyn Avenue - Assets	
463			Hydra Storm	\$5,104.00
			Precast Lids & Bases - Yanchep Industrial Area - Assets	
464			Iconic Property Services Pty Ltd	\$69,539.97
			Cleaning Services For The City	
465			Imagesource Digital Solutions	\$4,119.50
			Temporary Banner - Three Bin System - Waste	
466			Indoor Gardens Pty Ltd	\$266.20
			Civic Centre Foyer - Plant Hire	
467			Institute of Public Works Engineering Australasia (NSW Division) LTD	\$4,290.00
			Workshop - Managing Sealed And Unsealed Local Roads - Engineering	
468			Integrity Industrial Pty Ltd	\$11,716.57
			Casual Labour For The City	
469			Integrity Staffing	\$7,789.79
			Casual Labour For The City	
470			Interfire Agencies Pty Ltd	\$665.52
			Torches & Stowage Kit Bags - Community Safety	
471			J Blackwood & Son Ltd	\$2,550.05
			PPE Issues - Various Service Units And Stores Stock	
472			James Bennett Pty Ltd	\$865.08
			Book Purchases - Library Services	
473			JBS & G Australia Pty Ltd	\$1,639.00
			Audit For Contaminated Sites - Motivation Drive - Property	
474			Kinetic IT Pty Ltd	\$10,541.27
			Kinetic Threat Intelligence Monthly Service Fee - ICT	
475			Kleenheat Gas Pty Ltd	\$397.30
			Gas Supplies For The City	
476			Kleenit	\$1,834.89
			Graffiti Removal For The City	
477			Komatsu Australia Pty Ltd	\$358.28
			Vehicle Spare Parts - Fleet	
478			Koort-kadak Consultancy	\$1,200.00
			Noongar Language Sessions - Community Development	
479			Kyocera Document Solutions	\$3,925.86
			Photocopier Meter Reading For The City	

480			Landcare Weed Control	\$1,318.53
			Weeding - Mary Street - Parks	
481			LD Total	\$230.59
			Landscape Maintenance For The City	
482			Leamac Picture Framing	\$1,569.00
			Conservation - Framing 7 Artworks - Cultural Services	
483			Lee Syminton	\$15,571.60
			Architectural Consultancy - Dalvik Park Sports Amenities - Assets	
484			LKS Constructions (WA) Pty Ltd	\$28,314.00
			Payment Claim 2 - Kingsbridge Reserve Basketball Renewal - Assets	
485			Local Government Professionals Australia WA	\$2,890.00
			Executive Leadership Program - 1 Attendee - People & Culture	
			Registration - Network Forum - 2021 - 1 Attendee - People & Culture	
486			Major Motors	\$832.04
			Vehicle Spare Parts - Stores / Fleet	
487			Mandalay Technologies Pty Ltd	\$3,300.00
			Voucher Management - Phase 1 Software Implementation - Events	
488			Manheim Pty Ltd	\$726.77
			Towage Fees - Community Safety	
489			Marketforce Pty Ltd	\$17,462.81
			Advertising Services For The City	
490			McLeods	\$503.80
			Legal Fees For The City	
491			Michael Page International (Australia) Pty Ltd	\$8,233.90
			Casual Labour For The City	
492			Mindarie Regional Council	\$352,480.47
			Refuse Disposal For The City	
493			Mini-Tankers Australia Pty Ltd	\$3,972.76
			Fuel - May 2021 - Fleet Assets	
494			MNG Pty Ltd	\$22,273.70
			April 2021 Survey - Quinns Beach - Engineering	
495			Modern Motor Trimmers	\$3,878.51
			Vehicle Seat Repairs - Fleet	
496			Mowmaster Turf Equipment	\$2,235.00
			Edger Blades - Stores Stock	
497			Ms Lena Barnes	\$2,000.00
			WBA Business Workshop - Future Proof Your Business - Economic Development	
498			NAPA - GPC Asia Pacific Pty Ltd	\$1,048.89
			Vehicle Spare Parts - Fleet	
499			Natural Area Holdings Pty Ltd	\$62,715.23

			Burns Mindarie Dup: Drainage Remediation - Assets	
			Seed Collection Services - Assets	
500			Noongar Boodja Language Cultural Aboriginal Corporation	\$165.00
			Wanneroo Regional Museum Translation (5 Noongar Words) - Cultural Services	
501			Northern Lawnmower & Chainsaw Specialists	\$1,329.10
			Stock - Stores Issues	
502			Office Line	\$2,798.40
			12 Office Chairs - Cultural Services	
503			Officeworks Superstores Pty Ltd	\$303.68
			Stationery - Print Room	
504			On Tap Plumbing & Gas Pty Ltd	\$18,633.57
			Plumbing Maintenance For The City	
505			Online Social Butterfly	\$1,650.00
			Economic Recovery Fund - Business Advisory & Support Services - Economic Development	
506			Paperbark Technologies Pty Ltd	\$6,213.90
			Street Tree Data Collection - Butler - Parks	
507			Parker Black & Forrest	\$557.70
			Locking Services For The City	
508			Penske Power Systems Pty Ltd	\$612.35
			Vehicle Spare Parts - Stores	
509			Peter's Bus Charters	\$695.00
			Waste Education Community Tour Saturday 15.05.2021 - Waste	
510			Poolshop Online Pty Ltd	\$2,545.49
			Pool Chemicals - Aquamotion	
511			Powerhouse Batteries Pty Ltd	\$1,233.73
			Vehicle Batteries - Fleet	
512			Prestige Alarms	\$32,756.90
			Alarm / CCTV Services For The City	
513			Quinns Rock Bush Fire Brigade	\$1,104.30
			Reimbursement - Catering Costs For Training Courses	
			Reimbursement - Plant And Equipment Maintenance	
514			Red Empire Media	\$7,865.00
			Investment Attraction Project - Economic Development	
515			Reliable Fencing WA Pty Ltd	\$6,979.50
			Playground Fencing - Aquamotion - Assets	
			Remove Bollards & Install Chain Gate - Hardcastle Park - Parks	
			Fence & Gate Repairs - Gumblossom Oval - Parks	
516			Repco	\$1,548.54

			Stock - Stores Issues	
517			Ricoh Australia Pty Ltd	\$3,522.22
			Copier Lease & Image Charges - Print Room	
518			Road & Traffic Services	\$517.00
			Intersection Upgrade - Mirrabooka Avenue Rawlinson Drive - Assets	
519			Roads 2000	\$20,072.26
			Asphalt - Hinckley Park - Assets	
520			Scott Print	\$1,650.00
			Printing - Cards / Boxes English - Waste	
521			Sealanes	\$1,612.27
			Food/Beverages - Council & Corporate Support	
522			Site Architecture Studio	\$17,160.00
			Professional Services - Adult Accessible Changing Places Facility - Assets	
523			SJ McKee Maintenance Pty Ltd	\$1,795.00
			Repair Works - Various Locations - Waste	
524			Smartbuilt Perth Pty Ltd	\$137.38
			Pest Control Services For The City	
525			Sonic Healthplus Pty Ltd	\$1,636.97
			Medical Fees For The City	
526			SPORTENG	\$5,181.00
			Irrigation Diversion - Dalvik Park Sports Amenities - Assets	
			Irrigation Design - Bellport Park - Assets	
527			St John Ambulance Western Australia	\$1,387.58
			First Aid Supplies For The City	
528			Statewide Cleaning Supplies Pty Ltd	\$720.80
			Cleaning Supplies For Depot Store	
529			Stephanie Dianne Baily	\$330.00
			ARTs TNT Talk - Paper & Photograph Conservation - Cultural Services	
530			StrataGreen	\$354.38
			Survey Stakes & Shovels - Stores	
531			Suez Recycling & Recovery (Perth) Pty Ltd	\$148,106.32
			Recycling Tip Fees - Waste	
532			Suez Recycling & Recovery Pty Ltd	\$5,523.82
			Refuse Disposal - Waste	
533			Taskers	\$750.75
			Replace Flag Pole Halyard - Clarkson Library - Building Maintenance	
534			Terravac Vacuum Excavations Pty Ltd	\$2,135.10
			Location Of Services For The City	
535			The Pavilion Mindarie	\$3,466.00
			WBA And City Of Wanneroo Mayor's Breakfast - Economic Development	
536			The Trustee for CWC Trust	\$825.00

			Lighting Upgrade - Ridgewood Park - Assets	
537			The Trustee for Hayto Trust	\$550.00
			Photography & Videography - Butler Concert - 16.01.2021 - Events	
538			The Trustee for Wilbro Unit Trust	\$3,839.00
			Graffiti Removal Chemicals - Building Maintenance	
539			Toll Transport Pty Ltd	\$1,345.78
			Courier Services For The City	
540			Toolmart	\$357.95
			Fibreglass Platform Ladders & Wheel Kit - Exhibitions	
541			Total Landscape Redevelopment Services Pty Ltd	\$24,662.00
			Landscape Maintenance For The City	
542			Triton Electrical Contractors Pty Ltd	\$768.90
			Reticulation Electrical Works For The City	
543			Trophy Shop Australia	\$321.80
			Memorial Plaque - Parks	
			Name Badges - Various Employees	
544			Truck Centre WA Pty Ltd	\$1,031.80
			Fit Black Vue Camera - Fleet Assets	
545			Turf Care WA Pty Ltd	\$1,452.00
			Apply Medallion - Forestay Park - Parks	
546			Understanding Management Pty Ltd	\$4,515.72
			Harrison Assessments Talent Solutions - Capability & Culture	
547			Viva Energy Australia Pty Ltd	\$56,279.41
			Fuel Issues For The City	
548			WA Garage Doors Pty Ltd	\$2,970.00
			Replace Roller Door Drum - Civic Centre - Building Maintenance	
549			WA Library Supplies	\$900.00
			Alice Spine Labels - Library Services	
550			WA Limestone Company	\$1,001.94
			Limestone Products - Waste	
551			WA Structural Consulting Engineers Ltd	\$3,850.00
			New Storage Rooms - Anthony Waring - Assets	
552			Wanneroo Business Association Incorporated	\$2,750.00
			Business Workshops - Advocacy & Economic Development	
553			Wanneroo Central Bushfire Brigade	\$500.00
			Controlled Burn - 115 Lee-Steere Drive - Fire Services	
			Controlled Burn - 27 Timber Grove - Fire Services	
554			Wanneroo Electric	\$710.81
			Electrical Maintenance For The City	

555			West Coast Turf	\$8,883.93
			Turfing Works For The City	
556			Western Tree Recyclers	\$15,112.14
			Disposal Of Greenwaste - Waste	
557			WEX Australia Pty Ltd	\$1,534.81
			Fuel - May 2021 - Fleet Assets	
558			Workpower Incorporated	\$44,064.02
			Landscape Maintenance For The City	
559			Zetta Group	\$44,797.67
			Monthly Service Fee - ICT	
	00004158	08/06/2021		
560			Stiles Electrical	\$175,307.42
			Progress Claim 2 - Kingsbridge Basketball Electrical Works - Assets	
			Progress Claim 3 - Ridgewood Park Floodlighting - Assets	
	00004159	08/06/2021		
561			Rates Refund	\$255.00
562			Rates Refund	\$728.50
	00004160	08/06/2021		
563			Alinta Gas	\$10.15
			Gas Supplies For The City	
564			Aquatic Leisure Technologies	\$166.65
			Refund - Building Application - Rejected	
565			Australia Post	\$22,795.73
			Postage Charges For The City	
566			Australian Taxation Office	\$530,618.00
			Payroll Deductions	
567			BDD Australia Pty Ltd	\$364.50
			Milk Deliveries For The City	
568			BGC Residential Pty Ltd	\$320.40
			Refund - Amendment Fee - Cancelled Prior To Approval	
569			Blueprint Homes (WA) Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
570			Celebration Homes Pty Ltd	\$6,000.00
			Refund - 3 Street & Verge Bonds	
571			Dale Alcock Homes Pty Ltd	\$6,000.00
			Refund - 3 Street & Verge Bonds	
572			Department of Mines, Industry Regulation & Safety	\$122,360.61
			Collection Agency Fee - April 2021 - Finance	
573			Department of Transport	\$965.60
			Vehicle Search Fees - Rangers	
574			Distinct Living Pty Ltd	\$125.17

			Refund - Building Application - Incorrect Payment	
575			Halpd Pty Ltd Trading As Affordable Living Homes	\$4,000.00
			Refund - 2 Street & Verge Bonds	
576			Homebuyers Centre	\$16,000.00
			Refund - 8 Street & Verge Bonds	
577			JCorp Pty Ltd	\$1,747.83
			Refund - BSL & CTF Levies - Cancelled Prior To Approval	
578			Mr David Best	\$110.00
			Reimbursement - Registration Procurement Network Meeting 9 June 2021	
579			Mr Nigel Harrison	\$360.00
			Vehicle Crossing Subsidy	
580			Mrs Alexandra Christou	\$2,000.00
			Refund – Street & Verge Bond	
581			Mrs Christine Savage	\$25.00
			Dog Registration Refund - Sterilised	
582			Plunkett Homes (1903) Pty Ltd	\$320.40
			Refund - Amendment Fee - Cancelled Prior To Approval	
583			Pure Homes Pty Ltd Trading As B1 Homes	\$10,232.74
			Refund - 5 Street & Verge Bonds	
			Refund - BSL Fees - Application Prior To Approval	
584			Redink Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
585			Satterley Property Group	\$802.62
			Refund - Street Lighting Tariff - Land Development	
586			Simsai Construction Group Pty Ltd	\$6,000.00
			Refund - 3 Street & Verge Bonds	
587			SSB Pty Ltd	\$842.57
			Refund – Street & Verge Bond	
588			Sun City Thunder Charter	\$600.00
			Sponsorship - 11 Participants - The National Baseball Tournament To Be Held At Lismore NSW 09 -14.06.2021	
589			Synergy	\$26,871.93
			Power Supplies For The City	
590			Water Corporation	\$1,300.25
			Water Charges For The City	
591			Wow Group (WA) Pty Ltd	\$2,000.00
			Refund – Street & Verge Bond	
	00004161	09/06/2021		
592			Cardno (WA) Pty Ltd	\$5,010.50
			Design Consultancy - Frederick Stubbs Carpark Upgrade - Assets	

593			Charter Hall Holdings Pty Ltd	\$227,010.30
			Road Extension - Rocca Way And Conlan Avenue	
	00004162	11/06/2021		
594			City of Wanneroo - Rates	\$1,249.00
			Rates Payments From Monthly Allowances	
595			Cr Brett Treby	\$2,690.46
			Monthly Meeting Attendance	
596			Cr Christopher Baker	\$3,204.09
			Monthly Meeting Attendance & Travel Allowance	
597			Cr Domenic Zappa	\$2,455.46
			Monthly Meeting Attendance	
598			Cr Dot Newton	\$2,590.46
			Monthly Meeting Attendance	
599			Cr Glynis Parker	\$2,690.46
			Monthly Meeting Attendance	
600			Cr Huu Van Nguyen	\$2,690.46
			Monthly Meeting Attendance	
601			Cr Jacqueline Huntley	\$2,690.46
			Monthly Meeting Attendance	
602			Cr Lewis Flood	\$2,575.46
			Monthly Meeting Attendance	
603			Cr Linda Aitken	\$2,690.46
			Monthly Meeting Attendance	
604			Cr Natalie Sangalli	\$2,690.46
			Monthly Meeting Attendance	
605			Cr Paul Miles	\$2,405.46
			Monthly Meeting Attendance	
606			Cr Sonet Coetzee	\$2,690.46
			Monthly Meeting Attendance	
607			Mayor Tracey Roberts	\$11,144.47
			Monthly Meeting Attendance	
	00004163	15/06/2021		
608			AARCO Environmental Solutions	\$3,102.00
			Remove Asbestos - Various Locations - Waste	
609			ABM Landscaping	\$3,789.83
			Repair Paving - Ocean Keys - Engineering	
			Re-Level Pavers - Memorial Park - Parks	
610			Access Without Barriers Pty Ltd	\$24.43
			Refund - Building Application - Incorrect Payment Type	
611			Action Glass & Aluminium	\$239.25
			Glazing Services For The City	
612			Acurix Networks Pty Ltd	\$5,778.30
			Monthly Charge - NBN - ICT	

613			Adform Engraving & Signs	\$49.50
			Gold Vinyl Additions - Two Rocks Volunteer Bushfire Brigade Honour Board - Fire Services	
614			Alexander House of Flowers	\$95.00
			Sympathy Box - L Duffy - Mayors Office	
615			Amgrow Australia Pty Ltd	\$1,777.60
			Aqua Dye Blue & Oil Clean Up - Parks	
616			Aqua Attack Drilling	\$47,539.80
			Drill New Bore - Paloma Park - Parks	
617			Armaguard	\$247.53
			Cash Collection Services For The City	
618			Arup Pty Ltd	\$5,387.36
			Infrastructure Strategy Phase 1 - Kingsway Sporting Regional Complex - Assets	
619			AUSQ Training	\$339.00
			Training - Basic Worksite Traffic Management - Community Safety	
620			Aussie Natural Spring Water	\$31.50
			Water Supplies - Fire Services	
621			Australian Airconditioning Services Ltd	\$11,889.53
			Airconditioning Maintenance Works For The City	
622			AV Truck Service Pty Ltd	\$434.22
			Vehicle Spare Parts - Stores / Fleet	
623			AVCRM Products Pty Ltd	\$2,695.00
			Subscription - RPA Manager - Emergency Management	
624			Aventedge Pty Ltd	\$1,318.90
			Masterclass - Manage Workplace Flexibility - 1 Attendee - People & Culture	
625			Azure Painting Pty Ltd	\$6,160.00
			Tunnel Painting - Burleigh Park - Parks	
			Furniture And Structure Painting - Leemans Landing - Parks	
626			BBB Advisory	\$4,950.00
			Customer First Strategy Review - Customer & Information Services	
627			Better Pets and Gardens Wangara	\$131.79
			Animal Care Centre Supplies	
628			Bladon WA Pty Ltd	\$6,515.77
			Uniform Issue - Libraries	
629			Bridgestone Australia Limited	\$15,181.54
			Tyre Fitting Services For The City	
630			Bucher Municipal Pty Ltd	\$3,119.72
			Vehicle Spare Parts - Fleet	
631			Canning & Associates Cost Consulting Ltd	\$4,125.00
			Variation 1 - Landsdale Library And Youth Innovation Hub - Assets	
632			Cathara Consulting Pty Ltd	\$5,362.50

			Casual Labour For The City	
633			City of Karratha	\$8,918.92
			Long Service Leave Contribution - Stephanie Smith - Payroll	
634			Cleanaway Equipment Services Pty Ltd	\$414.77
			Parts Washer Rent - Fleet	
635			Climate Change Response Pty Ltd	\$440.00
			Supervision & Commissioning Of Meter Installation - Monitoring System - Kingsbridge - Assets	
636			Coca Cola Amatil Pty Ltd	\$170.25
			Drinks - Kingsway	
637			Corsign (WA) Pty Ltd	\$180.40
			Sign - Funding Advice - Various Locations - Assets	
638			Cossill & Webley Consulting Engineers	\$7,878.09
			Detailed Design Consultancy - Highclere Boulevard - Assets	
639			CS Legal	\$5,900.96
			Court Fees - Rating Services	
640			Destination Perth	\$1,833.33
			Digital Media Campaign - Economic Development	
641			Dowsing Group Pty Ltd	\$8,403.55
			Install Concrete - Paloma Park - Construction	
			Install Plastic Membrane - Ridgewood Park Lake Liner - Parks	
642			Drovers Vet Hospital Pty Ltd	\$727.08
			Provide Veterinary Services For The City	
643			E & MJ Rosher	\$384.12
			Vehicle Spare Parts - Fleet	
644			Edge People Management	\$2,211.27
			Case Management & Review Job Dictionaries - People & Culture	
645			Element Advisory Pty Ltd	\$3,740.00
			Heritage Advisory Services - Cultural Services	
646			Ellenby Tree Farms	\$2,167.00
			Supply Callistemon - Mariginiup - Construction	
647			Emineo Engineering Services	\$8,360.00
			Remove Quinns Beach Observation Tower - Facilities	
648			Environmental Industries Pty Ltd	\$336,166.63
			Landscape Maintenance For The City	
649			Equifax Australasia Workforce Solutions Pty Limited	\$231.00
			Australian Criminal History Check - Community Safety	
650			Forpark Australia Pty Ltd	\$2,403.06

			Replace Play Equipment - Belvoir Park - Parks	
651			Fusion Applications Pty Ltd	\$10,560.00
			Oracle Integration Cloud Service - Business Systems	
652			Geoff's Tree Service Pty Ltd	\$13,656.48
			Pruning Work For The City	
653			Global Drone Solutions	\$1,925.00
			Preparation Of Remote Operators	
654			Global Marine Enclosures Pty Ltd	\$2,479.29
			Winter Maintenance - May 2021 Assets	
655			GPR Truck Sales & Service	\$1,993.69
			Vehicle Spare Parts - Fleet	
656			Grasstrees Australia	\$496.10
			Weekly Watering - Landsdale - Construction	
657			Green Options Pty Ltd	\$16,196.32
			Rotary Mowing - Various Locations - Parks	
658			Hall & Wilcox	\$1,214.40
			Legal Fees For The City	
659			Hays Personnel Services	\$2,722.07
			Casual Labour For The City	
660			Hickey Constructions Pty Ltd	\$792.00
			Capping Works - Brampton Park - Parks	
661			Horizon West Landscape Construction	\$344,219.99
			Construction Works - Hinckley Park - Assets	
662			Hose Right	\$520.83
			Vehicle Spare Parts - Fleet	
663			Hydroquip Pumps	\$739.20
			Repair Injection Valve - Carramar - Parks	
664			Iconic Property Services Pty Ltd	\$32,025.82
			Cleaning Services For The City	
665			IMEX Solutions WA Pty Ltd	\$17,820.00
			Consultancy Services - Content Manager - Information Services	
666			Instant Toilets & Showers Pty Ltd	\$1,414.60
			Toilet Hire - Driver Reviver - Road & Traffic Services	
667			Integrity Industrial Pty Ltd	\$17,997.10
			Casual Labour For The City	
668			Intelife Group	\$1,544.40
			Car Cleaning - Fleet Assets	
669			Interfire Agencies Pty Ltd	\$3,280.29
			PPE Issue - Fire Services	
670			J Blackwood & Son Ltd	\$1,047.23
			PPE Issues - Waste	
			Stock - Stores Issues	
671			Jadu Software Pty Ltd	\$7,920.00
			Custom Work - Forms - ICT	

672		JH Fluid Transfer Solutions Pty Ltd	\$537.90
		Vehicle Hoses - Fleet	
673		Landscape Elements	\$530.23
		Irrigation Maintenance - Kennerton Park - Parks	
674		LD Total	\$152,962.28
		Landscape Maintenance For The City	
675		Major Motors	\$121.57
		Vehicle Spare Parts - Fleet	
676		Mammoth Equipment & Exhausts Pty Ltd	\$1,525.70
		Ecoblue Bulk Delivery - Fleet Assets	
677		Manheim Pty Ltd	\$3,176.60
		Abandoned Vehicle Charges - Community Safety	
678		Marketforce Pty Ltd	\$61,247.73
		Advertising Services For The City	
		Design And Produce Artwork - 3 Bins Campaign - Waste	
679		McLeods	\$1,216.98
		Legal Fees For The City	
680		Metrocount	\$4,834.50
		New Traffic Counter & Battery Packs - Traffic Services	
681		Michael Page International (Australia) Pty Ltd	\$4,494.36
		Casual Labour For The City	
682		Millennium Cleaning (WA) Pty Ltd	\$585.70
		Cleaning Services - YTRAC - June 2021 - Place Management	
683		Mindarie Regional Council	\$137,105.30
		Refuse Disposal For The City	
684		Miracle Recreation Equipment Pty Ltd	\$297.00
		Playground Equipment Repairs - Various Locations - Parks	
685		Moodjar Consultancy	\$2,316.60
		Research & Recommend 3 Aboriginal Names For New Park In Jindalee - Community Planning & Development	
686		NAPA - GPC Asia Pacific Pty Ltd	\$841.83
		Vehicle Spare Parts - Stores Stock	
687		Navman Wireless Australia Pty Ltd	\$18.15
		Data Charges - Fleet Assets	
688		Netsight Pty Ltd	\$383.08
		Development Work To System - People And Culture	
689		Northern Lawnmower & Chainsaw Specialists	\$52.50
		Labour Charge - Fleet Maintenance	
690		Nutrien Ag Solutions Limited	\$907.50
		Fertiliser - Parks	

691			Office Line	\$1,454.20
			7 Office Chairs - Cultural Development	
692			On Tap Plumbing & Gas Pty Ltd	\$7,084.83
			Plumbing Maintenance For The City	
693			Online Social Butterfly	\$4,400.00
			Social Media Coaching - Business Advocacy & Economic Development	
694			Paperbark Technologies Pty Ltd	\$1,095.00
			DNA Sample - Bellport - Parks	
695			Perth City Farm Incorporated	\$1,364.00
			2 Workshops - Waterwise Gardening - Strategic Land Use Planning	
696			Play Check	\$3,300.00
			Playground Inspection - Various Locations - Parks	
697			Prestige Alarms	\$12,304.22
			Alarm / CCTV Services For The City	
698			Print And Sign Co	\$4,879.49
			PVC Banner, Vinyl Adhesive Panels - Kingsway	
699			Promolab	\$2,153.80
			Hacky Sacks Printed - Promotional Items - Waste	
700			RAC Motoring & Services Pty Ltd	\$498.00
			Call Out - Wheel Change & Battery Change - Rangers	
701			Ralph Beattie Bosworth	\$1,320.00
			Cost Estimate - Kingsway Soccer Changeroom Option - Assets	
702			Reliable Fencing WA Pty Ltd	\$44,066.33
			Fencing Works For The City	
703			REM Consulting	\$5,478.77
			Casual Labour For The City	
704			Road & Traffic Services	\$1,285.90
			Pavement Marking - Gumblossom Park - Assets	
			Linemarking - Hinckley Park Car Park - Assets	
705			Sammy Aldo De Vita	\$2,787.40
			Legal Fees For The City	
706			Sealanes	\$502.03
			Food/Beverages - Corporate Support	
707			Sifting Sands	\$2,262.36
			Sand Sieve - Various Locations - Parks	
708			Skyline Landscape Services (WA)	\$13,569.15
			Landscape Maintenance For The City	
709			St John Ambulance Western Australia Ltd	\$1,636.93
			First Aid Supplies - OSH	
710			Stewart & Heaton Clothing Company Pty Ltd	\$144.72

			PPE Issues, Name Badges & Freight Charges - Fire Services	
711			StrataGreen	\$417.12
			Stock - Stores Issues	
712			Suez Recycling & Recovery Pty Ltd	\$11,564.85
			Tip Fees For Bulk Junk Collection - Waste	
713			Technology One Limited	\$2,156.00
			Spatial Consulting Services - Business Systems	
714			Terravac Vacuum Excavations Pty Ltd	\$636.90
			Locating Technician - Homestead Park - Parks	
715			The Customers Voice	\$4,911.50
			Community Feedback - City Of Wanneroo Corporate Logo - Communications & Brand	
716			The Hire Guys Wangara	\$396.00
			Equipment Hire - Twin Drum Roller - Waste	
717			The Trustee for Talis Unit Trust	\$1,893.33
			Install & Monitor Gas Wells - Opportunity Street - Property Services	
718			Thirty4 Pty Ltd	\$211.20
			Monthly Subscription - Qnav Mobile Data - Community Safety	
719			Tim Eva's Nursery	\$2,648.80
			Plants - Parks	
720			TJ Depiazzi & Sons	\$32,000.10
			Mulch Supplies For Parks	
721			Toll Transport Pty Ltd	\$26.09
			Courier Services For The City	
722			Toro Australia Group Sales Pty Ltd	\$2,973.56
			Vehicle Spare Parts - Fleet	
723			Training Services Australia	\$950.00
			OSH Rep 5 Day Training Course - 3 Attendees	
724			Tree Planting & Watering	\$13,937.00
			Tubestock And Tree Watering - Parks	
725			Truck Centre WA Pty Ltd	\$723.62
			Engine Oil Filter - Stores Stock	
726			Turf Care WA Pty Ltd	\$472.56
			Apply Fertiliser - Various Locations - Parks	
727			Tutaki Unit Trust	\$472.00
			Marquee Hire - West Perth Football Club Home Game - Events	
728			Wanneroo Central Bushfire Brigade	\$6,086.12
			Reimbursement - Costs Associated With Operational Requirements	
729			Water Technology Pty Ltd	\$3,307.70
			Consultancy Services - Mindarie Breakwater - Parks	

730			West Coast Turf	\$38,885.00
			Turfing Works For The City	
731			Westbuild Products Pty Ltd	\$612.48
			Kwikset Cement - Stores Stocks	
732			Western Australian Treasury Corporation	\$9,310.38
			Loan Interest Payment - Finance	
733			William Buck Consulting (WA) Pty Ltd	\$1,375.00
			Grant Acquittal - Marmion Avenue - Enterprise Risk	
			Audit Plan - Wanneroo - Enterprise Risk	
734			Wilson Security	\$7,955.92
			Security Services For The City	
735			Zipform Pty Ltd	\$1,617.02
			Print & Issue May 2021 Interim Rates	
	00004164	15/06/2021		
736			Mastec Australia Pty Ltd	\$146,044.13
			Phase 2 - Stage 1 & 4 - Replace Current 240L Bin - Waste	
	00004165	15/06/2021		
737			Rates Refund	\$930.16
738			Rates Refund	\$1,120.00
739			Rates Refund	\$16,296.04
740			Rates Refund	\$2,800.00
741			Rates Refund	\$590.23
742			Rates Refund	\$3,211.90
743			Quinns FC Incorporated	\$850.00
			Bond Refund	
	00004166	15/06/2021		
744			Alinta Gas	\$146.90
			Gas Supplies For The City	
745			Armada Construction Group	\$2,000.00
			Refund - Street & Verge Bond	
746			Ashmy Pty Ltd	\$4,000.00
			Refund - 2 Street & Verge Bonds	
747			Australian Manufacturing Workers Union	\$151.00
			Payroll Deductions	
748			Australian Services Union	\$569.80
			Payroll Deductions	
749			Australian Taxation Office	\$25,882.00
			Payroll Deductions	
750			BDD Australia Pty Ltd	\$164.05
			Milk Deliveries For The City	
751			Blueprint Homes (WA) Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
752			Celebration Homes Pty Ltd	\$12,000.00
			Refund - 6 Street & Verge Bonds	

753			CFMEU	\$120.00
			Payroll Deductions	
754			Child Support Agency	\$1,561.06
			Payroll Deductions	
755			City of Wanneroo - Payroll Rates	\$6,020.00
			Payroll Deductions	
756			City of Wanneroo - Social Club	\$668.00
			Payroll Deductions	
757			Dale Alcock Homes Pty Ltd	\$6,000.00
			Refund - 3 Street & Verge Bonds	
758			Department of Fire & Emergency Services	\$2,299,652.54
			2020 / 2021 ESL Quarter 4 - Rating Services	
759			Department of Planning, Lands and Heritage	\$241.00
			Application Fee Accepted On Behalf Of The Development Assessment Panel, Applicant - Sean Fairfoul - Rowe Group, Reference - Dap/19/01717, Address - Lot 2813 Camborne Parkway, Proposal - Amended Plans To Mixed Use (Service Station)	
760			Essential First Choice Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
761			Fleet Network	\$1,058.13
			Input Tax Credits For Salary Packaging For 08 June	
			Payroll Deductions	
762			Gemmill Homes Pty Ltd	\$4,000.00
			Refund - 2 Street & Verge Bonds	
763			Halpd Pty Ltd Trading As Affordable Living Homes	\$4,000.00
			Refund - 2 Street & Verge Bonds	
764			HBF Health Limited	\$673.04
			Payroll Deductions	
765			Homebuyers Centre	\$12,000.00
			Refund - 6 Street & Verge Bonds	
766			Landgate	\$2,539.87
			Unimproved & Gross Rental Valuations - Rates	
767			LGRCEU	\$1,527.26
			Payroll Deductions	
768			Materon Investments WA Pty Ltd	\$2,406.10
			Refund - 2 Street & Verge Bonds	
769			Maxxia Pty Ltd	\$10,967.30
			Input Tax Credits For Salary Packaging - April 2021	
			Payroll Deductions	
770			Mr Jay Granaderos	\$2,000.00
			Refund - Street & Verge Bond	
771			Mr Jonathan Graham	\$2,000.00

			Refund - Street & Verge Bond	
772			Mr Matthew Boden	\$50.00
			Dog Registration Refund - Sterilised	
773			Mrs Claire Connell	\$1,000.00
			Refund - Street & Verge Bond	
774			Mrs Kelly Blunt	\$30.00
			Dog Registration Refund - Sterilised	
775			Mrs Lesley Guy	\$75.00
			Dog Registration Refund - Sterilised	
776			Optus	\$1,169.74
			Phone Charges For The City	
777			Paywise Pty Ltd	\$1,342.31
			Payroll Deductions	
778			Perth Extensions Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
779			Satterley Property Group	\$328,321.77
			Bond Refund - Myella Stage 2 Wanneroo WAPC 158730	
780			Simsai Construction Group Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
781			Smartsalary	\$7,339.40
			Payroll Deductions	
782			SSB Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
783			Synergy	\$555,762.66
			Power Supplies For The City	
784			Urban Development Institute of Australia WA Division Incorporated	\$180.00
			Registration - Infill Dreams And Market Realities - 1 Attendee - Strategic Land Use Planning	
785			Water Corporation	\$2,753.62
			Water Supplies For The City	
	00004167	16/06/2021		
786			Australia Post	\$6,769.41
			Postage Charges For The City	
	00004168	15/06/2021		
787			CDM Australia Pty Ltd	\$3,344.00
			Professional Services (Level 2) - ICT	
788			Distinct Renovations	\$2,000.00
			Refund - Street & Verge Bond	
789			Turf Care WA Pty Ltd	\$115,919.31
			Turfing Works For The City	
	00004169	16/06/2021		
790			Gillmore Electrical Services	\$43,560.00

			Progress Claim 2 - Lighting Upgrade to Paloma Park South - Assets	
	00004170	17/06/2021		
			City of Wanneroo - Municipal Bank Account	
			Bank Fees & Credit Card Charges - April 2021 \$27,897.17 - Breakdown On Page 75	
	00004171	22/06/2021		
791			ABM Landscaping	\$54,193.92
			Paving & Mulching - Caribbean Circuit - Assets	
792			Accenture Australia Pty Ltd	\$375,141.80
			Oracle Fusion Financials Cloud - 31.05.2021 - 30.05.2022 - ICT	
			3rd Environment Management - May - August - ICT	
			Management Of Additional Non-Production Oracle SAAS Environment - ICT	
793			Action Glass & Aluminium	\$304.65
			Reglaze Window - Oldham Park Community Centre - Building Maintenance	
794			Advanced Traffic Management	\$8,707.33
			Traffic Control Services For The City	
795			Allused Pty Ltd	\$2,887.50
			Hire Rake Bucket - Engineering	
796			Amgrow Australia Pty Ltd	\$390.50
			Herbicide - Parks	
797			Animal Pest Management Services	\$5,940.00
			Rabbit & Fox Control - Badgerup Reserve - Assets	
798			Aqua Attack Drilling	\$36,135.00
			Install Bore - Addison Park - Parks	
799			Archival Survival Pty Ltd	\$557.47
			Stationery Items - Cultural Services	
800			Armaguard	\$182.70
			Cash Collection Services For The City	
801			Artists Chronicle	\$940.00
			Display Advertising Full Colour - Cultural Services	
802			Asset Management Engineers	\$1,795.20
			Plant Inspections - Fleet	
803			Ausfleet Software	\$14,300.00
			Annual Subscription - 5 Licenses - ICT	
804			Australian Airconditioning Services Ltd	\$18,741.69
			Airconditioning Maintenance For The City	
805			Australian Institute of Management Resource Development Centre Incorporated	\$528.00

			Training - Rolling With Disruption - Community Safety	
806			AV Truck Service Pty Ltd	\$282.12
			Vehicle Spare Parts - Fleet	
807			Ball & Doggett Pty Ltd	\$297.69
			Paper Supplies - Print Room	
808			BBB Advisory	\$4,950.00
			Customer First Strategy Review - Customer Relations	
809			BCI Sales Pty Ltd	\$307.45
			Vehicle Repairs - Fleet	
810			Better Pets and Gardens Wangara	\$149.24
			Animal Care Centre Supplies	
811			Bolinda Publishing Pty Ltd	\$2,691.31
			Book Purchases - Library Services	
812			Bollig Design Group Ltd	\$38,964.75
			Professional Services - Halesworth Park - Assets	
			Extension Of Sewer Line - Wanneroo BMX Pearsall Upgrade - Assets	
813			Boral Construction Materials Group Ltd	\$4,527.28
			Concrete Mix - Various Locations - Engineering	
814			Borrell Rafferty Associates Pty Ltd	\$3,685.00
			Variation 04 - Provision Of Cost Management - Halesworth Park - Butler North District Open Space - Assets	
815			Boss Bollards	\$1,688.50
			Replace Bollards - Kingsway Netball Courts - Engineering	
			Install Disabled Parking Bay - Hinckley Park - Assets	
816			Boya Equipment	\$108.90
			Pressure Sprayer - Parks	
817			Bridgestone Australia Limited	\$1,134.40
			Tyre Fitting Services For The City	
818			Bucher Municipal Pty Ltd	\$8,059.54
			Vehicle Spare Parts - Stores / Fleet	
819			Cabcharge	\$596.10
			Cabcharge Services For The City	
820			CADwalk Critical Rooms Pty Ltd	\$1,324.62
			Welcome Message System - Heritage & Museum Services	
821			Cameron Chisholm & Nicol (WA) Pty Ltd	\$1,375.00
			Chairperson Design Review Panel - Planning	
822			Carramar Resources Industries	\$10,498.47
			Disposal Of Rubble - Assets / Engineering	
823			Cat Welfare Society Incorporated	\$1,925.00
			Cat Management Facility - Rangers	

824			Centaman Systems Pty Ltd	\$2,750.00
			Pre-Paid 25,000 SMS Bundle - Aquamotion	
825			Cherry's Catering	\$1,596.92
			Catering - Council Dinner	
826			Chris Kershaw Photography	\$440.00
			Photography Services - What's Happening - Place Management	
827			Claire Davenhall	\$287.00
			Artist Loan - Prayer Flags & Sound Installation - Arts Events	
828			Clark Equipment Sales Pty Ltd	\$85,514.00
			New Vehicle Purchase - Bobcat Loader - Fleet Assets	
829			Climate Change Response Pty Ltd	\$4,316.95
			Aquamotion Electrical Usage Assessment - Assets	
			Annual Subscription - Arnowa Software - Assets	
830			Clinipath Pathology	\$320.00
			Medical Fees For The City	
831			Coastal Navigation Solutions	\$2,223.10
			Public Art Maintenance - Cultural Services	
832			Coates Hire Operations Pty Ltd	\$2,006.95
			Equipment Hire - Projects Sites - Assets	
833			Commissioner of Police	\$150.30
			Volunteer Police Checks - Community Development	
834			Construction Information Systems Limited	\$1,518.00
			Aus-Spec Maintenance Subscription - Engineering	
835			Corsign (WA) Pty Ltd	\$1,806.20
			Sign - Caution Glyphosate - Parks	
			Signs - Phil Renkin Recreation Centre Yanchep And Two Rocks Library - Engineering	
			20 Traffic Cones - Engineering	
			Signs - Park Closure - Parks	
836			Critical Fire Protection & Training Pty Ltd	\$1,460.80
			Fire Detection Equipment Servicing - Building Maintenance	
837			Crown Lift Trucks	\$903.39
			Vehicle Repairs - Fleet	
838			CS Legal	\$23,869.78
			Court Fees - Rating Services	
839			CW Brands Pty Ltd	\$552.42
			Stock - Stores Issues	
840			Data #3 Limited	\$36,748.78
			Win Server User Calsa - ICT	

			Licence Renewals - ICT	
841			Dave Lanfear Consulting	\$15,400.00
			Feasibility Study - Wanneroo Recreation Centre - Community Facilities	
842			DC Golf	\$99,175.70
			Commission Fees - Marangaroo & Carramar Golf Courses - Property	
843			Digital Education Services	\$271.75
			Supply Of DVD's - Library Services	
844			Direct Communications	\$184.80
			Microphone Keypad - Fleet	
845			District 17 Toastmasters International	\$300.00
			Arts Tnt Public Speaking Talk - Cultural Services	
846			Dowsing Group Pty Ltd	\$8,017.54
			Limestone - 262 Kingsway Drive - Assets	
			Pathway - 2A And 2B Neville Drive - Engineering	
			Pathway - Studmaster Park - Assets	
847			Drainflow Services Pty Ltd	\$80,657.94
			Road Sweeping & Drain Cleaning Services For The City	
848			Elliotts Irrigation Pty Ltd	\$16,178.18
			Irrigation Equipment - Parks	
849			Embroidme Malaga Pty Ltd	\$818.23
			Uniform Issue - Waste	
850			Emerge Associates	\$29,700.00
			Consultancy - Splendid Park Cycling Path Project - Assets	
851			Environmental Industries Pty Ltd	\$119,819.08
			Landscape Maintenance For The City	
852			Ergolink	\$190.75
			Footrest - Customer Relations	
853			External Works	\$2,299.00
			Slashing And Spraying - Marmion Avenue - Parks	
854			Feral Invasive Species Eradication	\$1,520.00
			Fox Control - Yellagonga Regional Park - Parks	
855			Forrest And Forrest Games	\$2,772.00
			Turf Training Course - 1 Attendee - Parks	
856			FUJIFILM Business Innovation Australia Pty Ltd	\$4,840.00
			Ezescan Maintenance - Renewal Period 17.07.2021 - 16.07.2022 - ICT	
857			Fusion Applications Pty Ltd	\$6,600.00
			Oracle Integration - ICT	
858			GC Sales (WA)	\$4,070.00
			20 Single Head Bin Locking Posts - Assets	
859			Geoff's Tree Service Pty Ltd	\$42,022.00

			Pruning Works For The City	
860			Global Events Concepts	\$3,113.00
			Event Coordinator - Have A Try Day - Community Development	
			Event Management - Nuba Mora Community Group & United Youth Community Group - Community Development	
861			Grant Thornton Audit	\$1,100.00
			Omi Grant Acquittal Audit Work - Finance	
862			Green Options Pty Ltd	\$6,372.84
			Rotary Mowing - Various Locations - Parks	
863			Greens Hiab Service	\$363.00
			Move Posts - Wanneroo Showgrounds - Parks	
864			Griffin Valuation Advisory	\$770.00
			Professional Valuation Advisory - Additional Asset Portofinos Toilet Block For Insurance Purposes - Property	
865			Groeneveld Lubrication Solutions Pty Ltd	\$219.68
			Vehicle Spare Parts - Fleet	
866			GTA Consultants (WA) Pty Ltd	\$1,472.79
			Proposal For Services - Ocean Reef Road / Hartman Drive - Assets	
867			Hanson Construction Materials Pty Ltd	\$308.00
			Concrete Mix - Wanneroo Road - Engineering	
868			Hays Personnel Services	\$9,768.26
			Casual Labour For The City	
869			Hemsley Paterson	\$1,650.00
			Market Rent Assessment - Property	
870			Hickey Constructions Pty Ltd	\$3,652.00
			Install Limestone Blocks - Depot - Engineering	
			Repair Limestone Block - Alexander Heights Community Centre - Parks	
			Capping Repairs - Romaine - Parks	
871			Hitachi Construction Machinery Pty Ltd	\$1,105.38
			Vehicle Spare Parts - Stores	
872			Horizons West Bus & Coachline	\$2,172.50
			Bus Hire - Atlantis Beach Baptist - Community Art	
873			Hose Right	\$616.96
			Vehicle Hoses - Fleet	
874			Humes Concrete Products	\$5,234.48
			Drainage Items - Welwyn - Assets	
875			Hydra Storm	\$2,828.10
			Precast Lids & Bases - Yanchep Industrial Area - Assets	
876			Iconic Property Services Pty Ltd	\$81,764.93

			Cleaning Services For The City	
877			Identity Perth	\$12,727.00
			Talking My Language Flashcards - Waste	
			Concept And Design Budget Campaign - Place Management	
878			Imagesource Digital Solutions	\$1,089.00
			Shelf Signage - Library Services	
			Install Sign - Neerabup Resource	
			Extraction Sign - Advocacy & Economic Development	
879			Integrity Industrial Pty Ltd	\$84,057.15
			Casual Labour For The City	
880			Integrity Staffing	\$5,378.66
			Casual Labour For The City	
881			Intelife Group	\$18,571.76
			Vehicle Cleaning - Fleet Assets	
			BBQ Maintenance / Cleaning - May 2021 - Parks	
882			Interfire Agencies Pty Ltd	\$597.86
			Fire Boots / Helmet - Community Safety	
883			Iron Mountain Australia Group Pty Ltd	\$4,981.69
			Document Management Services For The City	
884			Isentia Pty Ltd	\$6,600.00
			Media Analysis - Communications And Brand	
884			Iworkhard Pty Ltd	\$550.00
			Mobile Skip Bin Hire - Events	
885			Ixom Operations Pty Ltd	\$207.33
			Disinfection Of Pools Chlorine Gas Supply	
886			J Blackwood & Son Ltd	\$2,416.98
			PPE Issues - Various Service Units	
887			James Bennett Pty Ltd	\$621.27
			Book Purchases - Library Services	
888			Jansen Audio	\$363.00
			Speaker Mounts - Aquamation	
889			Jaycar Pty Ltd	\$127.40
			Doorway Beam - Building Maintenance	
			Meter / Counter - Cultural Services	
890			JDSI Consulting Engineers	\$15,098.74
			Civil Consultancy Services - Butler North District Open Space - Assets	
891			John Desmond West	\$240.00
			After School Maths Workshops - Library Services	
892			Kelyn Training Services	\$510.00
			Training - Advanced Worksite Traffic Management - 1 Attendee - Assets	
893			Keogh Bay People Pty Ltd	\$8,525.00

			Training - Cultural Awareness - People & Culture	
894			Kleenheat Gas Pty Ltd	\$6,073.51
			Gas Supplies For The City	
895			Kyocera Document Solutions	\$275.00
			Oce Relocation - ICT	
896			Landcare Weed Control	\$4,841.84
			Landscape Maintenance For The City	
897			Landscape Elements	\$530.21
			Maintenance - Kennerton Park Irrigated Area - Parks	
898			LD Total	\$327,424.93
			Landscape Maintenance For The City	
899			Ligna Construction	\$4,768.50
			Limestone Works - Kalbarri Park - Parks	
900			Logo Appointments	\$6,915.59
			Casual Labour For The City	
901			Mackay Urban Design	\$990.00
			Design Review Panel - Planning	
902			Mandalay Technologies Pty Ltd	\$38,266.80
			Weighbridge Software Upgrade - Hardware Implementation - Waste Services	
			Lower Reader Boxes - Waste Services	
903			Marilyn Irene Hamilton	\$287.00
			Artist Fee - Indian Ocean Craft Triennial - Cultural Services	
904			Marketforce Pty Ltd	\$2,281.82
			Advertising Services For The City	
905			Matthias Felix Dickmann	\$300.00
			Artwork - Even Keel Exhibition - Cultural Services	
906			Mayday Earthmoving	\$26,364.80
			Heavy Equipment Hire For The City	
907			Michael Page International (Australia) Pty Ltd	\$5,498.80
			Casual Labour For The City	
908			Mindarie Regional Council	\$253,143.49
			Refuse Disposal For The City	
			Discussions - Deliotte - Waste	
909			Miracle Recreation Equipment Pty Ltd	\$2,557.50
			Playground Equipment Repairs - Parks	
910			Mowmaster Turf Equipment	\$647.90
			Mower Spare Parts - Stores Stock	
911			Nai Harcourts Metro	\$66,023.10
			Leasing Commission - North Metro Health Services - Property	
912			Natural Area Holdings Pty Ltd	\$12,637.32
			Install Matting - Quinns Rocks - Conservation	
			Azolla Removal - Studmaster Park - Parks	

			Seed Collection Koondoola Yellagoonga - Assets	
913			Nerida Moredoundt	\$600.00
			Design Review Panel Meeting - Planning Services	
914			Nilfisk Advance Pty Ltd	\$1,318.90
			Annual Maintenance - Scrubber Machine - Kingsway	
915			Noma Pty Ltd	\$990.00
			Design Review Panel Meeting - Planning	
916			NS Projects Pty Ltd	\$36,181.75
			Consultancy - Carramar Golf Course - Property	
917			Nu-Trac Rural Contracting	\$3,472.32
			Beach Cleaning - 3 Locations - Engineering	
918			Off The Wall Promotions	\$450.00
			Staging - DJ Course Showcase Event - Economic Development	
919			Office Line	\$5,218.40
			2 Seater Lounge - Cultural Development	
920			Officeworks Superstores Pty Ltd	\$46.45
			Paper Supplies - Printroom	
921			On Tap Plumbing & Gas Pty Ltd	\$17,400.46
			Plumbing Maintenance For The City	
922			Paperbark Technologies Pty Ltd	\$2,150.00
			Reports / Inspections - Various Locations - Parks	
923			Parker Black & Forrest	\$583.00
			Locking Services For The City	
924			Perdaman Global Services	\$10,740.50
			Talking My Language - Translating - Waste	
925			Perth Aquatic, Seed & Ecological Services Pty Ltd	\$2,750.00
			8 Call Outs - Fauna Relocations - Parks	
926			Perth Detailing Centre	\$192.00
			Cleaning Community Buses - Community Development	
927			Perth Graphics Centre	\$1,402.50
			Trailer Wrap - Youth Services	
928			Photo Perth Wholesale Pty Ltd	\$96.50
			PVC Pouches - Books On Wheels - Library Services	
929			Prestige Alarms	\$14,107.72
			Alarm / CCTV Services For The City	
930			Prodesign Lighting Pty Ltd	\$143.00
			Power Adaptor - Cultural Services	
931			QLM Label Makers Pty Ltd	\$1,854.47
			Labels - A Better Bin System - Waste	
932			Reliable Fencing WA Pty Ltd	\$7,172.00

			Fencing Works For The City	
933			Repco	\$255.20
			Stock - Stores Issues	
934			Roads 2000	\$93,951.33
			Asphalt - Alhambra Parkway - Assets	
			Granit Asphalt - Engineering	
			Footpath - Studmaster Park - Assets	
935			Rolsteel Enterprises Pty Ltd	\$2,970.00
			Fit Tool Box, Relocate Water Tank - Fleet Assets	
936			Ron Nyisztor	\$1,074.34
			Arts tnt Talk - Cultural Services	
			Curation - Indian Ocean Craft Triennial - Cultural Services	
937			Seabreeze Landscape Supplies	\$16.00
			Brickies Sand - Parks	
938			Shred-X	\$319.00
			Shredding Services For The City	
939			Skipper Transport Parts	\$152.20
			Vehicle Spare Parts - Stores	
940			Skyline Landscape Services (WA)	\$97,814.02
			Landscape Maintenance For The City	
941			Slater-Gartrell Sports	\$1,380.50
			Sports Equipment - Kingsway	
942			Smartbuilt Perth Pty Ltd	\$1,327.90
			Pest Control Services For The City	
943			Softfallguys National	\$1,193.50
			Softfall Repairs - Viridis Park - Parks	
944			Sonic Healthplus Pty Ltd	\$1,411.60
			Medical Fees For The City	
945			Sports Marketing Australia Pty Ltd	\$1,237.50
			Event Placement Fee - Infused Crossfit - Economic Development	
946			St John Ambulance Western Australia Ltd	\$1,493.40
			First Aid Training / Supplies For The City	
947			StrataGreen	\$1,324.20
			Endorse & Envirodye - Conservation	
			Rubber Tree Ties & Stakes - Conservation	
948			Supreme Shades Pty Ltd	\$3,648.70
			Replace Shade Sail - Girrawheen Library - Building Maintenance	
949			Tangibility	\$1,540.00
			1000 Custom Shape Magnet - Library Services	
950			Taylor Burrell Barnett	\$1,042.80
			Neerabup Management Plan - Economic Development	
951			Technology One Limited	\$7,546.00
			Jo Gray Consulting, Spatial Consulting - ICT	

			Technical Planning Workshop - ICT	
952			Tenco Engineers Pty Ltd	\$550.00
			Bin Store Upgrade - 4 Areas - Assets	
953			Terravac Vacuum Excavations Pty Ltd	\$1,893.10
			Supervision Of Footpath Installation - Kingsway - Assets	
			Supervision Of Footpath Installation - Wanneroo Road - Assets	
			Utility Location - 46 & 56 Fowey Loop Engineering	
954			The Factory (Australia) Pty Ltd	\$4,684.58
			Storage Of Christmas Decorations - Building Maintenance	
955			The Poster Girls	\$550.00
			Distribute Posters / Postcards - Play School - Cultural Services	
956			The Royal Life Saving Society Australia	\$5,101.12
			Water Feature Maintenance - Kingsway - Parks	
957			The Trustee for Hayto Trust	\$1,045.00
			Photography Including Drone - 3 Bins Announcement - Waste	
			Photography - Channel 7 Get Reel Fishing - Communications & Brand	
			Photography Services - Wanneroo Gallery - Communications & Brand	
958			The Trustee for New Dealership Trust	\$47,715.72
			New Vehicle Purchase - Ford Ranger WN 34255 - Fleet Assets	
959			The Trustee For Top End Imports Trust	\$1,298.00
			Frillneck Cap - Stores Stock	
960			Think Water Perth	\$519.11
			Adjust Irrigation - Marangaroo Golf Course - Parks	
961			TJ Depiazzi & Sons	\$57,080.32
			Mulch Supplies - Various Locations - Parks	
962			Toll Transport Pty Ltd	\$237.16
			Courier Services For The City	
963			Top Colour	\$125.00
			Reinstate Kerb Numbers - Myamba - Engineering	
964			Tourism Council Western Australia	\$2,145.00
			Silver Membership - 2021 / 2022 - Economic Development	
965			Triton Electrical Contractors Pty Ltd	\$1,254.00
			Irrigation Electrical Works For Parks	
966			Trophy Shop Australia	\$1,624.90
			Permabrace Plaque - Leatherback Park - Community Facilities	

			Name Badges - Various Employees	
			Dolphin Olympic Medals - Aquamotion	
967			Turf Care WA Pty Ltd	\$9,458.47
			Turfing Works For The City	
968			Tyrecycle Pty Ltd	\$899.04
			Removal Of Tyres - Waste	
969			Ungerboeck Systems International Pty Ltd	\$8,277.50
			Report Development - ICT	
970			Vermeer (WA & NT)	\$271.13
			Vehicle Spare Parts - Fleet	
971			WA Hino Sales & Service	\$3,152.25
			Vehicle Spare Parts - Stores	
972			WA Limestone Company	\$5,535.63
			Limestone Products For The City	
973			Wanneroo Business Association Incorporated	\$300.00
			15 Business Breakfast Tickets - Advocacy & Economic Development	
974			Wanneroo Central Bushfire Brigade	\$500.00
			Reimbursement - Controlled Burns 141 Rustic Gardens And 178 Countryside Drive - Fire Services	
975			Wanneroo Electric	\$39,531.81
			Electrical Maintenance For The City	
976			Wellstrategic	\$1,144.00
			Virtual Tour - Koondoola Community Centre - Facilities	
977			West Coast Turf	\$15,466.00
			Turfing Works For The City	
978			Western Australian Local Government Association	\$236.18
			Training - Waste Management - 1 Attendee - 01.07.2021	
979			William James Axten	\$3,817.26
			Atlantis Program Development - Cultural Services	
			Perth Festival Program - Cultural Services	
980			Work Clobber	\$135.00
			Safety Boots - Parks	
981			Workpower Incorporated	\$15,393.95
			Debris Cleanup - Boomerang Park - Conservation	
			Weed Control - Various Locations - Conservation	
			Plant Stock - Hartman Drive - Assets	
982			Workshed Children's Mosaics	\$5,500.00
			Artwork - Ridgewood Park - Cultural Services	
983			Zetta Group	\$56,610.59

			Service Fee, Network Managed Services, Security Architecture Block Hours & SFTP Service IAAS Charges - ICT	
	00004172	22/06/2021		
984			BE Projects (WA) Pty Ltd	\$155,098.76
			Progress Claim 2 - Dalvic Park Amenities Building - Assets	
985			RJ Vincent & Co	\$1,121,549.25
			Payment Certificate 21 - Marmion Avenue Duplication - Assets	
			Payment Certificate 12 - New Sports Facilities - Halesworth Park - Assets	
986			Roads 2000	\$252,592.21
			Road Resurfacing Works - Pederick Road - Assets	
987			Western Australia Vietnam Business Council Incorporated	\$4,259.96
			Community Funding - Vietnamese Family Day - Warradale Community Centre - 26.06.2021 - Community Development	
	00004173	22/06/2021		
988			Rates Refund	\$883.95
989			Rates Refund	\$500.00
990			Rates Refund	\$239.05
991			Rates Refund	\$580.81
	00004174	22/06/2021		
992			Western Power	\$1,320.00
			Design Fee - Jindinga Way - Design	
	00004175	22/06/2021		
993			Ashmy Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
994			Aveling Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
995			BDD Australia Pty Ltd	\$466.05
			Milk Deliveries For The City	
996			Ben Trager Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
997			Celebration Homes Pty Ltd	\$4,000.00
			Refund - 2 Street & Verge Bonds	
998			Cr Lewis Flood	\$359.64
			Travel Allowance - May 2021	
999			Dale Alcock Homes Pty Ltd	\$8,000.00
			Refund - 4 Street & Verge Bonds	
1000			Department of Transport	\$900.40

			Vehicle Ownership Search - Community Safety	
1001			Essential First Choice Homes Pty Ltd	\$22,000.00
			Refund - 11 Street & Verge Bonds	
1002			Fleet Network	\$59.88
			Input Tax Credits For Salary Packaging For 13 April - Finance	
1003			Halpd Pty Ltd Trading As Affordable Living Homes	\$10,000.00
			Refund - 5 Street & Verge Bonds	
1004			Home Group WA Pty Ltd	\$10,000.00
			Refund - 5 Street & Verge Bonds	
1005			Homebuyers Centre	\$12,000.00
			Refund - 6 Street & Verge Bonds	
1006			Jacqueline Powell	\$360.00
			Vehicle Crossing Subsidy	
1007			Johannes Venter	\$2,000.00
			Refund - Street & Verge Bond	
1008			Landgate	\$9,146.15
			Gross Rental Valuations - Rates	
1009			Main Roads WA	\$1,631.76
			Loop Reinstatement - Mirrabooka Avenue / Beach Road - Assets	
1010			Materon Investments WA Pty Ltd	\$4,000.00
			Refund - 2 Street & Verge Bonds	
1011			Miss Rebecca Walling	\$30.00
			Dog Registration Refund - Sterilised	
1012			Mr Brent Sciaresa	\$906.95
			Reimbursement - Study Assistance	
1013			Mr Malcolm Robb	\$122.00
			Refund - Building Application Amendment-Should Have Been A New Application	
1014			Ms Hayley Corrigan	\$42.50
			Dog Registration Refund - Online Payment Not Required	
1015			Ms Wen Niu	\$1,000.00
			Refund - Street & Verge Bond	
1016			Paywise Pty Ltd	\$196.82
			Input Tax Credits - Salary Packaging May 2021	
1017			Philip Mckeen	\$1,000.00
			Refund - Street & Verge Bond	
1018			Redink Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
1019			Satterley Property Group	\$1,058,976.60
			Bond Refund - Eden Beach Stage 18 Jindalee WAPC 151710 1533357 And 157558	
1020			Simsai Construction Group Pty Ltd	\$10,000.00
			Refund - 5 Street & Verge Bonds	

1021			SSB Pty Ltd	\$14,000.00
			Refund - 7 Street & Verge Bonds	
1022			Stephanie Quinn	\$2,000.00
			Refund - Street & Verge Bond	
1023			Synergy	\$26,924.33
			Power Supplies For The City	
1024			The Chamber of Arts & Culture WA Incorporated	\$385.00
			Membership - Associate - Cultural Services	
1025			Trailer Parts Pty Ltd	\$63.77
			Vehicle Spare Parts - Fleet	
1026			Urban Development Institute of Australia WA Division Incorporated	\$180.00
			Registration - Industry Lunch Infill - 1 Attendee - Land Development	
1027			Veldon Enterprises Pty Ltd	\$331,221.75
			East Wannon Cell 1 Partial Return Of Excess Funds As Approved By Council Its Ordinary Meeting Of 04.06.2019 (Ps02-06/19)	
1028			Ventura Home Group Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
1029			WA Wall Removal	\$1,000.00
			Refund - Street & Verge Bond	
1030			Water Corporation	\$12,407.76
			Water Supplies For The City	
1031			Western Power	\$91,132.00
			Street Lighting Upgrade - Mirrabooka And Rawlinson - Assets	
1032			Westview Builders	\$2,000.00
			Refund - Street & Verge Bond	
1033			Wow Group (WA) Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
	00004176	29/06/2021		
1034			Access Without Barriers Pty Ltd	\$51,541.47
			Progress Claim 1 - Kingsway Olympic Soccer Club Madeley Upgrade External Accessibility - Assets	
1035			Commercial Aquatics Australia	\$122,903.00
			Supply & Install Pool Pod - Aquamotion - Assets	
			Replace Mechanical Chair - Aquamotion - Assets	
1036			Perth Energy Pty Ltd	\$137,327.19
			Power Supplies For The City	
1037			Stiles Electrical	\$49,584.60
			Final Claim & Release Retention - Floodlighting - Ridgewood Park - Facilities	

	00004177	29/06/2021		
1038			ABM Landscaping	\$643.50
			Install Tactile Stick-On - Bottom Of Stairwell - Caribbean Circuit - Assets	
1039			Action Glass & Aluminium	\$27,830.00
			Upgrade To Disabled Access - Alexander Heights Community Centre - Assets	
1040			Advanced Traffic Management	\$7,330.10
			Traffic Control Services For The City	
1041			Applause Entertainment Australia Pty Ltd	\$1,100.00
			Community Development Team Development Activity - Murder On The Dance Floor	
1042			Audi Centre Perth	\$1,145.65
			Vehicle Service - Fleet	
1043			Aussie Natural Spring Water	\$31.50
			15L Swap Bottles - Place Management	
1044			Australian Airconditioning Services Ltd	\$3,282.41
			Airconditioning Services For The City	
1045			Australian Institute of Management Resource Development Centre Incorporated	\$2,497.00
			Training - Assertive Communication - 1 Attendee - Communications & Brand	
			Training - Leadership Development - Leading Self - 1 Attendee - Building Maintenance	
1046			Australian Training Management Pty Ltd	\$3,555.00
			Training - Safe Chainsaw Operation & Maintenance - 9 Attendees - Parks	
1047			AV Truck Service Pty Ltd	\$488.94
			Vehicle Spare Parts - Fleet	
1048			B Waddell Consulting Engineers Pty Ltd	\$4,180.00
			Assessing Bunker Design - Waste	
1049			Ball & Doggett Pty Ltd	\$402.49
			Paper Supplies - Corporate Support	
1050			Banhams WA Pty Ltd	\$154.00
			Investigate Fire Panel Earth Fault - Wanneroo Community Centre - Building Maintenance	
1051			Bidfood Perth	\$1,059.16
			Tea & Coffee Supplies - Stores Stock	
1052			Bladon WA Pty Ltd	\$1,644.76
			Staff Uniforms - Library Services	
1053			Borrell Rafferty Associates Pty Ltd	\$3,685.00
			Provision Of Cost Management - Halesworth Park - Assets	
1054			BrainBox Advisory	\$3,300.00
			Economic Recovery Fund - Covid-19 Advisory Panel - Advocacy & Economic Development	

1055			Bridgestone Australia Limited	\$9,102.66
			Tyre Fitting Services For The City	
1056			Bucher Municipal Pty Ltd	\$1,054.72
			Vehicle Spare Parts - Fleet	
1057			Budo Group Pty Ltd	\$5,484.26
			Minor Accessibility Works - Various Locations - Assets	
1058			Bunzl Limited	\$1,105.98
			Stock - Stores Issues	
1059			Cabcharge	\$250.04
			Cabcharge Services For The City	
1060			Calibre Professional Services One Pty Ltd	\$4,191.00
			Slip Lane & Acceleration Lane - Santa Barbara Parade - Assets	
1061			Canon Production Printing Australia Ltd	\$1,060.84
			Scanner Charges - Assets	
1062			Car Care Motor Company Pty Ltd	\$4,146.30
			Vehicle Services - Fleet	
1063			Carramar Resources Industries	\$266.93
			Materials Disposal - Assets	
1064			Castledine Gregory	\$22,082.78
			Legal Fees For The City	
1065			Cathara Consulting Pty Ltd	\$15,015.00
			Casual Labour For The City	
1066			CDM Australia Pty Ltd	\$27,113.40
			Professional Services: Level 3 Business Hours - ICT	
			Professional Services - Level 2 Business Hours - ICT	
			Audit Plus Subscription - ICT	
1067			Chandler Macleod Group Limited	\$2,380.07
			Casual Labour For The City	
1068			Cherry's Catering	\$1,346.92
			Catering Services For The City	
1069			Children's Book Council of Australia Branch Incorporated	\$538.00
			Merchandise - Childrens Book Week - Library Services	
1070			Chillo Refrigeration & Air-Conditioning	\$211.75
			Fridge Repairs - Koondoola Community Centre - Building Maintenance	
1071			Chris Kershaw Photography	\$1,650.00
			Photography - Alkimos - Community Planning & Development	
			Photography - Citizenship Ceremonies - June - Events	
1072			Civica Pty Ltd	\$2,607.55
			Consultancy - Review And Document Eservices - ICT	
1073			Coastal Navigation Solutions	\$898.70

			Install Mosaics - Ridgewood Park - Cultural Services	
1074			Coca Cola Amatil Pty Ltd	\$184.43
			Drinks - Kingsway	
1075			Community Greenwaste Recycling Pty Ltd	\$1,551.44
			Green Waste Recycling - Waste	
1076			Corsign (WA) Pty Ltd	\$209.00
			Signs - Symbolic Workman - Parks	
1077			Courtney Aaron	\$287.00
			Artwork Collaboration - Indian Ocean Craft Triennial - Cultural Development	
1078			Critical Fire Protection & Training Pty Ltd	\$6,589.55
			Fire Detection Equipment Works - Building Maintenance	
1079			CS Legal	\$20,533.46
			Court Fees - Rating Services	
1080			Delos Delta Pty Ltd	\$24,750.00
			Data Insight Paper - Wanneroo - Customer & Information Services	
1081			Derby Rubber Products Pty Ltd	\$332.36
			Traffic Counter - Wanneroo Community Centre - Road And Traffic Services	
1082			Direct Communications	\$842.82
			Radio Repair - Community Safety	
			Two Way Radio - Fleet	
1083			Dowsing Group Pty Ltd	\$284,916.86
			Construct Pathway - Madeley - Assets	
			Path Connection - Darch - Assets	
			Pathway Works - Wanneroo Road - Assets	
1084			Drainflow Services Pty Ltd	\$19,440.96
			Road Sweeping Services For The City	
1085			Economic Development Australia Limited	\$50.00
			Webinar - The Circular Economy For Ed Professionals - 2 Attendees - Advocacy & Economic Development	
1086			Elliotts Irrigation Pty Ltd	\$8,718.48
			Irrigation Works / Equipment For The City	
1087			Emerge Associates	\$5,533.00
			Consultancy Services - Splendid Park Cycling Path - Assets	
1088			Environmental Industries Pty Ltd	\$72,520.37
			Landscape Maintenance For The City	
1089			Evoke Interior Design Pty Ltd	\$4,006.20
			Progress Fees - Anthony Waring Park Clubrooms - Assets	
1090			External Works	\$17,545.00
			Install Soft Fall Mulch - Broadside Park - Parks	
1091			FE Technologies Pty Ltd	\$26,500.84

			Annual Maintenance - Various Locations - Business Systems	
1092			Focus Consulting WA Pty Ltd	\$3,641.00
			Electrical Consultancy Services - Various Locations - Assets	
1093			Forch Australia Pty Ltd	\$1,082.40
			Stock - Stores Issues	
1094			Fusion Applications Pty Ltd	\$17,930.00
			Oracle Financials Solution - ICT	
1095			Geared Construction Pty Ltd	\$16,838.31
			Footpath Works - Landsdale - Assets	
1096			Greenwood Party Hire	\$120.00
			Equipment Hire - Stage - Library Services	
1097			Guardian Doors	\$2,767.60
			Door Services - Various Locations - Building Maintenance	
1098			Hays Personnel Services	\$12,059.16
			Casual Labour For The City	
1099			Hendry Group Pty Ltd	\$2,310.00
			Consultancy Services - Anthony Waring Park - Assets	
1100			Hickey Constructions Pty Ltd	\$4,110.70
			Public Artwork Maintenance - Turner Park - Cultural Development	
1101			Hitachi Construction Machinery Pty Ltd	\$50.55
			Vehicle Filters - Stores Stock	
1102			Hose Right	\$404.20
			Vehicle Spare Parts - Fleet	
1103			Hydra Storm	\$7,583.40
			Drainage Materials - Yanchep - Assets	
1104			Hydroquip Pumps	\$5,277.80
			Irrigation Pump Service - Burleigh Park - Parks	
1105			Iconic Property Services Pty Ltd	\$119.24
			Cleaning Services For The City	
1106			Inclusion Solutions Limited	\$1,239.83
			Workshop - Social Inclusion And Disability Awareness - Community Services	
1107			InfoCouncil Pty Ltd	\$21,874.60
			Updates To Minutes - ICT	
			Annual Licence Fee, Help Desk Fee And Web Hosting 2021 / 2022 - ICT	
1108			Integrity Industrial Pty Ltd	\$21,187.92
			Casual Labour For The City	
1109			Integrity Staffing	\$1,403.31
			Casual Labour For The City	
1110			Interfire Agencies Pty Ltd	\$1,785.21
			PPE Issues - Community Safety	
1111			International Valuation & Property Services	\$2,970.00

			Valuation - Lot 250 Burbridge - Property	
1112			Isentia Pty Ltd	\$6,600.00
			Media Analysis Report - Communications & Brand	
1113			J Blackwood & Son Ltd	\$2,274.36
			PPE Issues - Various Service Units	
1114			JB Hi Fi Group Pty Ltd	\$1,612.50
			3 Ipads & Covers - Kingsway Stadium	
1115			Kerb Direct Kerbing	\$5,231.57
			Kerbing Works - Various Locations - Engineering	
1116			Kleenheat Gas Pty Ltd	\$71.15
			Gas Supplies For the City	
1117			Kleenit	\$4,584.14
			Graffiti Removal For The City	
1118			Landcare Weed Control	\$16,291.24
			Landscape Maintenance For The City	
1119			Laundry Express	\$643.48
			Cleaning Of Linen - Hospitality	
1120			LD Total	\$23,290.91
			Landscape Maintenance For The City	
1121			Leederville Cameras	\$539.00
			Video Light, Stand And Tent - Cultural Services	
1122			Lessen with Peg – Rethink Waste	\$200.00
			Waste Education - Composting Workshop	
1123			Lighting Options Australia Pty Ltd	\$8,080.74
			8 Erco Opton Floodlights - Cultural Services	
1124			Ligna Construction	\$352.00
			Repair Paving - Coniston Park - Parks	
1125			Living Turf	\$17,762.80
			Supply / Apply Various Chemicals - Various Locations - Parks	
1126			Logo Appointments	\$1,472.87
			Casual Labour For The City	
1127			Mandalay Technologies Pty Ltd	\$19,098.75
			Weighbridge Software Upgrade - Waste Services	
			Subscription - Weighbridge Software - 01.07.2021 - 30.06.2022 - Waste Services	
1128			Manheim Pty Ltd	\$2,475.35
			Vehicle Towage & Selling Fees - Community Safety	
1129			Marindust Sales & Ace Flagpoles	\$13,508.00
			Install 2 Sets Soccer Goals - Parks	
1130			Marketforce Pty Ltd	\$16,577.84
			Advertising Services For The City	
			Design & Print Advocacy Plan - 2021 - 2025 - Advocacy & Economic Development	

			Design & Produce Factsheets - Connect Wanneroo - Advocacy & Economic Development	
			Design & Produce Presentation Folders - Advocacy & Economic Development	
			Graphic Design - Priority Projects Advocacy Map - Advocacy & Economic Development	
1131			Mastec Australia Pty Ltd	\$3,993.66
			Bin Lids And Axles - Waste	
1132			Matrix Traffic and Transport Data Pty Ltd	\$2,827.00
			Intersection Counts - Jindalee Boulevard - Road And Traffic Services	
1133			McGees Property	\$5,445.00
			Valuation Services - Property Services	
1134			McIntosh & Son	\$109.00
			Vehicle Spare Parts - Stores Stock	
1135			McLeods	\$6,850.21
			Legal Fees For The City	
1136			Michael Page International (Australia) Pty Ltd	\$3,802.44
			Casual Labour For The City	
1137			Mindarie Regional Council	\$2,603.87
			Refuse Disposal For The City	
1138			Miracle Recreation Equipment Pty Ltd	\$484.00
			Play Equipment Repairs - Parks	
1139			My Media Intelligence Pty Ltd	\$3,960.00
			Subscription - Media Monitoring - Communications & Brand	
1140			NAPA - GPC Asia Pacific Pty Ltd	\$301.34
			Vehicle Spare Parts - Fleet	
1141			Navman Wireless Australia Pty Ltd	\$1,342.00
			Remove / Refit GPS - Fleet	
1142			Netsight Pty Ltd	\$1,780.90
			Myosh Annual Subscription Fee - ICT	
1143			Northern Lawnmower & Chainsaw Specialists	\$2,112.31
			Back Pack Blower - Fleet Assets	
			Stock - Stores Issues	
1144			Nutrien Ag Solutions Limited	\$2,970.00
			Supply Fertiliser - Parks	
1145			On Tap Plumbing & Gas Pty Ltd	\$8,982.12
			Plumbing Maintenance For The City	
1146			Online Social Butterfly	\$3,630.00
			Economic Recovery Fund - Business Advisory & Support Services - Advocacy & Economic Development	
1147			Oracle Customer Management Solutions Pty Ltd	\$11,395.70
			After Hours Calls Service - Customer Relations	

1148			Paperbark Technologies Pty Ltd	\$6,003.00
			Data Collection - Butler - Parks	
			Arboricultural Inspection - Belhaven Park - Assets	
1149			Parker Black & Forrest	\$775.50
			Locking Services For The City	
1150			Pascoe Partners Accountants	\$6,116.00
			Economic Recovery Fund - Business Advisory & Support Services - Advocacy & Economic Development	
1151			Penske Power Systems Pty Ltd	\$825.00
			Training - Allison Maintenance 19 - 20.05.2021 - 1 Attendee - Fleet	
1152			Perdaman Global Services	\$2,200.00
			Waste Guide Translation - Waste	
1153			Peter's Bus Charters	\$695.00
			Waste Education Tour - Wanneroo - Waste	
1154			Plantrite	\$5,390.02
			Planting Works - Hinckley Park - Parks	
1155			Play Check	\$10,780.00
			Softfall Testing - 49 Locations - Parks	
1156			PLE Computers	\$199.00
			Wireless Router - ICT	
1157			Porter Consulting Engineers	\$77,000.00
			Detailed Design - Lenore Road - Assets	
1158			Power Vac Pty Ltd	\$341.70
			Vehicle Spare Parts - Fleet	
1159			Powerhouse Batteries Pty Ltd	\$2,450.49
			Vehicle Batteries - Fleet / Stores	
1160			Prestige Alarms	\$6,745.80
			Alarm / CCTV Services For The City	
1161			Print And Sign Co	\$3,740.00
			Removal Of Banners - Three Bin Waste Campaign - Waste	
1162			Pritchard Francis Consulting Pty Ltd	\$16,956.28
			Infrastructure Strategy - Yanchep Lagoon - Assets	
			Consultancy Services - Water Management Engineering - Economic Development	
1163			Public Sector Training Solutions Pty Ltd	\$2,175.00
			Training - Cert IV In Government Investigations - 1 Attendee - Rangers	
1164			Publik Group	\$1,289.75
			50% Balance - Brolga Large Interpretive Sign & Base Plate - Place Management	
1165			Ralph Beattie Bosworth	\$2,750.00
			Cost Estimating - Dalvik Park - Assets	
1166			Reliable Fencing WA Pty Ltd	\$1,887.60

			Repair - Anthony Waring Carpark - Parks	
			Renew Foreshore Footpath - Quinns Rocks - Construction	
1167			Reliansys Pty Ltd	\$12,578.93
			Annual Software Access Fees - 01.07.2021 - 30.06.2021 - ICT	
1168			REM Consulting	\$5,606.18
			Casual Labour For The City	
1169			Rexel Electrical Supplies Pty Ltd	\$15.40
			Vehicle Spare Parts - Fleet	
1170			Richgro	\$275.00
			Native Soil Mix - Parks	
1171			Riskwest	\$3,977.60
			Business Continuity Management Training And Walkthrough - Governance And Legal	
1172			Road & Traffic Services	\$6,670.40
			Traffic Management & Linemarking Services For The City	
1173			Roads 2000	\$143,111.87
			Road Works - Various Locations - Assets	
			Granit Asphalt - Engineering	
1174			Rubek Automatic Doors	\$121.00
			Attend To Fault - Clarkson - Building Maintenance	
1175			RW Quantity Surveyors	\$2,013.00
			Construction Cost Estimating - Kingsway Indoor Stadium - Toilet Refurbishments Assets	
1176			Safety Tactile Pave	\$3,732.26
			Install Terracotta Warning And Directional Tactile Pavers - Monet Drive - Assets	
1177			Safetyquip	\$137.81
			Black Disposable Gloves - Information Management	
1178			Sage Consulting Engineers	\$8,134.50
			Lighting Design - Hainsworth Indoor Courts - Assets	
			Floodlighting Design - Belhaven Park - Assets	
1179			Seabreeze Landscape Supplies	\$168.00
			Landscape Mix & Sand - Parks	
1180			Sigma Chemicals	\$1,089.00
			Photometer Test Kits - Aquamotion	
1181			Signage WA	\$319.00
			2000 Stickers - Play School Exhibition - Library Services	
1182			Site Architecture Studio	\$16,390.00
			Consultancy Services - Adult Accessible Changing Places Facility - Assets	

1183			Site Sentry Pty Ltd	\$5,728.80
			4 Site Sentry Towers - Wangara Recycling Facility - Waste Services	
1184			SJ McKee Maintenance Pty Ltd	\$3,497.00
			Repair Works - Various Locations - Waste	
1185			Skyline Landscape Services (WA)	\$13,569.15
			Landscape Maintenance - Various Locations - Parks	
1186			Smartbuilt Perth Pty Ltd	\$5,193.04
			Pest Control Services For The City	
1187			Sonic Healthplus Pty Ltd	\$814.35
			Medical Fees For The City	
1188			SPORTENG	\$1,386.00
			Irrigation Plan - Marangaroo Golf Course - Parks	
1189			Sports World of WA	\$1,132.45
			Goggles Resale - Aquamotion	
1190			Sprayline Spraying Equipment	\$309.65
			Vehicle Spare Parts - Fleet	
1191			St James Anglican School	\$330.00
			Venue Hire - Have A Try Day - Community Development	
1192			St John Ambulance Western Australia Ltd	\$452.49
			First Aid Supplies / Training Services For The City	
1193			State Library of WA	\$14,985.50
			Better Beginnings Birth Death And Delivery Schedules 2021 / 2022 - Reading Packs - Library Services	
1194			Statewide Pump Services	\$286.00
			Investigate Control Panel Fault - Aquamotion - Building Maintenance	
1195			Stewart & Heaton Clothing Company Pty Ltd	\$783.06
			Shirts And Jackets - Emergency Management	
1196			Stiles Electrical	\$1,452.00
			Floodlighting - Ridgewood Park - Assets	
1197			StrataGreen	\$2,555.89
			Weed Pullers, Bamboo Canes, Pulse Penetrant And Envirodye - Parks	
1198			Strategic DCP Consulting	\$3,509.00
			Consultancy Services - Neerabup - Strategic Land Use Planning	
1199			Supreme Dry Cleans and Laundrette	\$910.00
			Laundry Of Sports Bibs - Kingsway Stadium	
1200			Systems Edge Management Services Pty Ltd	\$45,699.50
			Feasibility Study - Ashby Operations Centre - Assets	

1201			Taylor Burrell Barnett	\$7,189.60
			Consultancy Services - Neerabup Management Plan & Subdivision Application - Economic Development	
1202			Terravac Vacuum Excavations Pty Ltd	\$1,103.03
			Location Of Services For The City	
1203			The Distributors Perth	\$195.65
			Snacks & Confectionery - Kingsway Stadium	
1204			The Futures Group	\$3,766.15
			Legal Fees For The City	
1205			The Hire Guys Balcatta	\$450.00
			Hire VMS Board - Waste Services	
1206			The Perth Mint	\$2,502.50
			500 2021 Citizenship Coins - Place Management	
1207			The Rigging Shed	\$105.60
			Vehicle Spare Parts - Fleet	
1208			The Royal Life Saving Society Australia	\$13,537.08
			Home Pool Inspections - Compliance	
1209			The Trustee for CWC Trust	\$660.00
			Consultancy Services - Floodlighting - Ridgewood Park	
1210			TJ Depiazzi & Sons	\$19,864.19
			Mulch Products - Parks	
1211			Toll Transport Pty Ltd	\$474.32
			Courier Services For The City	
1212			Toro Australia Group Sales Pty Ltd	\$7,822.63
			Vehicle Spare Parts - Fleet	
1213			Tree Planting & Watering	\$32,874.18
			Tree Watering - March 2020 - Parks	
1214			Triton Electrical Contractors Pty Ltd	\$7,265.50
			Irrigation Electrical Works For The City	
1215			Trophy Shop Australia	\$13.70
			Name Badge - Cultural Services	
1216			Truck Centre WA Pty Ltd	\$311.39
			Vehicle Spare Parts - Fleet	
1217			Turf Care WA Pty Ltd	\$162,625.97
			Turfing Works For The City	
1218			Ungerboeck Systems International Pty Ltd	\$33,655.60
			Variation 3 - Booking System - ICT	
1219			United Fasteners WA Pty Ltd	\$217.14
			Vehicle Spare Parts - Fleet	
1220			ViewTech3D Pty Ltd	\$6,710.00
			Create Interactive 3D Map & Virtual Tour - City Of Wanneroo - Advocacy & Economic Development	
1221			Vocus Communications	\$247.50
			NBN Connection - YTRAC - ICT	
1222			WA Hino Sales & Service	\$412.50

			Vehicle Spare Parts - Stores	
1223			WA Limestone Company	\$582.18
			Supply Of ESL - Montrose Park - Assets	
1224			WA Rangers Association Incorporated	\$77.50
			Ranger Note Books - Community Safety	
1225			Wanneroo Electric	\$6,695.60
			Electrical Maintenance For The City	
1226			Wanneroo Smash Repairs Pty Ltd	\$1,000.00
			Insurance Excess - WN 34167 - Fleet	
1227			West Coast Turf	\$57,685.65
			Turfing Works For The City	
1228			Western Australian Local Government Association	\$578.00
			Training - Rates In Local Government - 1 Attendee - Rates	
1229			Western Tree Recyclers	\$16,997.31
			Green Waste Tipped - Bulk Greens Collection - Waste	
1230			West-Sure Group Pty Ltd	\$287.32
			Cash Collection Services For The City	
1231			Wilson Security	\$5,401.63
			Security Services For The City	
1232			Winc Australia Pty Limited	\$5,465.51
			Stationery Charges For The City	
1233			Workpower Incorporated	\$4,385.70
			Planting - Burns Beach And Mindarie - Conservation	
1234			Wrenoil	\$16.50
			Oil Waste Disposal - Waste Services	
1235			WSP Australia Pty Ltd	\$5,786.00
			Wangara CCTV - Assets	
1236			Yolk Syndicate 118 Pty Ltd	\$57,210.50
			Progress Claim 3 - Roydon Park Construction - Land Development	
	00004178	29/06/2021		
1237			Aqua Attack Swimming Club (Incorporation)	\$100.00
			Bond Refund	
1238			Rates Refund	\$808.64
1239			Rates Refund	\$3,737.57
1240			Rates Refund	\$1,158.98
1241			Rates Refund	\$4,000.00
	00004179	29/06/2021		
1242			Australian Manufacturing Workers Union	\$113.60
			Payroll Deductions	
1243			Australian Services Union	\$595.70
			Payroll Deductions	
1244			Australian Taxation Office	\$552,126.00

			Payroll Deductions	
1245			Ben Trager Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
1246			CFMEU	\$120.00
			Payroll Deductions	
1247			Child Support Agency	\$1,794.83
			Payroll Deductions	
1248			City of Wannon	\$64.00
			Rates Assessment 2151906 - Stale Cheque 00118762	
1249			City of Wannon - Payroll Rates	\$6,020.00
			Payroll Deductions	
1250			City of Wannon - Social Club	\$660.00
			Payroll Deductions	
1251			Cr Brett Treby	\$4,303.76
			Reimbursement - Travel Allowance & Corporate Apparel	
1252			Cr Lewis Flood	\$1,110.17
			Reimbursement - Corporate Apparel	
1253			Department of Planning, Lands and Heritage	\$9,948.00
			Application Fee Accepted, Applicant - Peter Leighton - TZ Pty Ltd, Reference - DAP/21/02006, Address - Landsdale Road, Proposal - Educational Establishment	
1254			Essential First Choice Homes Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
1255			Fleet Network	\$1,118.01
			Input Tax Credits For Salary Packaging	
			Payroll Deductions	
1256			Halpd Pty Ltd Trading As Affordable Living Homes	\$2,000.00
			Refund - Street & Verge Bond	
1257			HBF Health Limited	\$673.04
			Payroll Deductions	
1258			LGRCEU	\$1,527.26
			Payroll Deductions	
1259			Maxxia Pty Ltd	\$11,342.34
			Input Tax Credits For Salary Packaging	
			Payroll Deductions	
1260			Miss Hilary Steenson	\$96.50
			Vehicle Crossing Subsidy	
1261			Mr Alex Hooper	\$2,000.00
			Refund - Street & Verge Bond	
1262			Mr Andrew Maczurad	\$2,000.00
			Refund - Street & Verge Bond	
1263			Mr Brendan Pritchard	\$2,000.00
			Refund - Street & Verge Bond	
1264			Mr David Tasker	\$1,000.00
			Refund - Street & Verge Bond	

1265			Mr Rhyno Van Der Walt	\$2,000.00
			Refund - Street & Verge Bond	
1266			Mr Robert Sturgeon	\$1,000.00
			Refund - Street & Verge Bond	
1267			Mr Ryan Gardiner	\$2,000.00
			Refund - Street & Verge Bond	
1268			Mr Sandro Catalano	\$2,000.00
			Refund - Street & Verge Bond	
1269			Mr Scott Patterson	\$2,000.00
			Refund - Street & Verge Bond	
1270			Mr Trevor Belward	\$1,000.00
			Refund - Street & Verge Bond	
1271			Mrs Stephanie Andrews	\$30.00
			Dog Registration Refund - Sterilised	
1272			Ms Melissa Bowles	\$2,000.00
			Refund - Street & Verge Bond	
1273			Ms Renee Day	\$1,000.00
			Refund - Street & Verge Bond	
1274			Optus	\$4,207.50
			WA Field Operations - Assets	
1275			Paywise Pty Ltd	\$1,342.31
			Payroll Deductions	
1276			Planning Institute of Australia Limited	\$630.00
			Registration Fee - Planning For Precincts 01.06.2021 - 2 Attendees - Strategic Land Use Planning	
1277			Smartsalary	\$8,776.26
			Input Tax Credits For Salary Packaging	
			Payroll Deductions	
1278			SSB Pty Ltd	\$4,000.00
			Refund - 2 Street & Verge Bonds	
1279			Synergy	\$15,631.38
			Power Supplies For The City	
1280			The Roof & Wall Doctor	\$2,000.00
			Refund - Street & Verge Bond	
1281			Water Corporation	\$3,863.48
			Water Charges For The City	
1282			Western Power	\$4,109.62
			Asset Energisation - Halesworth Park - Assets	
1283			Wow Group (WA) Pty Ltd	\$2,000.00
			Refund - Street & Verge Bond	
	00004180	30/06/2021		
			City of Wanneroo - Municipal Bank Account	
			Bank Fees & Credit Cards - May 2021 \$25,000.27 - Breakdown On Page 77	

1284			Total Director Corporate Services Advance - EFTs	\$20,491,051.24
NATIONAL AUSTRALIA BANK				
	00004156	04/06/2021		
			National Australia Bank	
			Flexipurchase - December 2020	
			Assets	
1285			Best Bar - Pins For Kerb Drain Profiling	\$45.72
1286			Bunnings - Hardware Purchases	\$516.36
1287			Greenway Turf Solutions - Bio Balls - Reducing Algae In Lakes	\$2,627.90
1288			Microsoft - Microsoft One Drive - Monthly Subscription	\$3.00
1289			Mirco - Powerfeed & Tap - Citrus Grove - Salitage	\$217.95
1290			Pharmacy Online - First Aid Kit Supplies	\$49.90
1291			Richgro Garden - Landscape Mix	\$40.00
1292			The Rigging Shed - Repair Lifting Gear	\$535.92
			Assets Maintenance	
1293			Action Lock Service - Locks	\$115.50
1294			Advanced Lock Key - Cylinders	\$30.00
1295			Barnetts Architectural Hardware - Hardware Purchases	\$813.61
1296			Bunnings - Hardware Purchases	\$5,971.15
1297			Concrete Boys Poly & Hardware Supplies - Concrete Edges	\$132.00
1298			CSR Building Products - Ceiling Tiles	\$166.30
1299			Department Of Transport - Auxiliary Plate For Audi Q5 & Plate For Parks Trailer	\$67.90
1300			DMIRS - High Risk Work Licence	\$69.50
1301			Lindan Pty Ltd - Hyro Lites Sticks	\$1,078.00
1302			Nappy Express Hire Services - Uniform Laundering	\$1,273.86
1303			Pattos Paint Shop - Paint Products	\$32.42
1304			Productive Plastics - Diffuser	\$50.20
1305			Repco - Turtle Wax Wet 'N' Black Tyre Shine	\$57.00
1306			Seabreeze Boating - Service Suzuki Outboard Motor	\$633.00
1307			Statewide Cleaning - Toilet Tissue Dispenser	\$191.18
1308			The Good Guys - Steam And Grill Microwave Oven	\$1,204.00
1309			The Hire Guys Wangara - 16' Diamond Blades	\$770.00
1310			Toolmart Australia Pty Ltd - Carbon Brush Set	\$60.50
1311			Valspar - Paint Supplies	\$838.68
			Business Manager Aquamotion & Kingsway	

1312			Big W - Lollies - Junior Clinics Final Week & Door Prizes - Gold Program	\$345.45
1313			BOC Limited - Annual Container Charge	\$67.99
1314			Bunnings - Inflatables - Open Day	\$44.00
1315			Campaignmonitor - Subscription	\$196.90
1316			East Hamersley Primary School - Distribution Of Flyers & Advert In School Newsletter	\$45.00
1317			Facebook - Kingsway November Promotion	\$93.92
1318			JB Lakeside Joondalup - Drone And Memory Card	\$75.00
1319			Kmart - Crèche Craft Supplies	\$23.25
1320			Trophy Shop Australia - Trophy - Sporting Competitions	\$41.50
1321			Wanneroo Sports – Non-Alcoholic Drinks - Gold Program	\$174.60
			Community & Place	
1322			Coles - Catering Items - Program Activities	\$428.17
1323			Diffusional - Materials - Program Activities - Yoga And Essential Oils Workshop	\$30.95
1324			Doterra Australia - Materials - Program Activities - Treat Yourself	\$108.70
1325			Research Forum - Research Forum On Ageing	\$11.00
1326			Ergolink - Keyboard	\$145.00
1327			Kmart - Materials - Program Activities	\$494.00
1328			Officeworks - Materials - The Park Event	\$68.78
1329			Red Dot Stores - Materials - Program Activities	\$51.00
1330			Tataja Pty Ltd - Catering - Via Vista Fire	\$234.92
1331			The Pizza Box - Catering Items - Program Activities	\$39.00
1332			Woolworths - Catering Items - Program Activities	\$72.93
			Council & Corporate Support	
1333			Aldi Stores - Catering Items - In House Hospitality Requests	\$21.75
1334			Bakers Delight - Catering Items - In House Hospitality Requests	\$5.20
1335			Big W - Containers - Mayors Appeal	\$360.00
1336			Candy Alley - Catering Items - In House Hospitality Requests	\$32.00
1337			Catalano Seafood Pty Ltd - Catering Items - In House Hospitality Requests	\$16.00
1338			Coles - Catering Items - In House Hospitality Requests & Bin Bags - Mayors Appeal	\$836.81
1339			Dan Murphys – Business Hospitality	\$209.04
1340			Kmart - Purchases - Mayors Appeal	\$429.00

1341			Wanneroo Fresh - Catering Items - In House Hospitality Requests	\$227.12
1342			Woolworths - Catering Items - In House Hospitality Requests	\$39.00
			Cultural Development	
1343			Aldi Stores - Catering Items - Program Activities	\$69.95
1344			Amazon - Local Stock Purchase & Slate Boards	\$105.09
1345			Australian Library & Information Association - Program Materials	\$392.00
1346			Big W - Materials - Program Activities	\$579.00
1347			Boffins Bookshop Pty Ltd - Local Stock Purchase	\$25.90
1348			Bookdepository.Com - Museum Book Purchases	\$304.83
1349			Dymocks Online - Refund - Book Club Items	-\$119.94
1350			Edtechs - Recording Devices - Museum Education	\$129.94
1351			Ergolink - Monitor Arm - Girrawheen Library	\$50.00
1352			Display Me - Poster Stands - Contract Tracing Messages	\$1,185.81
1353			Harvey Norman - Printer Paper	\$98.00
1354			HTC Corporation - Virtual Reality Subscription	\$143.88
1355			JB Ocean Keys - HDMI Cable	\$59.95
1356			Kmart - Materials - Program Activities	\$206.00
1357			KrustyKob Warwick - Catering Items - Program Activities	\$23.40
1358			Landgate - Purchase - Community History	\$87.62
1359			Mat Supplies - Archival Supplies - Community History	\$350.75
1360			Modern Teaching Aids - Education Table - Wanneroo Museum	\$516.95
1361			News Limited - Australian Newspaper	\$72.00
1362			Officeworks - Materials - Program Activities	\$79.86
1363			Paymate Spun - Annual Spun Membership	\$200.00
1364			Priceless Wanneroo - Materials - Program Activities	\$6.00
1365			QBD The Bookshop - Materials - Program Activities	\$724.95
1366			Red Dot Stores - Materials - Program Activities	\$158.00
1367			Transperth Ticket - Train Travel - Attend Meeting	\$13.10
1368			Two Rocks IGA - Water Refills - Yanchep Library.	\$59.75
1369			Wannewsdti - West Australian Newspaper	\$144.00
1370			Woolworths - Hand Sanitizer	\$8.00

			Customer & Information Services	
1371			Gethomesafe - Get Home Safe - Monthly Software Subscription	\$412.34
1372			Google Cloud - Monthly Fee	\$78.67
1373			Paypal - Charge Name: Zoom Standard Pro Monthly	\$230.89
1374			Paypal - Mobile Protective Case	\$5.95
1375			Paypal - Samsung Galaxy Tab S6 Cover	\$26.99
1376			Paypal - Samsung Galaxy Tab S6 Lite 10.4	\$648.00
1377			Paypal - Smash Ballon - Instagram Feed Pro Personal - Annual Plan	\$69.43
1378			Paypal - Stationery Items	\$94.62
1379			St John Ambulance Australia Ltd - First Aid Training - Refunded Due To Covid-19	-\$199.00
1380			SurveyMonkey - Survey Monkey - Standard Annual Plan	\$636.00
			Marketing, Communications and Events	
1381			7-Eleven - Ice For Markets	\$8.40
1382			Alkimos Tavern Pty Ltd - 2020 Race In Your Rates Vouchers	\$700.00
1383			Aquamotion - 2020 Race In Your Rates Vouchers	\$100.00
1384			Botanic Gardens - 2020 Race In Your Rates Vouchers	\$100.00
1385			Bunnings - Equipment - Community Events	\$1,621.98
1386			Cafe Elixir - 2020 Race In Your Rates Vouchers	\$600.00
1387			Campaignmonitor - Wanneroo EDMS	\$1,137.77
1388			Canopy Adventure Yanchep - 2020 Race In Your Rates Vouchers	\$100.00
1389			Chocolate Drops - 2020 Race In Your Rates Vouchers	\$100.00
1390			Coles - Snacks - Community Events	\$193.95
1391			Easy Signs Pty Limited - Signs - Community Events	\$168.89
1392			Facebook - Advertising Services	\$1,377.57
1393			Freshworks Incorporated - Cab Content Management System	\$355.28
1394			Kapitol - 2020 Race In Your Rates Vouchers	\$203.98
1395			Kingsway Bar And Bistro - 2020 Race In Your Rates Vouchers	\$1,100.00
1396			Kmart - Equipment - Community Events	\$311.00
1397			Leapfrogs Cafe - 2020 Race In Your Rates Vouchers	\$800.00
1398			Mindarie Marina Pty Ltd - 2020 Race In Your Rates Vouchers	\$500.00
1399			Mr Chips Fish & Chips - Meals - Staff Working - Local Markets Event	\$47.00
1400			Officeworks - Stationery - Events	\$25.96

1401			Paypal - 2020 Race In Your Rates Vouchers	\$105.00
1402			Portofinos - 2020 Race In Your Rates Vouchers	\$806.00
1403			Spotify - Advertising - Summer Events Series	\$155.76
1404			Epic Catering Services - Meals - Staff Working At Local Markets Event	\$47.00
1405			Scone Crazy - Meals - Staff Working At Local Markets Event	\$25.00
1406			The Cornerstone Ale - 2020 Race In Your Rates Vouchers	\$200.00
1407			The Pickled Herring - 2020 Race In Your Rates Vouchers	\$300.00
1408			The Whale & Ale - 2020 Race In Your Rates Vouchers	\$300.00
1409			Trophy Shop Australia - Medallions - Student Citizenship Awards	\$13.20
1410			Union Kitchen - 2020 Race In Your Rates Vouchers	\$100.00
1411			Woolworths - Various Picnic Items	\$198.50
1412			Yanchep Inn - 2020 Race In Your Rates Vouchers	\$200.00
1413			Yumpupublishing - Web Publishing - Monthly	\$33.96
			People & Culture	
1414			Officeworks - Ergonomic Keyboard	\$88.00
1415			Kmart - \$20 Vouchers - Reward & Recognition	\$300.00
			Property Services	
1416			Asic - Company Search	\$17.00
1417			City Of Perth - Parking Fees	\$2.52
1418			Eventbrite - Training - Project Management	\$200.00
1419			Landgate - Landgate Fees	\$636.50
1420			Post Wanneroo Post - Postal Expenses Contract Delivery	\$2.95
1421			Wilson Parking - Parking Fees	\$7.09
			Waste Management	
1422			Bunnings - Folding Chairs	\$400.00
			Total - National Australia Bank	\$43,928.47
			Total - National Australia Bank & EFT's	\$20,534,979.71
CANCELLED CHEQUES FROM PREVIOUS PERIOD				
1423	4148-14451-01	28.05.2021	Corrs Chambers Westgarth	-\$291,413.74
1424	4137-13958-01	18.05.2021	Cannings Purple	-\$5,225.00
1425	118754	07.01.2020	Kayla Andela Oliver	-\$100.00

1426	118762	07.01.2020	Emma-Lee Rowland	-\$64.00
1427	118766	07.01.2020	Olivera Hall	-\$50.00
1428	118771	07.01.2020	Mrs Angela Deane	-\$450.00
1429	118799	07.01.2020	Paul Lee Di Florio	-\$41.30
1430	118880	14.01.2020	Laljikumar Dholariya	-\$64.20
1431	118882	14.01.2020	Nicoli Johnson	-\$30.00
1432	118705	18.12.2019	Wanneroo Branch ALP	-\$25.05
1433	118843	14.01.2020	Ms Catherine Caren	-\$100.00
1434	121085	23.02.2021	Assetic Australia Proprietary Limited	-\$87,505.00
1435	121530	18.05.2021	Distinct Renovations	-\$2,000.00
1436	121555	18.05.2021	Mr Mathew Elympos	-\$570.22
1437	121514	11.05.2021	Iris Savellano	-\$266.80
1438	121625	31.05.2021	Charter Hall Holdings Pty Ltd	-\$227,010.30
			Total	-\$614,915.61
MANUAL JOURNAL				
1439	12619/2021	30/06/2021	Returned Credit Reject Fee 28.06.2021	\$2.50
1440	12580/2021	09/06/2021	Lodgement 1.06.21 19 Unpaid Infringements	\$1,463.00
1441	12580/2021	09/06/2021	Department Of Communities Cancelled EFT 4084 Refunded Cheque	\$350,546.35
1442	12542/2021	31/05/2021	Returned Creditor Reject Fee 14.05.21	\$5.00
1443	12628/2021	30/06/2021	Wanneroo Bush Fire Brigade EFT 4142 Returned Payment	\$521.50
			Total	\$352,538.35
TOWN PLANNING SCHEME				
			Cell 1	
1444			Veldon Enterprises	\$331,221.75
1445			McGees Property Valuation	\$550.00
1446			ASIC Company Search	\$30.94
			Cell 2	
1447			McGees Property Valuation	\$550.00
			Cell 3	
1448			McGees Property Valuation	\$550.00
			Cell 4	
1449			McGees Property Valuation	\$550.00
1450			Castledine Gregory - Legal Fees	\$20,075.26
			Cell 5	
1451			McGees Property Valuation	\$550.00
			Cell 6	
1452			McGees Property Valuation	\$550.00

			Cell 7	
1453			McGees Property Valuation	\$550.00
			Cell 8	
1454			McGees Property Valuation	\$550.00
			Cell 9	
1455			McGees Property Valuation	\$550.00
1456			Creating Communities Australia - East Landsdale Community Facility Study	\$575.00
			Cell TPS 6	
1457			Reliable Fencing - Gnangara Road Landsdale	\$20,660.00
			Total	\$377,512.95
GENERAL FUND BANK ACCOUNT				
			Payroll Payments - June 2021	
1458			01.06.2021	\$6,310.12
1459			01.06.2021	\$1,744,355.18
1460			01.06.2021	\$34,925.52
1461			15.06.2021	\$41,365.69
1462			15.06.2021	\$1,787,324.21
1463			15.06.2021	\$16,695.05
1464			29.06.2021	\$10,487.16
1465			29.06.2021	\$1,402.10
1466			29.06.2021	\$48,182.60
1467			29.06.2021	\$1,771,297.72
			Total	\$5,462,345.35
	00004170	17/06/2021		
			City of Wanneroo - Municipal Bank Account	\$27,897.17
			Bank Fees - April 2021	
1468			GLF Trans Fee	\$50.00
1469			CBA Merchant Fee	\$11,726.21
1470			Bpay Fee Debtors	\$42.24
1471			Bpay Fee Ungerboeck	\$40.65
1472			Bpay Fee Rates	\$8,555.18
1473			Bpoint Debtors	\$1.56
1474			Bpoint Rates	\$113.07
1475			CommBiz Fee	\$180.00
1476			CommBiz Fee	\$276.89
1477			Account Service Fee	\$188.10
			Total	\$21,173.90

			Credit Card Charges - April 2021	
			D Terelinck	
1478			Fairfax Subscription - Fairfax Monthly Subscription for Financial Review - Office of the CEO	\$59.29
			H Singh	
1479			Department Of Water & Environmental Regulations - Clearing Permit - PR-4271	\$2,600.00
1480			IPWEA - Asset Management Update - Online Seminar - 20.04.2021	\$187.00
1481			Property Council of Australia - Lunch - Beyond The Verge 28.05.2021 - 2 Attendees	\$165.00
1482			TDDA North Shore Auckland - Pre Employment Drug and Alcohol testing	\$103.50
			N Jennings	
1483			Sunnyside Up (WA) - Pre Audit & Risk Meeting with William Buck Representatives & Cr Treby - Leederville	\$31.70
1484			City of Joondalup+- - Joondalup business Forum: Shaping our Future Economy 07.05.2021	\$30.00
			M Yildiz	
1485			Department Of Water & Environmental Regulations - Clearing Permit Application	\$2,400.00
			N Smart	
1486			Mailchimp - Monthly Mailchimp Subscription	\$13.24
			D Simms	
1487			Sunnyside Up (WA) - Business Hospitality	\$24.00
1488			City of Vincent - Parking Fees	\$2.00
1489			Qantas Airways - Airfare - AILGA National Roads & Transport Congress Note: Cost Is Amount After Redeeming Flight Voucher	\$1,030.54
1490			Union Kitchen - Business Hospitality	\$77.00
			Total	\$6,723.27
			Total Of Bank Fees & Credit Cards	\$27,897.17
	00004180	30/06/2021		
			City of Wanneroo - Municipal Bank Account	
			Bank Fees - May 2021	
1491			GLF Trans Fee	\$50.00

1492			CBA Merchant Fee	\$10,169.25
1493			Bpay Fees Debtors	\$29.57
1494			Bpay Fee Ungerboeck	\$44.88
1495			Bpay Fees Rates	\$7,673.42
1496			Bpoint Fees Debtors	\$1.43
1497			Bpoint Fees Rates	\$117.55
1498			CommBiz Fee	\$269.19
1499			CommBiz Fee	\$150.00
1500			Account Service Fee	\$228.70
			Total	\$18,733.99
			Credit Cards May 2021	
			D Terelink	
1501			BP Express Karrinyup -Fuel	\$77.75
1502			Jurien Bay Service Station - Fuel	\$81.01
1503			Fairfax Monthly Subscription for Financial Review - Office of CEO	\$177.87
1504			CBA - Reversal - Fraudulent Transaction	-\$527.72
1505			Wanneroo Business Association - Event 28.05.2021	\$20.00
1506			Parking Fees	\$18.17
1507			The West Australian - Classifieds - Bereavement Notice	\$77.15
			H Singh	
1508			Parks and Leisure - WA 2021 Awards of Excellence - 12.05.2021 - 3 Attendees	\$33.00
			M Dickson	
1509			Parking Fees	\$24.24
1510			Manotto Pty Ltd - Business Hospitality	\$9.00
1511			Achievability - Building Surveyors New National Construction Code Accessible Housing requirements Design Guidelines Course	\$336.60
			N Jennings	
1512			Think Tank Media - Registration for Perth Corporate PA - Main Summit Day Tuesday 09.11.2021 - 1 Attendee	\$1,094.50
1513			LG Professionals WA - Network Forum 2021 - 27.05.2021 - 1 Attendee	\$400.00
			M Yildiz	
1514			IIA - Annual Membership Renewal 01.07.2021 - Enterprise Risk Specialist.	\$602.32
1515			Legal Practice Board - Annual Membership - Executive Manager	\$1,250.00

1516			ASIC - Company Current & Historical Searches	\$34.00
1517			Legal Practice Board - Annual Membership - City Lawyer	\$1,250.00
1518			Department Of Water & Environmental Regulation Clearing Permit	\$200.00
1519			Sayers Leederville - Business Hospitality	\$28.00
1520			Parking Fees	\$3.40
			D Simms	
1521			Orion Café Yanchep - Business Hospitality - Meeting	\$43.30
1522			Dome Kingsley - Business Hospitality - Meeting	\$13.70
1523			Qantas Airways - Airfare Perth / Melbourne / Canberra	\$847.27
1524			Full Flava Café - Business Hospitality - Meeting	\$85.70
1525			WA Police/Post - Clearance - Parliament Hall Pass	\$55.80
1526			Parking Fees	\$23.22
1527			Dorea - Business Hospitality - Meeting	\$8.00
			Total	\$6,266.28
			Total Of Bank Fees & Credit Cards	\$52,897.44
			Recoup to Director Corporate Services Advance A/C	\$20,210,463.25
			Direct Payments Total (Includes Payroll, Advance Recoup, Credit Cards And Bank Fees)	\$25,725,706.04

At the close of June 2021 outstanding creditors amounted to -\$694,638.09.

Consultation

Nil

Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of June 2021 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 and 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 Council meeting.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.2 - Responsibly and ethically managed

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 in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, Council RECEIVES the list of payments drawn for the month of June 2021, as detailed in this report.

Attachments: Nil

Property Services

4.14 Old Yanchep Surf Club Site - Proposed Agreement for Lease and Ground Lease

File Ref:	32819V05 – 21/287486
Responsible Officer:	Director, Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	7
Previous Items:	CS07-04/19 - Old Yanchep Surf Club Redevelopment - Ordinary Council - 09 Apr 2019 7.00pm CR03-03/18 - Old Yanchep Surf Club Redevelopment Expression of Interest - Ordinary Council - 06 Mar 2018 7.00pm CP06-08/19 - Yanchep Lagoon Master Plan - Final - Ordinary Council - 27 Aug 2019 7.00pm CS07-12/20 - Project Update - Old Yanchep Surf Club Redevelopment - Ordinary Council - 14 Dec 2020 7:00pm

Issue

To consider the proposed agreement for lease (**AFL**) and ground lease (**Lease**) for the redevelopment of the Old Yanchep Surf Life Saving Club site at Reserve 39022, Lot 10603 (3) Brazier Road, Yanchep to Be Our Guest Holdings Pty Ltd (**BOGH**), together with related infrastructure upgrades.

Background

Lot 10603 – Reserve 39022

Lot 10603 is a Category C reserve, described as Reserve 39022, Lot 10603 on Deposited Plan 186553, being the whole of the land comprised in Certificate of Title Volume LR3147 Folio 21 (**Lot 10603**) (**Attachments 1** and **2** refer).

Lot 10603 is located in the Yanchep Lagoon precinct and is the former location of the Yanchep Surf Life Saving Club (Inc.). The old premises became vacant following the Club's relocation to the new surf club in 2017. The premises on Lot 10603 have been disused since that time.

Lot 10603 comprises an area of 2,130m² and is currently zoned 'Parks & Recreation' under the MRS and 'Regional Parks & Recreation' under the City's DPS2.

An updated management order was issued to the City in August 2020 following negotiations with the Department of Planning Lands & Heritage (**DPLH**) during 2019 and 2020 (**Attachment 3** refers). The management order permits the City to lease or licence the site for an initial term of up to 21 years, with scope for further options to a total term of 42 years.

Due to the coastal location of Lot 10603, DPLH included a requirement in the management order that:

- Any lease or licence of the land must not be longer than an initial term of 21 years; and
- In the even any lease or licence is proposed to commence later than 11 August 2025 (being 25 years after the registration of the management order at Landgate) – such as if the Ground Lease was renewed for an option term – the lease or licence requires the consent of the Minister for Lands and must be supported by a further coastal hazard risk assessment of the site.

Expressions of Interest for Lot 10603

The City's investigations on the redevelopment potential of Lot 10603 arose out of the Yanchep Lagoon Master Plan (YLMP) project, and were marked by a two-stage Expression of Interest (EOI) process.

The City commenced the EOI process in October 2017, with the intention of identifying a preferred candidate for a ground lease of Lot 10603, and subject to the AFL and Lease terms being negotiated with that candidate. Although it was not a formal tender, Administration noted the anticipated community interest and size of the project, and conducted a process in the manner of a formal tender evaluation. This included engaging William Buck to provide probity oversight.

Following consideration by Council in March 2018 (CR03-03/18), the EOI progressed to a second stage in early 2018.

Submissions were received from two candidates (the third deciding not to submit):

- BOGH; and
- ISpy Entertainment (which ultimately amended the candidate entity to Westland) (**Westland**).

Following the evaluation process, Council resolved at its Ordinary Meeting of 9 April 2019 to support the Westland proposal (item CS07-04/19). Administration subsequently progressed with community engagement and advertised a local public notice for the proposed disposal to Westland.

The negotiations with Westland slowed by early 2020, with Westland citing the economic climate and the Covid-19 pandemic as challenges for it securing sublessees for the development. Subsequently, in October 2020, Westland advised Administration it did not intend to proceed with the project, and Westland proposed that the second ranking candidate at the Stage 2 EOI, BOGH take over the project.

More information was provided to Administration in mid-October 2020 and BOGH agreed to provide a submission to describe how it would take over and complete the project. This was presented to Council to consider progression with BOGH as the second ranking candidate in the original EOI process.

Council at its Ordinary Meeting of 14 December 2020 resolved the following:

"That Council:-

1. NOTES:

- a) further to the resolution of Council on 9 April 2019 (CS07-04/19), Westland Corporate Pty Ltd (ACN 008 774 267) trading as 'Laguna – Fresh Starts' has advised the City that it does not have the capacity to undertake and complete the proposed redevelopment of Reserve 39022, Lot 10603 on Deposited Plan 186553; and*
- b) Be Our Guest Pty Ltd (ACN 129 257 147), being the second ranking applicant under the City's Expression of Interest process, has proposed to undertake the redevelopment of Reserve 39022, Lot 10603 on Deposited Plan 186553 from Westland Corporate Pty Ltd (ACN 008 774 267) trading as 'Laguna – Fresh Starts';*

2. **AUTHORISES:**

- a) *the Chief Executive Officer (or a nominee of the Chief Executive Officer) to negotiate commercial terms for an Agreement for Lease and a Lease of Reserve 39022, Lot 10603 on Deposited Plan 186553 with Be Our Guest Pty Ltd (ACN 129 257 147) (or a nominee of Be Our Guest Pty Ltd);*
- b) *the publication of a local public notice of the intention to dispose the portion of Reserve 39022, Lot 10603 on Deposited Plan 186553 to Be Our Guest Pty Ltd (ACN 129 257 147) (or a nominee of Be Our Guest Pty Ltd); and*
- c) *the invitation of public comments on the proposed development by Be Our Guest Pty Ltd (ACN 129 257 147); and*

3. **NOTES** a further report will be provided to Council to consider:

- a) *the proposed Agreement for Lease and the Lease with Be Our Guest Pty Ltd (ACN 129 257 147); and*
- b) *the responses to Items 2.b) and c)."*

Detail

Negotiations with BOGH have continued since the Council meeting in December 2020. Outstanding items such as finalisation of essential terms for the AFL and Ground Lease as well as servicing requirements and connectivity to the YLMP area required further discussion in order to refine BOGH's original proposal.

Essential Terms

BOGH has been provided with essential terms for the AFL and the Ground Lease, based on the terms previously agreed with Westland (**Attachment 4** refers). BOGH has advised that it is supportive of those terms, subject to the final AFL and Ground Lease documents being negotiated and agreed by the parties.

The proposal is that BOGH develops and operates the site in accordance with the management order, the AFL and the Ground Lease. Improvements on the land may, in the City's discretion, be retained or demolished (at the Lessee's cost) at the end of the term. It is noted that Lot 10603 is located at the 2070-year coastal hazard risk line in accordance with the City's Coastal Hazard Risk Management and Adaptation Plan. In this regard, the facility is not expected to be impacted by coastal hazards over its 21 year initial lease term. Following the year 2070, the location of the facility would need to be reconsidered.

Administration is seeking Council's in principle approval of the AFL and the Ground Lease to BOGH, on the basis that the Chief Executive Officer is authorised to progress with negotiations to finalise those documents, and subject also to:

- Compliance with section 3.58 of the Act; and
- Approval of the Minister for Lands under section 18 of the Land Administration Act 1997 (WA).

Servicing Requirements

As part of the investigation of the feasibility of implementing the overall YLMP, the City employed external consultants Pritchard Francis to investigate the extent of current servicing infrastructure in place at the site (power, water, sewer, drainage, gas, telecommunications) and identify any upgrades required to realise the vision set out in the Yanchep Lagoon Precinct (including the redevelopment of Lot 10603).

The Pritchard Francis 'Integrated Infrastructure Strategy' (**IIS**) began in July 2020 and ran concurrently with an 'Economic Feasibility Strategy' (**EFS**), undertaken by a further consultant engaged by the City, Pracsys.

The IIS was undertaken in two phases:

- Phase 1 - assessment (location and capacity) of existing services in the precinct and liaison with utility providers to identify works already programmed in their future capital programs; and
- Phase 2 - forecast of necessary service upgrades to suit the potential development levels of the precinct (including Lot 10603), as informed by the EFS.

The IIS final report was submitted to Administration in June 2021. Pritchard Francis confirmed that in general, servicing to the area is relatively limited due to the modest, historical service demand in the area. Development has further been limited due to the environmental restrictions associated with the A Class Reserves and Bush Forever status of most of the area. The old Yanchep Surf Club on Lot 10603, the Yanchep Lagoon Kiosk, Fisherman's Hollow, Mary Lindsay Homestead, the adjacent (four) freehold lots and street lighting infrastructure on Brazier Road and Capricorn Esplanade are the only assets that have previously required servicing.

Service upgrades were triggered between 2013 and 2017 with the upgrade of Brazier Road (south) between Wilkie Avenue and Capricorn Boulevard to tie in with upgrades/improvements in the Beachhaven subdivision to the north and the construction of the new surf club. These services were designed and installed with some future additional capacity available. Since these upgrades pre-dated the YLMP exercise, very little detail was available on anticipated demand.

The majority of existing services throughout the YLMP area have been assessed as being at or near capacity. Potable water supply is present but will need further assessment on its adequacy to supply the future development levels forecast for the YLMP. Power is available and will support some additional, minor development before triggering further upgrades. A Water Corporation reticulated sewer network is located in the Beachhaven estate to the north, which the new Yanchep Surf Life Saving Club (**SLSC**) currently pumps into via a private Waste Water Pump Station (**WWPS**) and pressure main. Currently, there is no gas or NBN available to the YLMP area. Prior to construction of the SLSC, the old Yanchep Surf Club site (Lot 10603) had basic servicing of (overhead) power, telecommunications and potable water, all of which were removed or disconnected with construction of the new surf club. Sewerage was onsite via septic tanks and drainage was via onsite soakage. There is some potential for the BOGH development to utilise the existing private WWPS at the SLSC, however this is still to be confirmed with authorities.

For the BOGH development, preliminary investigations indicate minor upgrades and extensions to certain existing services may be adequate to enable initial development. However, the proposed servicing demands provided by BOGH for full development will trigger:

- Internal new services to be installed from the lot to connect to the existing services in the adjoining roadways (Capricorn Esplanade/ Brazier Road) and,
- External (Forward Works) of new services and existing service upgrades, most notably from the Brazier Road roundabout along Brazier Avenue to (and partially along) Yanchep Beach Road. Importantly, it must be understood that, although the BOGH development may trigger the need for the Forward Works, the provision of these services can be planned, designed and installed to suit the full future development of the YLMP. As such, the potential exists for the City to prefund the Forward Works, or seek to negotiate a cost-sharing arrangement with development proponents.

Given the above, Administration is exploring the feasibility of the following utility upgrades (**Attachment 5** refers):

- External 'Forward Works' from Yanchep Beach Road to Brazier Road roundabout, which will also provide additional conduits to service the ultimate YLMP including the "Settlement Area":
 - Power;
 - Gas; and
 - Telecommunications (including NBN).
- Internal works from the Brazier Road roundabout, across the existing car park to service the BOGH site only:
 - Power;
 - Water (potable and fire service);
 - Sewer (assumed that connection can be made to the existing WWPS at the new surf club on an alignment through the existing car park);
 - Gas; and
 - Telecommunications (including NBN).

YLMP Pathways

In addition to the servicing requirements, it is proposed to concurrently construct a pathway and necessary traffic calming works (Local Area Traffic Management Scheme (**LATMS**)) along Brazier Road in order to improve pedestrian and cyclist connectivity to Yanchep Beach Road. The pathway has been requested from the local community for a number of years and reiterated again during the YLMP and Yanchep Two Rocks Local Area Plan processes.

Given the high environmental status of the area it would be preferable to try and align the utility servicing and new pathway construction in order to minimise the area of ground disturbance. As such, the City will liaise with utility providers to achieve this within their regulated service alignments.

A breakdown of the preliminary servicing and pathway costs are shown below. All figures are order of magnitude, derived from the IIS recommendations and should be used as a guide only.

External Forward Works / LATMS / Pathway

- Main services along Brazier Road/Yanchep Beach Road: \$889,650
- Brazier Road LATM Scheme (incl pathway): \$500,000
- Environmental - onsite revegetation: \$17,985
- Environmental - Environmental offset: \$280,500
- Project Management & Design Costs (15%): \$253,220
- Project Contingency (30%): \$506,441
- Total cost: \$2,447,796

Internal Service connections to Old Surf Club (Lot 10603)

- Service connection to the Lot 10603: \$187,061
- Environmental - onsite revegetation (service corridor): \$16,296
- Project Management & Design Costs (15%): \$30,503
- Project Contingency (30 %): \$51,007
- Total cost: \$294,867

Total Estimated Project Cost (External and Internal Works): \$2,742,663

It should be noted that this option is only to facilitate the development of the BOGH site, however this needs to be considered in the context of the overall YLMP. Significant upgrades to all services are expected to be required to facilitate the implementation of the YLMP, with the full extent and required timing of these upgrades still in the process of being confirmed.

The order of magnitude costings provided above require refinement by the engagement of a suitably qualified engineering consultant, who will liaise closely with the utility providers on the necessary upgrades particular to the Lot 10603 servicing requirements and complete the detailed design phase.

Consultation

Extensive consultation and engagement occurred throughout the development of the YLMP and in relation to the development of the Lot 10603.

The original development of the site was the subject of community engagement in addition to the local public notice. Similar community engagement has been undertaken in July 2021 in relation to the BOGH proposal via letters to residents within 1km of the proposed development (**Attachment 6** refers) and via direct email to YLMP participants and the greater City of Wanneroo community via the City's Your Say page.

A total of 39 comments were received from members of the community by the closure of the public comment period. A summary of all comments received is included at **Attachment 7**. The majority are positive about the proposed development of the site. A summary of the concerns raised by less positive comments is outlined below:

- **Parking:** Some submissions noted that parking demand at peak periods in the Lagoon Precinct exceed supply and that the proposed development might exacerbate this parking pressure. This issue is known and understood by Administration and has been the subject of discussion with BOGH. Additional parking has been provided along Capricorn Esplanade to partially address this issue, which is ultimately intended to be formalised. Further, the City is current in the process of finalising an Integrated Transport Strategy for the Lagoon precinct will identify a preferred approach to managing visitor demand and access for the Lagoon Precinct. This will include identifying the appropriate number and locations of carparking to support the proposed improvements to the Lagoon Precinct envisaged in the YLMP, including the redevelopment of Lot 10603.
- **Design:** Some comments provide feedback and comment on the concept design with a view to ensuring that the proposal aligns with the vision set out in the YLMP. Feedback has been provided to the Lessee, so that the comments may be considered (and addressed, if appropriate) in the final designs for the premises.

In addition to the concerns outlined above, Administration notes that:

- A change.org petition was created in advance of the report to the December 2020 Ordinary Council Meeting, with the purpose: *"To make the OLD surf life saving club a BAR, not DOME."*
- The petition has received 2,301 online signatures, but activity on the petition website has significantly diminished since late 2020, with the most recent comment (as at 28 July 2021) being on 19 January 2021.
- The majority of comments on the petition objected to a Dome café rather than a 'pub' on the site, whereas Administration notes that the proposed development on Lot 10603 will be licensed and will be developed as a boutique and family-friendly venue (rather than in the style of a conventional Dome café).
- Finally, the petition has not been formally finalised and submitted to the City.

Further engagement has been conducted via meetings with the Yanchep Lagoon Community Working Group (**Working Group**) with BOGH providing a presentation to the Working Group in early 2021, which was well received. Additional engagement will continue with the Working Group throughout the project to ensure that the BOGH development is consistent with the adopted YLMP and the needs of the local community.

If Council approves the disposal to BOGH, a local public notice will be published following resolution of Council for the proposed disposition. The notice will be published in the Wanneroo/North Coast Times and in the online Yanchep News Online.

Ongoing project updates (including in relation to the design of the premises) will be provided on the City's Your Say page.

Comment

Proposed AFL & Ground Lease to BOGH

Administration recommends that Council provides in principle support for the proposed AFL and Ground Lease, on the basis that the Chief Executive Officer is authorised to progress with negotiations and finalise those documents in accordance with this report and subject to:

- compliance with section 3.58 of the Act; and
- approval of the Minister for Lands under section 18 of the *Land Administration Act 1997* (WA).

By securing BOGH's commitment to the redevelopment of Lot 10603, the City will have a further justification to continue with the planning and implementation of the servicing works outlined in this report.

Servicing & Pathway Works

The proposed servicing works are necessary to facilitate the development of Lot 10603 and to support the implantation of the YLMP. Given that the extent of service infrastructure within the Yanchep Lagoon precinct is limited, the works would be required in any case to facilitate the future development of other improvement works envisaged in the YLMP (such as the proposed second storey on the new surf club building, and new hospitality infrastructure at Fisherman's Hollow) and are not required purely to facilitate the redevelopment of Lot 10603.

The proposed works are being brought forward in advance of when they would otherwise be required, as the IIS and EFS reports have only recently been received by the City, and the full details and recommendations of these investigations are still being reviewed and considered by Administration (the outcomes of this work will be presented to Council separately).

A commitment to the proposed works would be a positive outcome for the local community, noting there has been a high level of expectation in the Yanchep community for actions to occur in implementation of the YLMP. Some activation events and minor works (shade, seating, interpretive signage) have been progressed, however, the servicing works would demonstrate the City's commitment to this project. In particular, the proposed construction of a pedestrian connection into the Lagoon Precinct is considered essential to address a known community priority and improve active transport connections from the Lagoon to broader Yanchep.

Given the environmental sensitivity in this area, completing the servicing, pathway and road upgrade works along the Brazier Road entry to the Lagoon Precinct concurrently is considered important to minimise any additional disturbance to this area in the future. The infrastructure

corridor along Brazier Road can be future proofed with conduits to facilitate additional service upgrades if and when required to service other locations within the Lagoon Precinct.

Statutory Compliance

In accordance with the requirements of section 3.58 of the Act, the proposal will require:

- A market valuation to confirm the proposed rental; and
- A local public notice of the proposed AFL and Ground Lease.

Further legislation which may be applicable to the proposal by BOGH includes:

- *Planning and Development Act 2005 (WA);*
- *Environmental Protection Act 1986 (WA);*
- *Land Administration Act 1997 (WA); and*
- *Aboriginal Heritage Act 1972 (WA).*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

3 ~ A vibrant, innovative City with local opportunities for work, business and investment

3.2 - Attract and support new and existing business

Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Moderate
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

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

Risk Title	Risk Rating
CO-O01 Relationship Management	Moderate
Accountability	Action Planning Option
Executive Management Team	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 register. Action plans have been developed to manage this risk to support existing management system.

Policy Implications

All leasing negotiations have been, and will continue to be, conducted in accordance with the City's Leasing Policy.

Financial Implications

Capital Works – Servicing Requirements and Pathways

The servicing costs (for the overall YLMP and Lot 10603) are proposed to be funded from the Strategic Land Reserve, which was formed for lease, acquisition, development and disposal purposes with a view to create property based income.

The pathway and associated LATMS works are currently listed in the Capital Works program for the 2025/26 financial year (PR-TT802, \$500,000 Municipal). Alternate, external funding sources are currently being considered for these works, which are proposed be brought forward to 2022/23 to run concurrently with the servicing works in order to minimise ground disturbance and clearing requirements. The construction timing will be confirmed once the servicing and pathway detailed design is completed and the necessary clearing permits and approvals are secured.

A budget will be made available in 2021/22 to engage a consultant for detailed design work on all servicing requirements for the Lot 10603 development and broader precinct.

On completion of that design work, additional budget may be requested from the Strategic Land Reserve in order to commence construction works on the assumption that the environmental approvals are in place.

Particulars of the estimated servicing costs are outlined in the 'YLMP Pathways' portion of the Detail section of this report. Based on the estimated breakdown of the preliminary servicing and pathway costs (on an order of magnitude basis, derived from the IIS recommendations), the total estimated project cost (external and internal works) is \$2,742,663. However, the costs will be clarified by the detailed design work and (together with the funding source) will be the subject of consideration in a future budget allocation.

AFL and Ground Lease

The City will receive a ground lease rental income under the Ground Lease. The final rental amount will be confirmed by negotiation (and may be adjusted based on the servicing costs incurred by the City) and based on valuation advice to the City.

The timing to receive the rental income will be determined in the final version of the AFL and the Ground Lease, noting that BOGH may secure an initial rent free period (in the case of Westland, a two year rent free period had been agreed in principle).

In addition to fees incurred to date in previous discussions with Westland (which have been met under existing operational budgets), further operational costs will include:

- Legal fees (Clayton Utz) of approximately \$5,000-\$10,000 (plus GST), assuming that the remaining negotiations are not protracted and on the basis that each party pays its own costs (as is common in commercial lease negotiations);
- Valuation fees of \$2,000-\$2,500 (plus GST) for the market rent valuation;

- A fee of \$1,000 (plus GST) (approximate) for publishing a local public notice in the Wanneroo Times; and
- Landgate registration fees (unless agreed to be borne by BOGH under the Ground Lease).

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **SUPPORTS** in principle the Agreement for Lease and Ground Lease between the City of Wanneroo and Be Our Guest Holdings Pty Ltd (ACN 129 257 147) for Reserve 39022, Lot 10603 on Deposited Plan 186553 ("Lot 10603"), being the whole of the land comprised in Certificate of Title Volume LR3147 Folio 21 ("Agreement Lease and Ground Lease"), for:
 - a) The term outlined in the Administration report; and
 - b) A rental not less than the rental outlined in the Administration report;
2. **AUTHORISES:**
 - a) The Chief Executive Officer (or a nominee of the Chief Executive Officer) to negotiate the commercial terms of the Agreement for Lease and the Ground Lease between the City of Wanneroo and Be Our Guest Holdings Pty Ltd (ACN 129 257 147) to effect Item 1. above;
 - b) The publication of a local public notice of the intention to dispose of Lot 10603 on Deposited Plan 186553 in accordance with Section 3.58 of the *Local Government Act 1995 (WA)*;
 - c) The Chief Executive Officer to:
 - i) consider and reject any public submissions with regard to Item 2b), noting that that Elected Members will be provided with a briefing by Administration in relation to the responses to the local public notice under Item 2.b);
 - ii) execute the Development Application and Application for Demolition Permit to commence the planning process and demolish the Old Yanchep Surf Lifesaving Club to enable the redevelopment of Lot 10603; and
 - iii) execute all documentation and comply with all applicable legislation as is required to effect Items 1. and 2.b); and
 - d) the affixing of the Common Seal of the City of Wanneroo to the Agreement for Lease and the Ground Lease and any other associated documents in accordance with the City's Execution of Documents Policy;

3. **APPROVES BY ABSOLUTE MAJORITY** the unbudgeted expenditure of \$100,000 from the Strategic Land Reserve for the detailed design of servicing upgrades for the development of Lot 10603 and the Yanchep Lagoon Precinct:

Project	GL Account / Capital Project	Current Budget	Additional Budget	Revised Budget
Yanchep Lagoon Master Plan – Integrated Infrastructure Strategy	728966.9399.227	\$250,000	\$100,000	\$350,000

4. **CONSIDERS** bringing forward the budget for the Brazier Road pathway and Local Area Traffic Management Scheme project (PR-TT802) to 2022/23 as part of the 2021 Long Term Financial Plan process.

Attachments:

1. Download	Attachment 1 - Site Plan - Lot 10603 (Reserve 39022)	20/539575[v2]
2. Download	Attachment 2 - Reserve 39022 - Certificate of Title	20/539461
3. Download	Attachment 3 - Reserve 39022 - Management Order O468148	20/539463
4.	Attachment 4 - Essential AFL and Ground Lease Terms	Confidential
5. Download	Attachment 5 - Yanchep Lagoon Integrated Infrastructure Strategy - Brazier Rd Servicing Areas	21/315659
6. Download	Attachment 6 - Community Consultation Letter - July 2021	21/321357
7. Download	Attachment 7 - Community engagement - July 2021	21/324038[v2]



City of Wanneroo



**PROPOSED LEASE AREA
RESERVE 39022
3 BRAZIER ROAD, YANCHEP**

SCALE: 1: 1500 @ A4
DATE: July 2021
REF: 2021-07 yanchep old surf club

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).

WESTERN



AUSTRALIA

REGISTER NUMBER 10603/DP186553	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE

VOLUME **LR3147** FOLIO **21**

UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 10603 ON DEPOSITED PLAN 186553

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: CITY OF WANNEROO OF LOCKED BAG 1 WANNEROO WA 6946
(XE O468148) REGISTERED 11/8/2020

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

1. RESERVE 39022 FOR THE PURPOSE OF CLUB PREMISES
 - O468147 CHANGE OF RESERVE PURPOSE. PURPOSE CHANGED TO RESTAURANT, CAFE, TAVERN, RETAIL, FUNCTION CENTRE AND RELATED PURPOSES REGISTERED 11/8/2020.
 - O468148 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 11/8/2020.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND 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: DP186553
PREVIOUS TITLE: LR3147-21
PROPERTY STREET ADDRESS: 3 BRAZIER RD, YANCHEP.

END OF PAGE 1 - CONTINUED OVER

LANDGATE COPY OF ORIGINAL NOT TO SCALE 02/12/2020 10:30 AM Request number: 61341763


Landgate
www.landgate.wa.gov.au

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 10603/DP186553

VOLUME/FOLIO: LR3147-21

PAGE 2

LOCAL GOVERNMENT AUTHORITY: CITY OF WANNEROO

RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: K241935 CORRESPONDENCE FILE 02153-1984-01RO

LANDGATE COPY OF ORIGINAL NOT TO SCALE 02/12/2020 10:30 AM Request number: 61341763

ORIGINAL

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION
Reserve number and details to be stated. The Volume and Folio numbers to be stated.
2. MANAGEMENT BODY
State the full name and address of management body.
3. CONDITIONS
Detail the conditions specified by the Minister to be observed by the management body in its care control and management of the Reserve.
4. ATTESTATION
This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

Office Use Only

O468148 XE

11 Aug 2020 09:03:27 Perth



MANAGEMENT ORDER (XE)

LODGED BY Department of Planning Lands and Heritage

ADDRESS Delivery - Box 98C

PHONE No.
FAX No.REFERENCE No. Valerie Ke File:02153-1984
Ph(08)6552 4761 Fax(08)6552 4417

ISSUING BOX No.

98c

PREPARED BY Department of Planning Lands and Heritage

ADDRESS Delivery - Box 98C

PHONE No.
FAX No.INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO
OTHER THAN LODGING PARTYTITLES, LEASES, DECLARATIONS ETC LODGED
HEREWITH

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|-----------------|-----------------|
| 1. Duplicate MO | Received Items |
| 2. _____ | Nos. 1 |
| 3. _____ | |
| 4. _____ | Receiving Clerk |
| 5. _____ | |
| 6. _____ | |

3/3

EXAMINED

162325-004

Registered pursuant to the provisions of the TRANSFER OF
LAND ACT 1893 as amended on the day and time shown
above and particulars entered in the Register.

ORIGINAL

FORM LAA-1023

SECTION 46

WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997
TRANSFER OF LAND ACT 1893 as amended

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

39022

EXTENT

Whole

VOLUME

3147

FOLIO

21

MANAGEMENT BODY (NOTE 2)

City of Wanneroo of Locked Bag 1 WANNEROO WA 6946

CONDITIONS (NOTE 3)

See Annexure

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE MANAGEMENT BODY DESCRIBED ABOVE FOR THE PURPOSE FOR WHICH THE LAND COMPRISING THE RESERVE IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE SUBJECT TO THE CONDITIONS ABOVE

Dated this 10 day of August in the year 2020

ATTESTATION (NOTE 4)

Name: Travis Adams
Senior State Land Officer - Level 4
Land Use Management
Department of Planning, Lands & Heritage

3.2 Coastal Hazard Risk Assessment

(a) The Management Body is to carry out a coastal hazard risk assessment of the Reserve on the twenty-fourth (24th) anniversary of the Commencement Date at the cost of the Management Body. The Management Body must provide the report for that coastal hazard risk assessment (Further Coastal Hazard Risk Assessment) to the Department within six (6) months of the twenty-fourth (24th) anniversary of the Commencement Date.

(b) The Further Coastal Hazard Risk Assessment must specify when and whether the most landward part of the Horizontal Shoreline Datum will be less than 40 metres from the most seaward point of any structure on the Reserve.

(c) If the coastal hazard risk assessment of the Reserve in the Further Coastal Hazard Risk Assessment assesses:

(i) the most landward part of the Horizontal Shoreline Datum will be less than 40 metres from the most seaward point of any structure on the Reserve; and

(ii) the coastal hazard risk of the Reserve higher than the coastal hazard risk of the Reserve in the Initial Coastal Hazard Risk Assessment in any aspect;

during the term of the proposed lease, sublease or licence or extension of lease, sublease or licence, the Minister may in the Minister's absolute discretion:

(A) refuse to grant approval for any leases, subleases or licences or extension of leases, subleases or licences which expire beyond the twenty-fifth (25th) anniversary of the Commencement Date; or

(B) approve the proposed lease, sublease or licence or extension of lease, sublease or licence provided that the term of the proposed lease, sublease or licence or extension of lease, sublease or licence does not expire beyond the time identified in the Further Coastal Hazard Risk Assessment as the point of time when the most landward part of the Horizontal Shoreline Datum will be less than 40 metres from the most seaward point of any structure on the Reserve.

4. Definitions

In this Management Order the following terms have the following meaning:

Commencement Date means the date when this Management Order is registered with Landgate.

Department means the department principally assisting the Minister in the administration of the LAA from time to time.

Initial Coastal Hazard Risk Assessment means the coastal hazard risk assessment/evaluation of the Reserve contained in the Coastal Hazard Risk Management and Adaptation Plan dated 31 August 2018 prepared by Cardno for the City of Wanneroo.

LAA means the Land Administration Act 1997.

Management Body means the person described in panel 2 of this Management Order.

Management Order means this management order comprising the Form LAA 1023, this annexure and any variation to it from time to time in accordance with section 46 of the LAA.

Minister means the Minister for Lands, a body corporate of that name continued under section 7 of the LAA.

Reserve means the reserve described in panel 1 of this Management Order.

Yanchep Lagoon Master Plan means the Yanchep Lagoon Master Plan endorsed by the Council of the City of Wanneroo on 27 August 2019 (Ordinary Meeting Item CP06-08/19).

FORM B1

WESTERN AUSTRALIA
TRANSFER OF LAND ACT 1893 AS AMENDED

ANNEXURE / ADDITIONAL PAGE TO MANAGEMENT ORDER (XĒ)

RESERVE DESCRIPTION (NOTE 1)	EXTENT	VOLUME	FOLIO
39022	Whole	3147	21

CONDITIONS (NOTE 3)

1. Reserve Purpose

The Reserve is to be used for the purpose of "Restaurant, Café, Tavern, Retail, Function Centre and Related Purposes" only

2. Power to Lease or Sublease or Licence subject to conditions

(a) Pursuant to section 46(3)(a) of the LAA, the Management Body is granted the power to grant a lease or licence or consent to a sublease over any part of the Reserve, for a purpose that is consistent with the designated reserve purpose, for a term (including any option term) that is not to exceed in total 42 years with the initial term of any lease or licence not exceeding 21 years, subject to the prior approval in writing of the Minister under and in compliance with section 18 of the LAA, and subject to sub-clause (b) below.

(b) The Management Body must obtain the prior approval in writing of the Minister for any leases, subleases or licences or extension of leases, subleases or licences which expire beyond the twenty-fifth (25th) anniversary of the Commencement Date. Further, the Management Body must ensure that any leases, subleases or licences or extension of leases, subleases or licences which expire beyond the twenty-fifth (25th) anniversary of the Commencement Date must contain a provision that if the coastal hazard risk assessment of the Reserve in the Further Coastal Hazard Risk Assessment assesses the coastal hazard risk of the Reserve higher than the coastal hazard risk of the Reserve in the Initial Coastal Hazard Risk Assessment in any aspect and the most landward part of the Horizontal Shoreline Datum will be less than 40 metres from the most seaward point of any structure on the Reserve during the term of any leases, subleases or licences or extension of leases, subleases or licences, the Minister may refuse to grant approval for any leases, subleases or licences or extension of leases, subleases or licences which expire beyond the twenty-fifth (25th) anniversary of the Commencement Date in its absolute discretion as set out in clause 3.2(b) below.

3. Conditions

3.1 Reserve Funds

(a) The Management Body must allocate and use the net proceeds of any premium, rental, fees, charges or other income it receives from all leases, subleases and licences in respect of the Reserve or any part of it (being the amount of any premium, rental, fees, charges or other income it receives after the payment or deduction of fees and costs arising from those leases, subleases and licences including lease administration fees and costs) (Reserve Funds):

(i) to maintain and repair the grounds, buildings, structures, facilities and associated assets within the Reserve and other reserves in the vicinity of the Reserve (provided that the use of the Reserve Funds for other reserves are related to the purposes specified in the Yanchep Lagoon Master Plan), and otherwise to satisfy its obligations and liabilities as management body of the Reserve; or

(ii) for the purposes specified in the Yanchep Lagoon Master Plan.

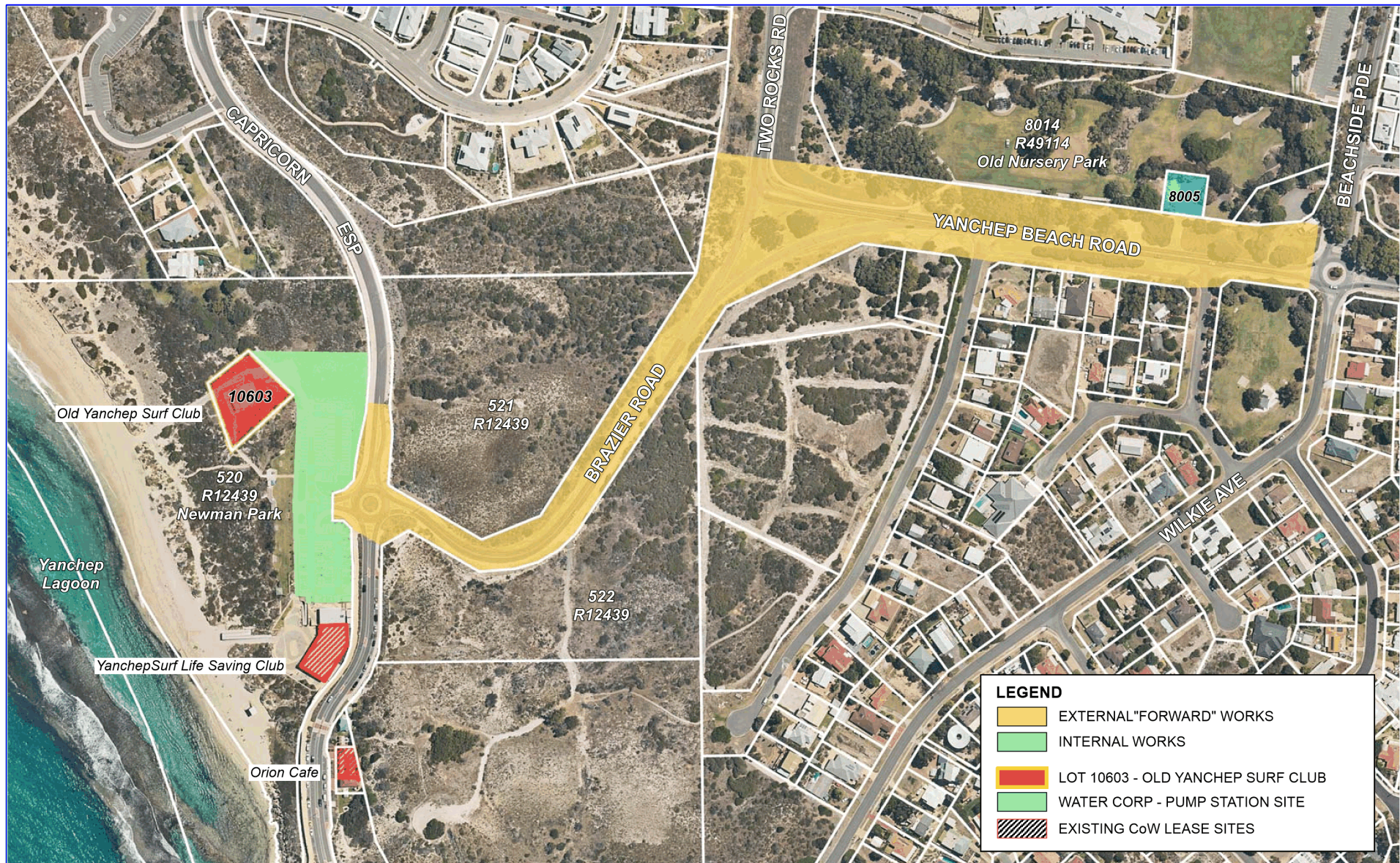
(b) The Management Body must provide to the Department within three (3) months of a request of the Minister, a report that details the amount and source of the Reserve Funds received and what the Reserve Funds have been expended on during that preceding financial year, and other periods as requested.

Attachment 4 – Essential AFL and Ground Lease Terms

This attachment is confidential and distributed under separate cover to all Council Members.

Administration Use Only

Attachment 4 – HPE #21/321201



OLD YANCHEP SURF CLUB SITE REDEVELOPMENT and SERVICING

SCALE: 1: 3500 @ A4

DATE: May 2021

REF: 2021-06 old ysc briefing

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).



File Ref: 32819v04
Enquiries: 9405 5000

7 July 2021

Mr/Mrs XXXX

Dear Resident

REQUEST FOR COMMENT - PROPOSAL TO REDEVELOP OLD YANCHEP SURF LIFE SAVING CLUB SITE (CROWN RESERVE 39022 - LOT 10603 BRAZIER ROAD, YANCHEP)

You may be aware of the City's adoption in August 2019 of a Masterplan for the Yanchep Lagoon and surrounding area following an extensive community engagement program. The Masterplan can be viewed on the City's website at <https://www.wanneroo.wa.gov.au/yancheplagoon>

One of the outcomes from the Masterplan process was support for the redevelopment of the Old Yanchep Surf Club site for commercial purposes (location shown in **Attachment 1**).

Background

In 2017, the City undertook an Expression of Interest process to invite candidates to demolish the existing building on Lot 10603 and construct an aspirational and iconic development to activate the area. A detailed evaluation process identified a preferred candidate and the City wrote to you in January 2019 with concept plans outlining the proposed development.

The City subsequently engaged in private treaty negotiations in order to finalise the development, however in late 2020, the original candidate withdrew from the project. Given this situation and in order to expedite the development, the City immediately re-engaged with the second ranking candidate from the original Expression of Interest process and presented their proposal to Council for consideration.

Council at its Ordinary Meeting of 14 December 2020 resolved to progress the project with the second ranking candidate, Be Our Guest Pty Ltd, noting a further report would be presented to Council following further consultation with relevant stakeholders.

Proposal for Comment

Be Our Guest Pty Ltd has now provided their most recent concept plans and supporting documents for the community's information and input. Please see **Attachment 2** for their proposal.

The proposed redevelopment includes provision for a restaurant, wine bar, café, alfresco, function room and short-stay accommodation. Please note the plans are concept designs only and the final design may vary, with Be Our Guest Pty Ltd and

their architects maintaining regular engagement with the Yanchep Lagoon Community Working Group throughout the design development process.

At this time, we seek your written comments on the draft concept proposal, ahead of a further report being presented to Council in the coming months to consider approval of the lease and the upgrade of surrounding utilities to facilitate the development.

Please lodge your comments by close of business 22 July 2021 using one of the following methods:

By post:

Locked Bag 1, Wanneroo WA 6946

In person:

City of Wanneroo Civic Centre
23 Dundobar Road Wanneroo

Yanchep Two Rocks Access Centre (Monday, Tuesday, Thursday)
128 Yanchep Beach Road, Yanchep

By Email:

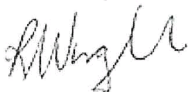
PropertyServicesMailbox@wanneroo.wa.gov.au

For further information on the draft Yanchep Lagoon Masterplan and associated projects, please visit the City's Your Say page at <http://www.wanneroo.wa.gov.au/yancheplagoon>.

For any enquiries regarding the proposed development and lease at the Old Yanchep Surf Club site please contact Manager Property Services on (08) 9405 5022.

Please contact Karen Godridge, Place Projects Officer on (08) 9405 5624 for any enquiries regarding the broader Yanchep Lagoon Masterplan project.

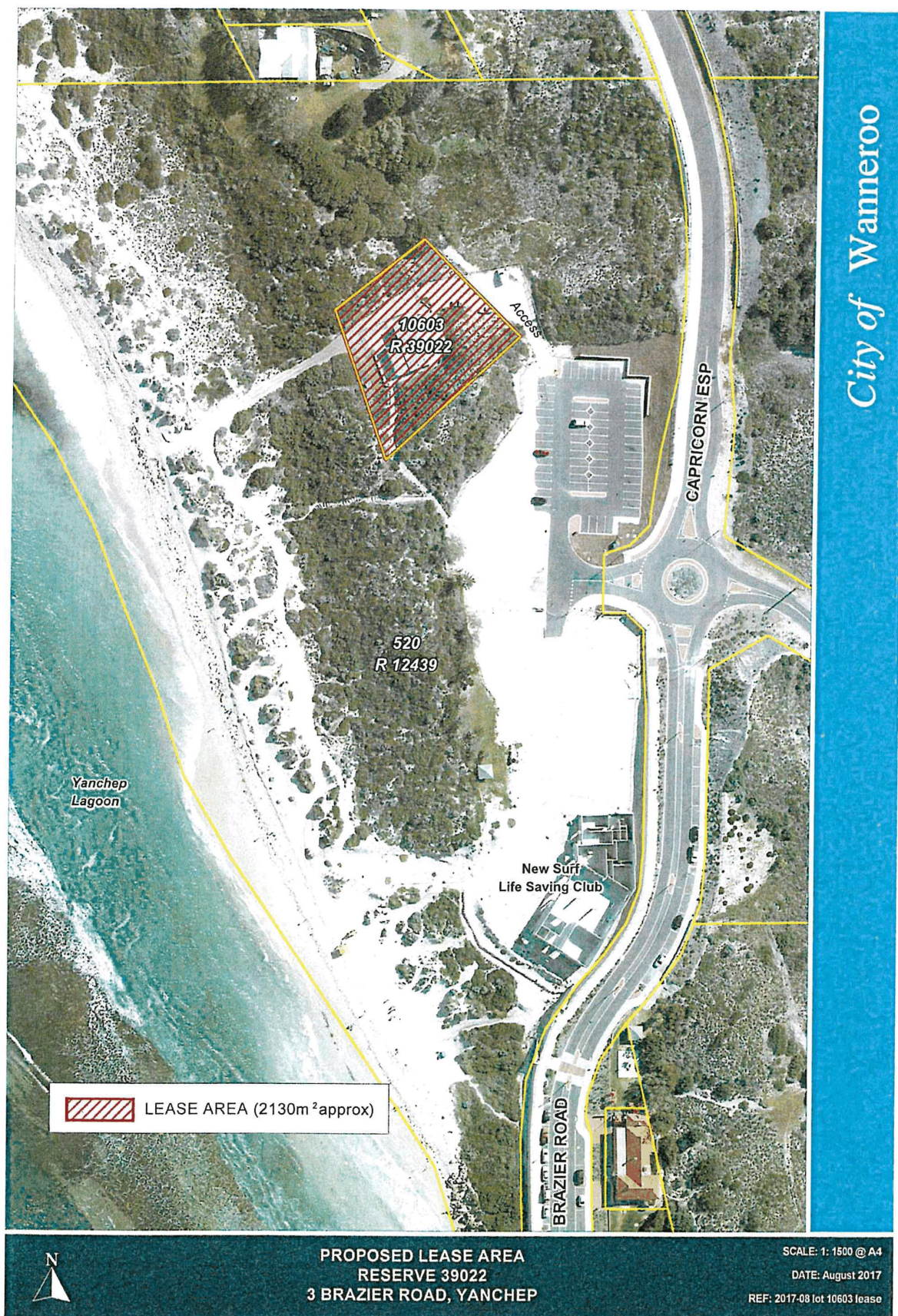
Yours faithfully



Rachael Wright
MANAGER – PROPERTY SERVICES

Att. *Site Plan – Old Surf Life Saving Club (HPE 19/20367)*
Building Concept Design and Supporting Information (HPE 21/287665)

ATTACHMENT 1



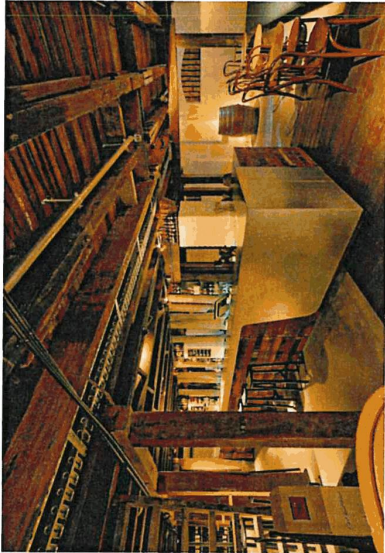
NOTE: While the City of Wanneroo has made every effort to ensure the accuracy and completeness of data it accepts no responsibility or liability for any errors or omissions within the information presented.
 Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE (2012).

BE OUR GUEST HOLDINGS – DEMONSTRATION OF PREVIOUS DEVELOPMENT AND OPERATING EXPERIENCE

Be Our Guest Holdings has 30+ years of experience in the development and operation of hospitality concepts in Western Australia. As the Owner of the Dome café brand it has received numerous awards for its adaptive re-use of heritage places. It is also the developer and operator of numerous independent label and boutique hospitality brands in both the Perth metropolitan area and across regional Western Australia. The Group operates venues across the categories of Cafes, Bars, Function facilities as well as boutique Hotels which have been awarded nationally for the quality of architecture and design



BAYSIDE KIOSK
FRESHWATERS CAFÉ – FRESHWATER BAY
A summer drinks, ice-cream and snacks kiosk for visitors to the parklands and reserves of Freshwater Bay



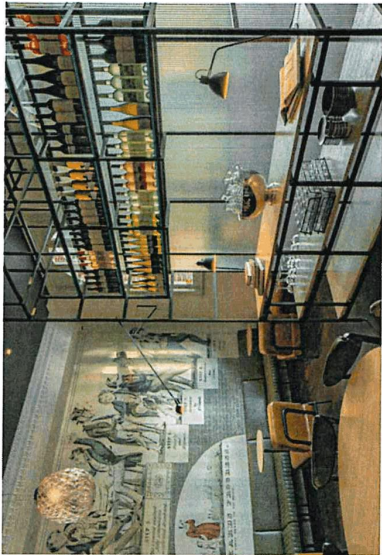
WINE BAR
THE CORDIAL BAR – KATANNING
An underground wine bar with curated drinks and tapas menu. Located within The Premier Mill Hotel.



SHORT-STAY ACCOMMODATION
PREMIER MILL HOTEL – KATANNING
Award-winning boutique hotel of 22 rooms in the heart of Katanning, gateway to the Great Southern Region



ALFRESCO TERRACE
THE FARMERS' HOME HOTEL – NORTHAM
An architecturally designed terrace overlooking the Avon River as part of the boutique Farmers Home Hotel in Northam

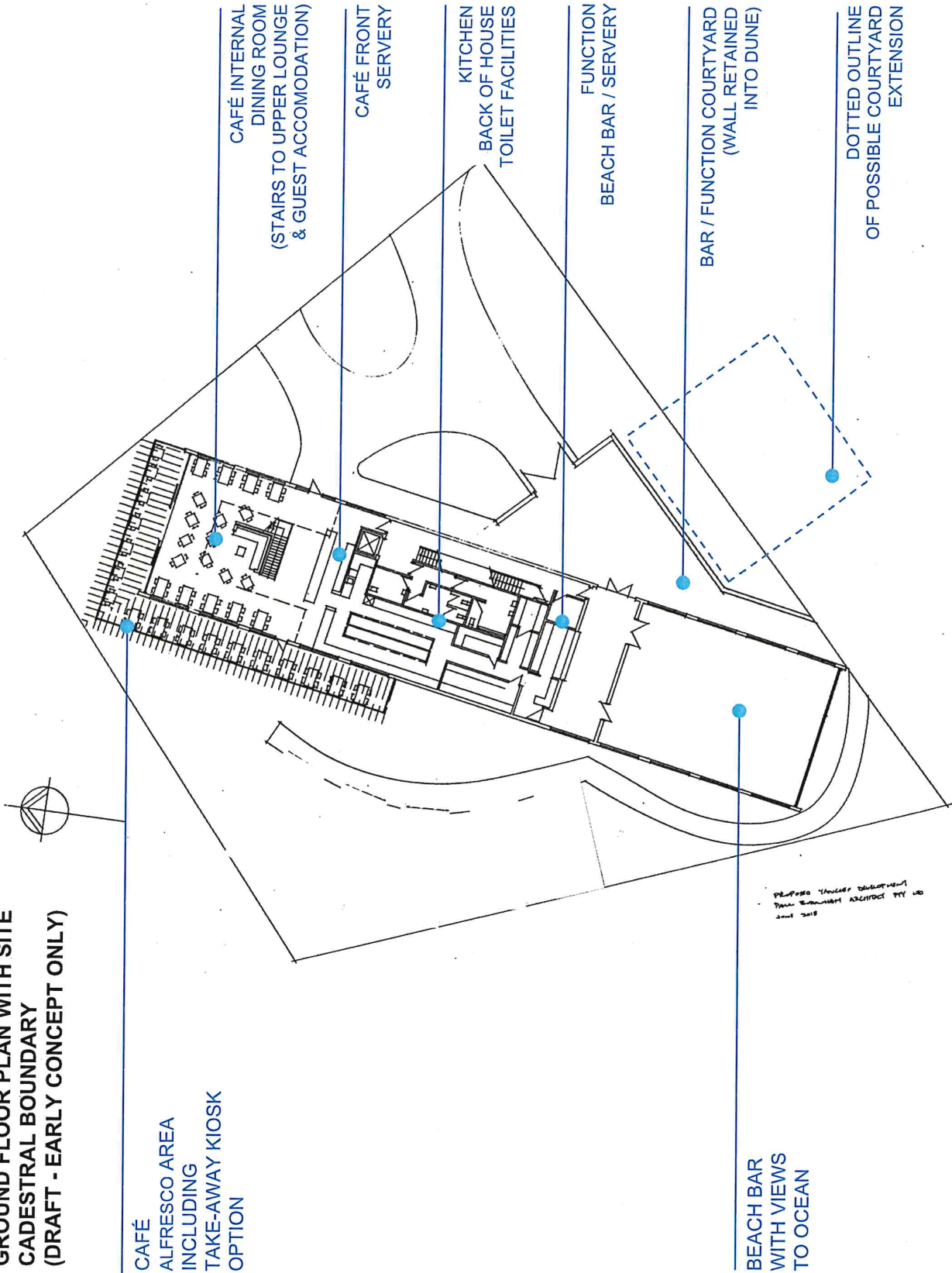


WINE BAR
THE TEMPERANCE BAR – NORTHAM
A boisterous contemporary bar in the heart of the Avon Valley telling the story of the impact of the Temperance Movement in the late 1800's

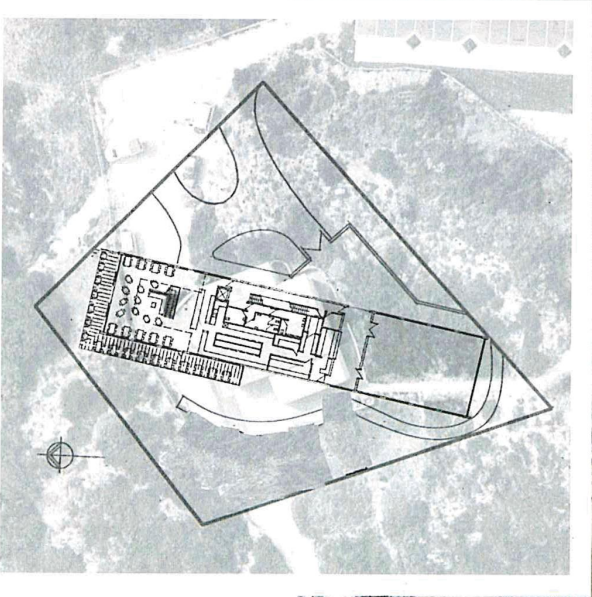


CAFE
FRESHWATERS CAFÉ – FRESHWATER BAY
A stunning contemporary but understated café which provides the connection between land and water on the Swan river.

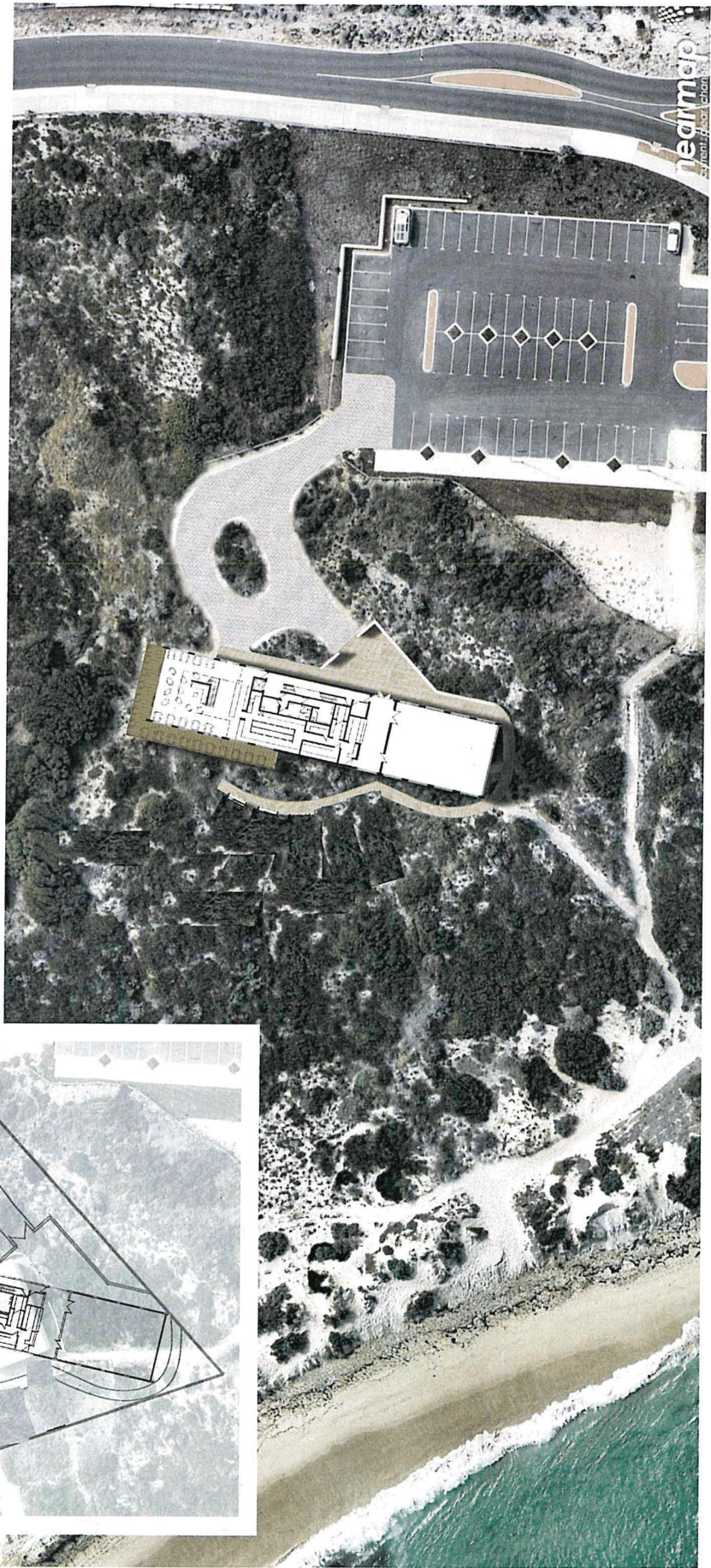
OLD YANCHEP SURFCLUB
GROUND FLOOR PLAN WITH SITE
CADESTRAL BOUNDARY
(DRAFT - EARLY CONCEPT ONLY)



GROUND FLOOR PLAN WITH SITE
CADESTRAL BOUNDARY AND
“AS EXISTING” OVERLAY
(DRAFT - EARLY CONCEPT ONLY)



The site is designed as a “long house” optimising the area within the cadastral boundary. It provides for access from the rear and maximises views to the north, west and south whilst providing some buffer from the prevailing SW winds. On the ground level, the hospitality space located to the south will provide for a beach bar area with views to the lagoon with the option of opening up into ground level courtyard. The space to the north will be a beachside café. The building has the potential for a lower ground level which will be explored for a potential boutique function space. Upper levels in the “loft” of the long-house will provide for the possibility for short stay boutique accommodation and lounge areas for guests

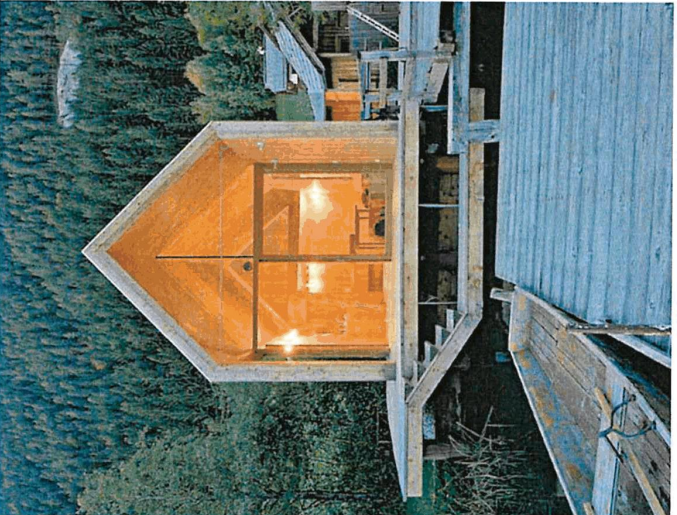


DESIGN AND ARCHITECTURAL QUALITY

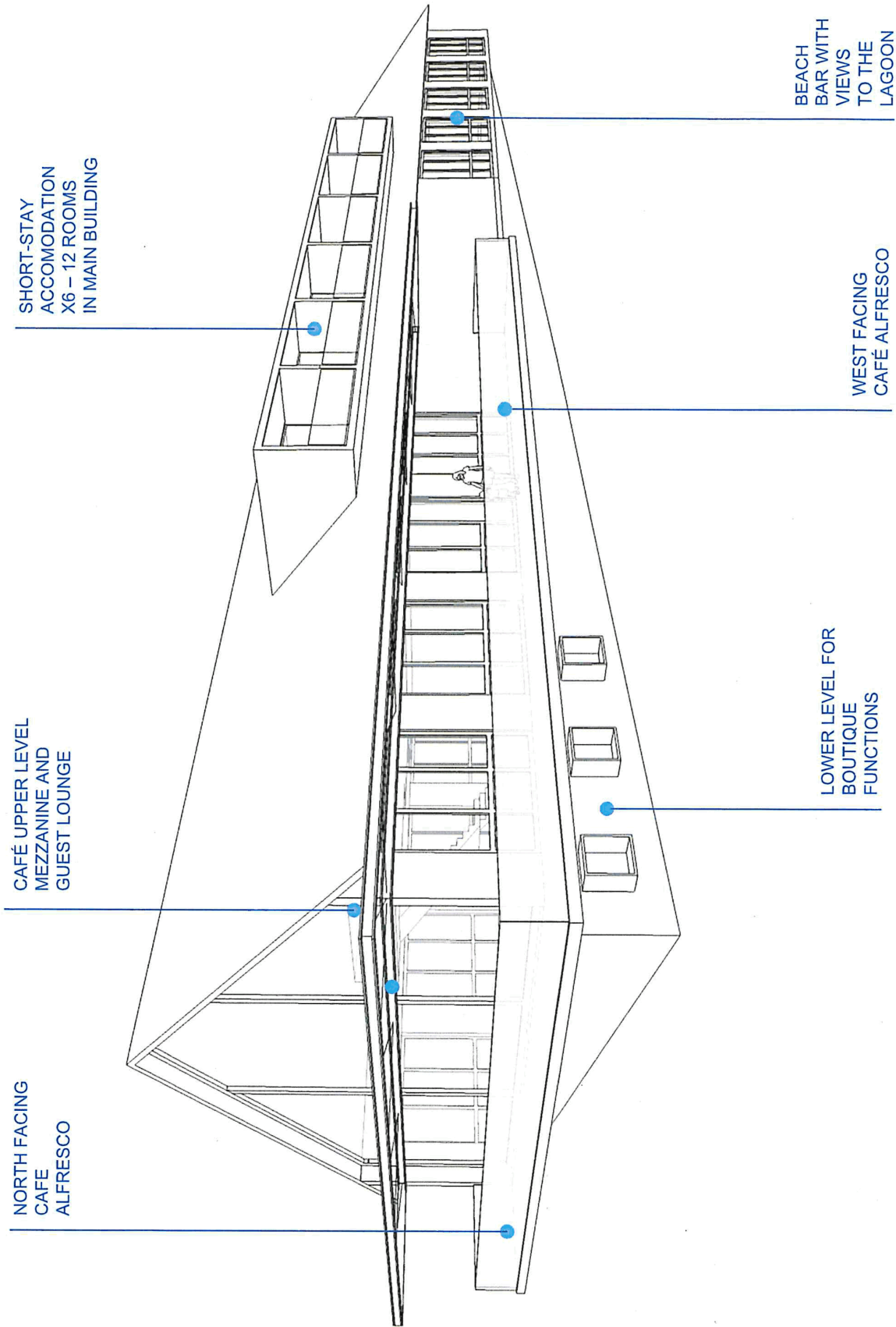
The architect appointed for this project is Mr Paul Burnham. Paul is a Western Australian Architect accoladed with numerous architectural awards for his sensitive approach to high quality boutique homes and hospitality developments. These include most recently for Freshwaters Café on Freshwater Bay and "Shelter" Brewery on the Busselton Foreshore. Paul will be giving utmost regard in the architectural and design process to the Design Principles as outlined in the Yanchep Lagoon Masterplan



DESIGN DEVELOPMENT – DESIGN DIRECTION



DESIGN DEVELOPMENT – DESIGN DIRECTION (DRAFT - EARLY CONCEPT ONLY)



Responses to community engagement – July 2021

Item	Public comment/ submission	Medium/ Format	Administration comment
1.	Looks fantastic! The area needs this urgently. Great location. Cafe, bar and accommodation has our full support. Let's stop talking about it just make it happen.	Your Say	Positive comment
2.	This is magnificent! At last a place for all of us to enjoy, this is a beautiful part of the world that needs developing ,we need tourism and jobs for our young people,it's perfect, let's get it going ASAP	Your Say	Positive comment
3.	It makes so much sense to develop this part of the coastline and this is a great start. Don't stop there! Some artificial surf reefs next please - that'll bring folks from far and wide, since we have the swell, just not quite the right sand banks and reefs.	Your Say	Positive comment
4.	Stop talking about it and start building it!	Your Say	Positive comment
5.	I think it's absolutely beautiful what you have planned but please consider much more parking as this will draw a lot more people to this but well done it's just what I have been waiting for and I am sure a lot more people have to.	Your Say	Positive comment. Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.
6.	<p>I am a Yanchep resident and ratepayer who is passionate about the Yanchep Lagoon precinct being developed in an environmentally sensitive way. I am supportive of a cafe venue at the site, however, I do not think accommodation is needed at this site and would oppose this part of the redevelopment. There is already not enough parking at the Lagoon beachfront during peak months.</p> <p>Will the developers be responsible for providing the additional car parking capacity needed for a licensed venue that also provides accommodation? Or will the rate payers be responsible for this cost?</p>	Your Say	<p>Generally positive comment.</p> <p>Accommodation will be subject to final plans by the Lessee, and to relevant approvals.</p> <p>Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan. Additional parking will not be constructed by the Lessee.</p>
7.	I'm a Yanchep resident and can't wait for the Lagoon precinct to come alive! The old surf club area is an iconic spot which I believe should be developed in an environmentally sensitive way and in line with the casual beachlife it represents. I don't believe a "boutique" cafe or accommodation are the right approach. I'd rather see a more cool, beachy cafe/beach bar/hospitality venue that caters for the "normal" resident rather than	Your Say	Lessee's proposed development is intended to be inclusive.

	"wealthy visitors". The concept in the masterplan (see page 16 of the master plan) transported this idea very well - the new design draft not so much.		
8.	This looks like an amazing development for our local area. Truly representing the natural beauty of the lagoon. It will be a breath of fresh air for locals & tourists. Ample additional parking should be a definite priority within this proposal	Your Say	Positive comment
9.	Need considerably more parking to facilitate this new attraction. Already not enough during summer with cars parked up Brazier rd in both directions on weekends. Design looks great but the bar would benefit from a licensed alfresco area on the SW side of the building	Your Say	Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.
10.	Resident, Ratepayer and Yanchep local. Great design so far, more parking needed as mentioned by other comments. No need for accommodation directly behind this facility as mentioned in the master plan, change this to additional parking. Surely a control measure for the wind has been put in place/thought about for the west facing terrace and beach bar as part of this design.	Your Say	Generally positive comment. Accommodation will be subject to final plans by the Lessee, and to relevant approvals. Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.
11.	I think we need the bar, accommodation and cafe/ restaurant . Shops like Surf shops gift shops and ladies sunwear, hats , beach towels , a shop that sells appropriate stuff for the beach. All this would attract tourists and make our little treasure of an area a more vibrant and sought after area. Bring it on I think Yanchep needs it, will open up the northern corridor and hopefully attract other businesses to invest in our beautiful location	Your Say	Feedback noted for further implementation of the Yanchep Lagoon Master Plan, which will include broader service offerings.
12.	Amazing looks fabulous just what Yanchep requires a place for all to enjoy will bring some great vibrancy to a wonderful location	Your Say	Positive comment
13.	Conserve heritage items and minimise impact to the environment, this could be an ideal location for such venue as long as operators are well funded to ride economic downturns and impacts of covid. Perth and northern suburbs need more tourist attractions and venues to support local economy, tourism and community eatery. Accommodation not needed as there is short term rentals, air bnb located close by	Your Say	Comment noted. Accommodation will be subject to final plans by the Lessee, and to relevant approvals.
14.	Our concerns are: *New design is not sympathetic to the aesthetic and vibe of Yanchep	Your Say	Design queries and concerns noted and passed to Lessee for consideration in its final designs.

	<p>*Very boxy shape</p> <p>*Reduced and regimented feel to outdoor area/seating, compared to previous design</p> <p>*Short term stay accommodation is not appropriate or needed</p> <p>*Noise pollution for nearby residents as the venue will never close.</p> <p>Overall the venue appears set to be catering for functions such as Weddings, private parties, corporate gatherings etc., rather than a beachside tavern and cafe, with a relaxed atmosphere for locals and day visitors to enjoy.</p>		
15.	I love the plans proposed, the look of the building and the material proposed. I also like the fact that it is multipurpose. 100% in favor for me.	Your Say	Positive comment
16.	Love everything about these future plans for Yanchep. We definitely need family friendly and family oriented facilities in Yanchep. I love living in Yanchep and having more options and choices for shopping and entertainment will be fantastic. The lagoon area development will give families and friends a place to gather all year round.	Your Say	Positive comment
17.	Get cracking on the redevelopment of the old surf life saving club. Yanchep community is crying out for something like this. Go for it.	Your Say	Positive comment
18.	Looks fantastic! The area needs this urgently. Great location. Cafe, bar and accommodation has our full support. Let's stop talking about it just make it happen.	Your Say	Positive comment
19.	We are very concerned about the proposal as there is no mention of any parking in the plan.	Letter/ email	Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan. Additional parking will not be constructed by the Lessee.
20.	I would be in favour of any redevelopment of the building ie Yanchep Surf Club and think the first draft photo and plans look fantastic!	Letter/ email	Positive comment
21.	I can't see any problems to me with this development. I hope it will be an asset to this area and may increase our land values! I see it will be two storey, so I hope that will be acceptable from the aesthetic point of view	Letter/ email	Positive comment

22.	<p>I like the idea of a good development, the overall impression that the developer will work with the climate, the architect's resume appears to be a good fit in terms of working with landscapes. I'd like to understand more about why the long-house design is considered appropriate for that site – more explanation needed as to why you think that's optimised for the property shape. How you think the 3 'businesses' in the area ie, 'long house', kiosk and surf club will integrate. The lagoon area is a fantastic natural setting and a lot of natural features should be integrated by any developments...the lagoon, the 'hill and lookout' the dunes, Fisherman's Hollow. So far, the development of the lagoon area has been a failure – a brutal wall more in keeping with a Las Angeles waterfront, excess carparking 'on the water' and a hideous surf club design. It's not too late to create something special and reintegrate the natural environment.</p>	Letter/ email	Positive comment. Design queries noted and passed to Lessee for consideration in its final designs.
23.	<p>This is long overdue. I would give full support.</p> <p>It will be very popular amongst locals & tourists.</p> <p>The venue will be a drawcard for the area & is much needed.</p> <p>In the future, it will most likely be serviced by bus from the Yanchep railway station for visitors.</p> <p>It must comply with the Yanchep Masterplan vision encompassing "Keep it Natural; Keep it Simple; Keep it Special; Keep it Local".</p> <p>Colour palette & materials should be coastal in nature, not modernistic or industrial like the new Surf Club. Minimal limestone blocks & concrete.</p> <p>Outdoor seating should have some adequate protection from the sun & prevailing south-west wind to be able to still dine alfresco whilst encompassing the ocean views.</p> <p>Angle of building design, location & height is positive to encompass the incredible north-west views & sunsets.</p> <p>Short stay accommodation is a good idea.</p> <p>It should be connected via wooden board walk to the Mary Lindsay Homestead & Lookout Drive dune boardwalks for locals to walk to which would also be similar to parts of the Cape-to-Cape track in the South West (& those around Mullaloo, Sorrento, Ocean Reef, Burns Beach). You could then take a walk along the boardwalk through the dunes prior or post dining. This would also be popular for visitors to the Yanchep Lagoon & May Lindsay Homestead. It links the areas, & perhaps ultimately this could even be extended to the Capricorn Groyne.</p>	Letter/ email	Positive comment

	<p>Beach bar, cafe kiosk, coffee counter, restaurant/wine bar would all be great.</p> <p>Keep the design architecturally & texturally like Freshwater Cafe to adhere to the Yanchep Masterplan Vision.</p> <p>Please approve & get it started to open by Summer 2022 latest!</p> <p>If the Yanchep Masterplan vision is adhered too, I would give full support. Please don't make it like the new Surf Club which is bland, boring & does not appeal.</p>		
24.	<p>Delighted with the plan, notification, and involvement of the locals in this proposal.</p> <p>We think this design will complement the area and also assist us in our home values</p>	Letter/ email	Positive comment
25.	<p>We would like to approve the proposed re development of Old Yanchep Surf Life Saving Club, we believe the re development will be positive step for the Yanchep</p>	Letter/ email	Positive comment
26.	<p>We are in support of the proposal to redevelop the old surf lifesaving site into a hotel and function centre by Be Our Guest Pty Ltd. The proposal will bring tourists into the area, boost the economy and provide a much needed facility for local people to visit and enjoy.</p>	Letter/ email	Positive comment
27.	<p>So pleased that this is actually going to happen.</p> <ul style="list-style-type: none"> · Please keep the colour palette that blends in with the ocean environment. · Ensure that the buildings do not overpower the environmenta la grey monstrosity of the new surf club. · Dining Facilities: Yanchep is in need of a family friendly dining that is more than just café style food. · Great to have a bar with views to the ocean. · Is there the possibility of a footpath/beach access from the carpark as well as the rear access around the building? · Great to see the inclusion of guest accommodation. 	Letter/ email	Positive comment. Feedback noted for referral to the Lessee (in relation to design aspects) and for the implementation of the Yanchep Lagoon Master Plan (in relation to access considerations).

	This is a great proposal overall and the views to the ocean need to be retained/utilised and it seems this is heading in the right direction. Reminds me of the Bunker Bay Café area down south.		
28.	I live on Capricorn Esplanade and approve and look forward to this exciting development, hoping you get all the support you require, this venture is long overdue for the area.	Letter/ email	Positive comment
29.	I have looked at the plans and think they look very good. The only comment I would make is in relation to the cafe alfresco areas - the developers would need to bear in mind the quite strong winds and sun. If provision could be made for the alfresco area to be shaded when sunny and ability to be sheltered from the wind, when needed, that would be preferable. Otherwise, bring it on! Cannot wait to see the outcome.	Letter/ email	Feedback noted and passed on to the Lessee for consideration in the development of its final plans.
30.	HAND WRITTEN LETTER - AGREES WITH THE REDEVELOPMENT BUT THEIR CONCERNS WERE PARKING & EXCESSIVE TRAFFIC NOISE	Letter/ email	Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.
31.	<p>We express our support for the proposed Be Our Guest Pty Ltd draft plans dated 7th July 2021, subject to the following concerns we feel need to be addressed.</p> <p>1. Sufficient parking: It is our view that staff and clientele at the new restaurant, wine bar, cafe, alfresco, function room and short-stay accommodation will require additional new parking (30 lots?).</p> <p>The area's parking capacity is noted to require to over-flow to the adjoining street verges in busy periods.</p> <p>2. Pedestrian and cycle access: In conjunction with point 1, pedestrian and cycle access to the facility via Beach Road and Brazier Road should be formalised with a new dual use pathway, to encourage foot and cycle traffic in lieu of additional vehicles coming from Beach Road, beginning near the proposed future petrol outlet near Newman Road.</p> <p>If over-flow to street verge parking is considered acceptable, then a formal pedestrian crossing on Capricorn Esplanade should be installed (not a traffic calming "bump" as used elsewhere in the Lagoon precinct), or the speed moderated to 40 km/h in the area.</p>	Letter/ email	Parking and access feedback noted for further implementation of the Yanchep Lagoon Master Plan.
32.	TYPED LETTER - CONCERNS WERE PARKING, NOISE AND THE WITHDRAWAL OF THE PREFERRED CANDIDATE - THE BEACH TAVERN CONCEPT, IS THIS DUE TO A FAILED BUSINESS CASE.?	Letter/ email	<p>Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.</p> <p>Comments provided in the present report and the December 2020 Ordinary Council report in relation to the withdrawal of the previous candidate.</p>

33.	HAND WRITTEN LETTER - AGREE WITH THE CONCEPT BUT REQUEST IT BE A DOG FREE ZONE	Letter/ email	Feedback noted for consideration in the implementation of the Yanchep Lagoon Master Plan.
34.	<p>My husband and I are very excited about these plans and the overall concept including the short stay accommodation.</p> <p>Yanchep has needed a beachside entertainment and dining facility for years. Many Yanchep residents regularly make the trek down to Oceans 27 or the Amberton to enjoy a nice evening meal overlooking the ocean. Additionally most residents have had times where they have needed to find accommodation for their extended family and friends. Again we've had to look outside of Yanchep to the Joondalup Resort to meet these needs since Club Capricorn closed.</p> <p>We like the design draft proposal, in particular the way the building will tuck into the dune, with most hospitality areas having ocean views. Additionally the prospect of a function centre is fantastic; I think many families will host their special events in this outstanding location.</p> <p>In short, we heartily endorse this draft proposal and look forward to our first sundowner at this unique venue.</p>	Letter/ email	Feedback noted and passed on to the Lessee for consideration in the development of its final plans.
35.	<p>The asian long house building design appears to give no protection from strong northerly and sea breezes to patrons relaxing outdoors on beachside. Does this style build provide the best outlook and protection. would a A shape or upside down L provide better protection and contain noise from entertainment. It's difficult to conceptualise 3 levels on this site without major excavation. The lower level has no aspect or atmosphere. The bar/function courtyard area is on carpark side no attraction ocean outlook. Wall retained into dune could be a safety issue for unsupervised children. Is Short Stay accommodation necessary on this small site. Accommodation Guests car parking appears to be in the general car park. Guests won't feel comfortable with no car security. Single occupant would have to walk with bags to site. Drop off and walk back for others. Will water capture for reuse and solar passive architecture features be included.</p>	Letter/ email	Feedback noted and passed on to the Lessee for consideration in the development of its final plans.
36.	<p>The City of Wanneroo should not accept the proposal from Be Our Guest in it's current form. Their proposed structure is an exclusive "boutique" type development which does not fit in at all with the Yanchep Lagoon Master Plan. The proposed structure appears to be cut into the dune with a wall on the south east corner which blocks off access from the rest of</p>	Letter/ email	Negative comment.

	<p>the Lagoon precinct. Access to the proposed building is from the paving area which runs from the corner of the carpark. So basically anyone in the lagoon area has to approach the building from the corner of the carpark, instead of being able to walk along the grass areas already in place, or wander up from the bench. Page 16 of the Yanchep Lagoon Master Plan shows a redevelopment concept for the old surf club that all of us locals were excited about. The Laguna Fresh proposal was very similar to this concept. Grass terraces with sun lounges overlooking the ocean, open areas for kids to run around, direct access from the beach to the kiosk and a bright open building housing a tavern on the top floor overlooking the ocean. The current lookout and grass bank out the front of the old surf lifesaving club has some of the best coastal views in Perth. All of that area including the lookout will be under the footprint of the building proposed by Be Our Guest. The public won't be able to view the ocean from that area without going into the building as a paying customer which is just unacceptable. The council already has a great option in your original concept on Page 16 of the Master Plan. Laguna Fresh was close to this idea and tied in perfectly with the rest of the concepts for the Lagoon precinct. The Be Our Guest proposal is nothing like that. Over 2200 people have signed a Change.org petition against the Be Our Guest proposal and I've sent the link to all of our North ward Councillors, two of them have got back to me and confirmed that they have seen the petition.</p>		
37.	<p>Yanchep has long been in need of a venue for evening meals and drinks which residents are able to walk to. As a migrant from the UK I have often found finding satisfactory accommodation for visiting family problematic and so am excited to see the inclusion of short stay accommodation. I love the sympathetic architectural design of the proposed facility and indeed the entire design draft proposal - in particular the way the building will tuck into the dune, with most hospitality areas having ocean views. I really hope this proposal gains the support it deserves and is given the green light as it has the potential to offer yanchep a social dimension which is so sadly lacking.</p>	Letter/ email	Positive comment
38.	<p>LETTER - we do have some concerns that are not addressed in the proposal. Parking. In the past 2-3 years, Yanchep Beach has significantly increased in popularity resulting in a dramatic increase in area traffic, and parked cars. Existing car park capacity, particular on summer weekends, is unable to cater to existing needs, and this includes the carpark adjacent to the old lifesaving club. You will regularly find cars parked all the way along the verge of Capricorn Esplanade, which I am sure the Council of Wanneroo (CoW) is aware. It is unclear how parking issues will be addressed in the proposed development especially given area parking capacity has already been exceeded. Will the proposal include underground parking because clearly the adjacent parking will not</p>	Letter/ email	<p>Parking feedback noted for further implementation of the Yanchep Lagoon Master Plan.</p> <p>Comments provided in the present report and the December 2020 Ordinary Council report in relation to the withdrawal of the previous candidate.</p> <p>Design comments (including for noise) referred to Lessee for consideration in final plans.</p>

	<p>be sufficient? Failed Business Case. As your letter stipulates the preferred candidate with a beach tavern concept, withdrew their proposal in late 2020. There is a legitimate question as to why? Did the business case not work? In the past few years there have been a number of commercial and retail endeavors through Yanchep, and most have not succeeded; significant retail / commercial turnover along Lindsay Beach Boulevard, high vacancy and turnover rate at Yanchep Central Shopping Centre, the inability to get a commercial development working at Lindsay Cottage, and the proposal to have a commercial development on top of the new surf lifesaving club did not eventuate. While we wish that the proposed development is a success, if the business was to fail, and the site was to become underused / abandoned then that location becomes a problem to the CoW, and to local residents; antisocial behavior, noise and safety concerns. You will recall a bush fire that was started near the old surf lifesaving club on 6 March 2016 because the empty site was a hangout for kids. We do not want the redevelopment to turn into a 'white elephant'. Noise. The properties along Capricorn Esplanade, and Yanchep estate will be protected from noise in part because the old surf lifesaving club sits near the bottom of a hill to the north. However, a 2-storey development, which is proposed, will likely sit above the hill top. Given that the predominant wind direction, particularly in summer, is from the southwest, excessive noise will carry a long way. Existing Coffee shop at the lagoon. As you know there is already a coffee shop and restaurant at the Lagoon, employing several young people. We believe it would be unfair to open another coffee shop so close at the Old Surf Life Saving Club. There are already several coffee shops close to the main shopping centre at Woolworths. More than enough for the area.</p>		New development is expected to be complementary and would be supported in a growing market.
39.	We received the proposal, perused every aspect of your brochure, and we LOVE IT. It will definitely add value to the environment, wont be an eyesore and we can imagine spending loads of quality time at the venue, once it is established.	Letter/ email	Positive comment

Council & Corporate Support

4.15 Donations to be considered by Council - August 2021

File Ref: 2855V03 – 21/321565
 Responsible Officer: Director, Corporate Strategy & Performance
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

To consider requests for donations and youth sponsorships in accordance with the City's Donations and Youth Sponsorships Policy (Policy).

Background

The Policy requires applications over \$500.00 from individuals and organisations to be determined by Council. Consequently a report is prepared for Council meetings, coinciding with a period where applications of this nature have been received.

With respect to requests for sponsorships, the Policy specifies that for National Events the amount provided will be \$200.00 per individual, capped at \$600.00 per team, and for International Events the amount provided is \$500.00 per individual capped at \$1,500.00 per team. Schools are capped at \$2,000.00 per school per financial year.

Detail

During this period, the City has received one sponsorship request and nil community donation requests, which are summarised as follows. Copies of the full applications are available from Administration upon request.

Comment

Sponsorship Donations

Applicant 1 – Smart Martial Art & Taekwondo – HPE 21/319291	
Name of Individual/s	Namra Patel, Avish Patel, Iswa Patel, Samik Patel, Rushi Patel, Ethan Bui, Jack Ly, Kavya Patel and Nishka Shah
Reside in City of Wanneroo 18 years of age or under	Yes Yes
Event Details	Australian Taekwondo State Championship 2021, Belmont, WA 24 – 24 July 2021
Commitment to providing a written report regarding the event	Yes
Commitment to acknowledgement of the City of Wanneroo	Yes
Eligibility Level	State (\$75.00 per individual)
Comments	As per the Policy, \$75.00 per individual (capped at \$600.00 per club)

Applicant 1 – Smart Martial Art & Taekwondo – HPE 21/319291	
Recommendation	APPROVE a request for sponsorship in the sum of \$600.00 to Smart Martial Art & Taekwondo for the participation of Namra Patel, Avish Patel, Iswa Patel, Samik Patel, Rushi Patel, Ethan Bui, Jack Ly, Kavya Patel and Nishka Shah at the Australian Taekwondo State Championship 2021 to be held at Belmont, WA from 24 – 24 July 2021.

Community Group Donations

Nil.

Statutory Compliance

Nil.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

1 ~ An inclusive and accessible City with places and spaces that embrace all

1.3 - Facilities and activities for all

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

The Policy states that sponsorship applications for attendance at National Events will be capped at \$600.00 per team (up to four teams) and Regional or State capped at \$600 per club. International events will be capped at \$1,500.00 per team and schools capped at \$2,000.00 per school per financial year.

Financial Implications

Budget 2021/2022	\$50 000.00
Amount expended to date (as at 27 July 2021)	\$3,675.00
Balance	\$46,325.00
Total of requests for this round: Donations (in this report):	\$600.00
Total this Round (recommended)	
BALANCE	\$45,725.00

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES a request for sponsorship in the sum of \$600.00 to Smart Martial Art & Taekwondo for the participation of Namra Patel, Avish Patel, Iswa Patel, Rushi Patel, Ethan Bui, Jack Ly, Kavya Patel and Nishka Shah at the Australian Taekwondo State Championship 2021 to be held at Belmont, WA from 24 – 24 July 2021.

Attachments: Nil

Chief Executive Office

Governance & Legal

4.16 Complaint Handling Policy and Amendments to the Standing Orders Local Law

File Ref:	2388V02 – 21/319834
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	2
Previous Items:	CE03-03/21 - Council Members, Committee Members and Candidate Code of Conduct - Ordinary Council - 16 Mar 2021 6:00pm CE03-04/21 - Local Government (Model Code of Conduct) Regulations 2020 - Ordinary Council - 20 Apr 2021 6:00pm CE02-05/21 - Council Member, Committee Member and Candidate Code of Conduct Complaint Form - Ordinary Council - 11 May 2021 6:00pm

Issue

To consider:-

1. the draft Council Members, Committee Members and Candidate Code of Conduct Complaint Handling Policy (the **Policy**);
2. the review and proposed repeal of the City's Standing Orders Local Law 2008 (**SOLL08**); and
3. adoption of a Standing Orders Local Law 2021 (**SOLL21**).

Background

The enactment of the *Local Government (Model Code of Conduct) Regulations 2021* (**Regulations**) required all local governments to prepare and adopt a code of conduct that incorporates the model code as prescribed by Regulations.

The model code provides a high-level process requiring local government councils to make a finding on complaints relating to Division 3 of the Code, behaviour of council and committee members.

At its Ordinary Council Meeting on 20 April 2021, Council adopted a Council Members, Committee Members and Candidate Code of Conduct (**Code**) incorporating the provisions of the model code (along with additional provisions to Division 3 as permissible by legislation) and a process for the management and handling of complaints relating to breaches of Division 3. The intention was that the process adopted by Council would be converted into an internal management procedure.

Council Members are to note that all complaints in relation to Division 4 of the Code are still considered, assessed and determined by the Local Government Standards Panel and are not the subject of this report.

At a Council Forum on 25 May 2021, Council considered a proposal to amend the SOLL08 to include a mechanism for Council to deal with complaints in relation to breaches of Division 3

of the Code as a procedural motion. At that time, Council identified further matters that should be addressed through the local law relating to the use of mobile phones in meetings, the giving of documents and penalties for breaches of the local law. Previous Forum meetings dealt with proposed amendments relating to deputations, public statement time, petitions, motions on notice and terms of reference for committees.

Detail

Phase One of the review of the Local Government Act 1995 (the **Act**) addressed a number of key areas required for reform including standards of behaviour for council members. Submissions from the sector, including the City of Wanneroo, showed that there was minimal support for complaints relating to council member complaints to be dealt with through internal mechanisms due to the relationships between the council, council members and administration.

Many local governments strongly supported the establishment of an external, independent, oversight body to receive, consider and determine council member conduct and behavioural complaints and issues. Ultimately this position was not supported by the State Government and the process for consideration of council member and committee member behavioural complaints under Division 3 of the Code is to be determined and considered by the local government.

Whilst Council has adopted a process for the receipt of complaints relating to breaches of the Code, feedback from council members at the 25 May 2021 Forum meeting indicated a desire to further deliberate these matters.

In terms of dealing with behavioural conduct complaints under the code, WALGA through their 'Code of Conduct Behaviour Complaints Management Policy' and the Department of Local Government, Sport and Cultural Industries (**Department**) through their website, indicate that responsibilities can be undertaken by a council itself, a committee, or a local government's chief executive officer (the latter two with relevant delegation of authority granted by the council).

Irrespective of the entity with the ultimate responsibility to determine complaints, it is considered appropriate for the City to always engage an external independent complaint administrator to assess and make findings in respect of complaints under Division 3 of the Code (**Complaints**).

External Independent Complaint Administrator

As previously indicated, the City will procure and appoint an external independent complaint administrator (**Complaint Administrator**) in accordance with section 6 of the draft Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy (**Policy**) set out at **Attachment 1**.

The Complaint Administrator is an independent impartial third party who will liaise with the City's appointed Complaints Officer (Director Strategy and Performance and/or Executive Manager Governance and Legal) to manage and handle the administrative requirements in respect of Complaints.

The Complaint Administrator's functions include:-

- Considering and assessing the Complaint and response to the Complaint (**Response**);
- Offer to mediate the Complaint between the parties;
- Dismissing a Complaint in accordance with the Policy and section 8.3 of the Code (including providing reasons for any such dismissal);

- Making a finding as to whether the alleged behaviour the subject of the Complaint is more likely that it occurred or did not occur (see section 8.2(4) of the Code).
- Determining reasons for such a finding; and
- Recommend an Action Plan where a finding is made that the alleged behaviour the subject of the Complaint has occurred.

Council Complaint Determination

As it is clear that the State Government considers that Complaints are for a Council to determine and to self-regulate their own Council Members' behaviour, especially considering that these complaints are low level Council Member and Committee Member behavioural issues. This is further reinforced by the fact that Council adopts the Code as Council's statement of its minimum standard of conduct expected by its members.

The community and public perception aligns with the intention of the State Government and carries the expectation that Council would be responsible for holding its Council Members and Committee Members to account in respect of the Code that it adopts.

With the assistance of its Complaint Administrator, Council will consider Complaints and address these issues directly with Council Members and Committee Members in accordance with the Policy.

To further ensure that the best process for Council to consider Complaints during an Ordinary Council Meeting, it is proposed to include a mechanism in the Standard Orders Local Law that the Complaints are dealt with as a procedural motion.

Consultation

Council considered and adopted a submission on the draft Local Government (Rules of Conduct) Regulations (CE01-12/20) generally supporting the draft legislation with the exception of the requirement relating to complaints management and determination. Notwithstanding this submission, the amendments to legislation now require that local governments adopt a process for the determination of alleged behaviour breaches of the Code.

Council adopted a procedure at its 20 April 2021 Ordinary Council Meeting to deal with Complaints and at its Forum meeting of 25 May 2021 considered amendments to the Standing Orders Local Law to give effect to the procedure along with other minor amendments.

In terms of the local law, a local government is to give local public notice stating that the local government proposes to make a local law the purpose and effect of which is summarised in the notice and provide a copy of the proposed local law at locations specified in the notice.

Section 1.7 of the Act states that the notice must be given in at least three of the ways prescribed. The notice will be published on the City's website, on the City's notice boards at the Civic Centre and all libraries and through the City's social media.

Submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than six weeks after the notice is given and as soon as the notice is given, is to provide a copy of the proposed local law and a copy of the notice to the Minister.

Comment

As a result of further consideration of the legislation, information presented by WALGA in their recent publications and the feedback received from Council Members, it is now recommended

that a Council Policy is adopted to manage and handle Complaints. The Policy ensures the process is:-

- publicly transparent and accountable; and
- periodically reviewed and endorsed by the Council.

Council Member, Committee Member and Candidate Code of Conduct Complaint Policy

The purpose of the Policy is to establish high-level Complaint investigation considerations in support of the Code and to guide Council's determination of Complaints, which include the following:

- who is authorised to receive Complaints and withdrawal of Complaints;
- how Complaints are assessed and the factors that are taken into consideration;
- the rules of evidence, standard of proof and procedural fairness; and
- reporting.

The Policy is set out at **Attachment 1**.

The following matters are addressed in the Policy:

1. Role of the Complaint Administrator (Section 5.3)

The primary duty of the Complaint Administrator is to establish the facts of an allegation, make findings of fact and make a recommendation to Council on any action considered appropriate to the circumstances.

The Complaint Administrator may recommend that a Complaint be dismissed due to the behaviour to which the Complaint relates having occurred at a Council meeting and was dealt with at that meeting, or that the person responsible for the behaviour has taken remedial action in accordance with the City's Standing Orders Local Law.

The Complaint Administrator may also dismiss a Complaint if it is determined to be 'an unreasonable complaint' in accordance with the draft Policy. In either circumstance, the Complaint Administrator must provide a report to Council with a recommendation that the Complaint be dismissed.

2. Making a Finding (Section 5.4)

A finding that the alleged behaviour the subject of the Complaint has occurred must be based on evidence from which it may be concluded that it is more likely that the breach of the Code occurred than that it did not occur (see section 12(3) of the Code).

This may involve first considering whether the alleged behaviour occurred on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code.

This process is considered both adequate and appropriate as the Local Government Standards Panel applies the same approach in their deliberations and decision-making.

The evidence and information used by Council to make a finding is the evidence and information provided in the written submissions of the Complainant and the Respondent. No information or evidence beyond that provided by the

Complainant, the Respondent and the Complaint Administrator's finding (as set out in their report) is to be considered by Council in making their determination of the Complaint.

3. Conflicts of interest (Section 5.4)

Council Members will be required to disclose an impartiality interest, including the Complainant (if a Council Member) and the Respondent. An impartiality interest does not require a member to leave Council Chambers for the voting on the determination of the Complaint.

4. Procedural Fairness (Section 5.6)

The Western Australian Ombudsman's Guidelines provide that Procedural Fairness is concerned with the procedures used by a decision maker, rather than the actual outcome. It requires a fair and proper procedure be used when making a decision such as:-

- ensuring that the Respondent is made aware of the Complaint;
- providing an opportunity for the Respondent to reply to the Complaint, whether in writing or orally before the decision is made; and
- a determination made that provides a fair and unbiased hearing of the evidence.

The proposed Policy includes a provision that the Respondent is given a copy of the Complaint and provided with an opportunity to provide their Response to the Complaint in writing. The Response will be included in the Complaint Administrator's Report to Council.

The Respondent is also provided with an opportunity to respond to the draft Complaint Report compiled by the Complaint Administrator prior to its finalisation. The Complaint Administrator is to include the response in the final Complaint Report.

The Respondent is also provided an opportunity to address the Council on any proposed action plan should a breach be found to have occurred.

5. Action Plans (Section 5.8)

Section 12(4) of the Code provides that if there is a finding that a breach has occurred, the local government may determine that:

- no further action is required; or
- an action plan must be prepared and implemented (**Action Plan**).

In considering whether or not to apply a sanction and the type of sanction to impose, the Policy (section 5.8) provides a number of mitigating circumstances that would impact on the decision. Council must consider the Complaint Administrator's recommendation when deciding on any sanction to impose.

The Council Member who moved the motion to accept and determine the Complaint shall then be required to move a motion in relation to whether further action is warranted and, if so, what action. The Respondent is provided an opportunity to comment on the appropriateness of the Action Plan.

6. Implementation of the Action Plan (Section 5.8)

The Complaints Officer, who is authorised by Council to receive Complaints will monitor the actions and timeframes set out in the Action Plan.

Failure to comply with an Action Plan requirement is a minor breach under section 5.105(1) of the Act and section 23 of the Code and the matter will be referred to the Local Government Standards Panel as an alleged contravention of a rule of conduct. The Local Government Standards Panel has the authority to make binding decisions to resolve minor breaches.

7. Appeal (Section 5.11)

There is no appeal mechanism available in respect of Council's determination of a Complaint, noting that there is no statutory right of appeal under the Local Government Act 1995 or the State Administrative Tribunal Act 2004.

Amendment to Standing Orders Local Law

The proposed amendment to the Standing Orders Local Law is to include procedural motions to facilitate the effective determination of the complaint.

The following provides an explanation of the clauses included.

1. No debate

There should be no debate on motions in respect of determining Complaints. Allowing debate on a motion to deal with the complaint would provide the opportunity for new evidence to be presented which has not previously been considered by Council or put to the Respondent potentially denying the respondent with the opportunity to provide a considered response which would be contrary to the principles of procedural fairness.

2. Reasonable and proportionate response

If a motion alleging that a breach has occurred is carried, then Council would need to determine the appropriate action to be taken in response to the breach (giving consideration to the Complaint Administrator's recommendations). The amendments to the local law allows a Council Member to move one motion in relation to action to be taken, however, that motion could not be debated or amended other than to address comments made by the Respondent when provided with the opportunity to comment.

If the motion lapses for want of a seconder or is lost, Council is taken to have determined that no action in response to the breach is to be taken and no subsequent motion proposing a different penalty could be moved.

This approach is intended to encourage Council Members to be reasonable and proportionate in their response to breaches by proposing sanctions that would be supported by the majority of Council Members.

3. Dealing with the complaint to provide timely resolution

A decision on an alleged breach ought to be made at the meeting to which the complaint and the response provided by the respondent are presented. Proposed amendments to the local law would see a motion in relation to an alleged breach that fails to attract a mover or seconder or that is moved and seconded but then lost, dismissed with no further action permitted.

The drafting of an amendment local law is overly complex and given the numerous amendments, Administration considers it appropriate to recommend that Council repeal the SOLL08 and adopt a new SOLL21. The proposed new local law is shown at **Attachment 2**.

The local law retains the format of the SOLL08 and includes all amendments proposed through previous Forum Meetings.

Further matters raised by Council Members at the 25 May 2021 Forum meeting are presented in mark-up and include:-

- Section 4.16: Prevention of Disturbance which relates to the use of mobile phones during Council Meetings;
- Section 9.5: Giving a document to a Council Member prior to meetings; and
- Section 10.1: Penalties for breaches of the Standing Orders Local Law.

Council is to note that the version of the SOLL21 that will be made available for advertising will not show mark-up.

The Council is required to make the local law in accordance with section 3.12 of the Act and approve the giving of State-wide public notice in order to seek public comment.

The agenda and the minutes of the Ordinary Council meeting at which the local law is considered is to include the purpose and effect of the proposed local law, which are set out below.

Purpose

The purpose of this local law is to provide for the orderly conduct of the proceedings and business of the Council.

Effect

The effect of this local law is that all council and committee meetings as described in the *Local Government Act 1995*, shall be governed by the Standing Orders Local Law 2021 unless otherwise provided in the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1995* or other written law.

Statutory Compliance

Local Government (Model Code of Conduct) Regulations 2021

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.*
- (2) A complaint must be made —*
 - (a) in writing in the form approved by the local government; and*
 - (b) to a person authorised under subclause (3); and*
 - (c) within 1 month after the occurrence of the alleged breach.*
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.*

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.*
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.*
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.*
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —*
 - (a) take no further action; or*
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.*
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.*
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —*
 - (a) engage in mediation;*
 - (b) undertake counselling;*
 - (c) undertake training;*
 - (d) take other action the local government considers appropriate.*

If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

- (a) its finding and the reasons for its finding; and*
- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).*

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —*
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and*
 - (b) either —*
 - (i) the behaviour was dealt with by the person presiding at the meeting; or*
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.*
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.*

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.*
- (2) The withdrawal of a complaint must be —*
 - (a) in writing; and*
 - (b) given to a person authorised under clause 11(3).*

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.*
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.*

Local Government Act 1995: Section 3.12

In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.1 - Clear direction and decision making

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.

Complaints must be managed appropriately, transparently and meet community expectations. The Policy and amended Standing Orders Local Law mitigate the risk of reputational damage to the City and affords the parties involved with an appropriate level of procedural fairness.

Policy Implications

Nil

Financial Implications

Provisions will need to be made in the City's operational budget to appoint an external party to assess complaints that are referred to those parties to manage. Costs incurred by the City in relation to addressing Complaints will be reported to the Audit and Risk Committee and in the Annual Report.

The cost of giving public notice, advertising and gazettal of a new local law will be met through the operational budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **ADOPT the Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy; and**
2. **In accordance with sections 3.12(3)(a) of the *Local Government Act 1995*, GIVES local public notice stating that it proposes to make a Standing Orders Local Law 2021 a summary of the purpose and effect of the local law being;**

Purpose



The purpose of this local law is to provide for the orderly conduct of the proceedings and business of the Council.

Effect

The effect of this local law is that all council and committee meetings as described in the Local Government Act 1995, shall be governed by the Standing Orders Local Law 2021 unless otherwise provided in the Local Government Act 1995, the Local Government (Administration) Regulations 1995 or other written law.

3. **NOTES that:**
 - a) **Copies of the proposed local laws may be inspected at the City's offices and will be made available on the City's website;**
 - b) **Submissions about the proposed local laws may be made to the City within a period of not less than 6 weeks after the notice is given;**
 - c) **In accordance with section 3.12(3)(b) of the *Local Government Act 1995*, as soon as the notice is given, a copy of the proposed local law will be supplied to the Minister for Local Government; and**
 - d) **In accordance with section 3.12(3)(c) of the *Local Government Act 1995*, a copy of the proposed local laws will be supplied to any person requesting it; and**
4. **NOTES that all submissions received will be presented to Council for consideration.**

Attachments:

- | | | |
|---|---|-----------|
| 1  | Attachment 1 - Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy | 21/250805 |
| 2  | Attachment 2 - Proposed Standing Orders Local Law 2021 | 17/229251 |



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Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy

Policy Owner:	Governance and Legal
Contact Person:	Executive Manager Governance and Legal
Date of Approval:	Date the policy was approved by Council and Resolution Number

1 POLICY STATEMENT

The City of Wanneroo is committed to addressing complaints under Division 3 of the Council Member, Committee Member and Candidate Code of Conduct (the **Code**) in an effective, transparent and fair manner that supports high standards of behaviour by Council Members, Committee Members and Candidates.

2 POLICY OBJECTIVE

This Policy establishes the process by which the City of Wanneroo Council deals with Complaints.

3 SCOPE

3.1 This Policy applies to:-

- a) Complaints made in accordance with section 11 of the Code;
- b) Council Members, Committee Members, Candidates; and
- c) any person who submits a Complaint.

3.2 This Policy does not apply to complaints:-

- a) relating to Rules of Conduct under Division 4 of the Code;
- b) about services delivered by the City;
- c) against employees of the City;
- d) involving allegations of serious misconduct, corruption, fraud; or
- e) about other criminal or corrupt conduct.

4 IMPLICATIONS



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The City will incur costs to engage the Complaint Administrator and appropriately provide resource capacity to assist the Complaints Officer and the Complaint Administrator to receive and deal with complaints.

5 IMPLEMENTATION

5.1 Making a Complaint

- a) Any person may make a Complaint within one (1) month after the alleged breach of the Code occurred.
- b) A Complaint must be made by completing the [Behaviour Complaint Form](http://www.wanneroo.wa.gov.au/council/Good%20Governance%20and%20Conduct/Codes%20of%20Conduct) in full and providing the completed forms to the Complaints Officer. (www.wanneroo.wa.gov.au/council/Good Governance and Conduct/Codes of Conduct).
- c) A Complaint will not be accepted if the Complainant has made a complaint under the Rules of Conduct Division 4 of the Code where the Complaint relates to the same or similar circumstances of the Complaint.

5.2 Complaints Officer

- a) The Director Corporate Strategy and Performance (and in their absence or where a conflict of interest exists, the Executive Manager Governance and Legal) is authorised as the Complaints Officer.
- b) The Complaints Officer is authorised to receive Complaints and is the City's liaison with the Complaint Administrator.

5.3 Complaint Administrator

- a) The Complaint Administrator is appointed to review and consider a Complaint and to report on the outcome (their findings) to the City's Complaints Officer for consideration by Council.
- b) The Complaint Administrator is an impartial person external to the City who will undertake the functions specified in this Policy.

5.4 Function and Responsibility of Complaint Administrator

- a) The Complaint Administrator assesses and makes a finding on a Complaint, and makes a recommendation to Council.
- b) The Complaint Administrator is not to assess a Complaint if they have an actual or perceived conflict of interest in relation to a Complaint.
- c) The Complaint Administrator undertakes the following:



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- i) determine whether the Complaint is within jurisdiction;
- ii) determine whether the Complaint is to be dismissed;
- iii) offer the parties mediation;
- iv) liaise with the Respondent and facilitate the Response;
- v) make a finding on the balance of probabilities; and
- vi) prepare a report and recommendation to Council.

5.5 Dismissal of a Complaint

- a) The Complaint Administrator may dismiss a Complaint due to the behaviour to which the Complaint relates having occurred at a Council Meeting (*section 13 of the Local Government (Model Code of Conduct) Regulations 2021*) and either:
 - i) the behaviour was dealt with by the Mayor; or
 - ii) the person responsible for the behaviour has taken remedial action in accordance with Standing Orders Local Law.
- b) The Complaint Administrator may recommend that Council dismisses a Complaint due to their assessment that it is “unreasonable” in circumstances where the Complaint is made:
 - i) with the intent of addressing personal grievances or disagreements;
 - ii) to express dissatisfaction with a council member’s lawfully-made decisions or performance of their role;
 - iii) as an attempt to limit freedom of political expression; or
 - iv) is an abuse of process.

5.6 Procedural Fairness

- a) The principles of procedural fairness and due process will apply when dealing with a Complaint to the extent set out in this Policy.
- b) Procedural fairness is provided to the Complainant and the Respondent as follows:
 - i) the Complainant will be afforded:
 - a. for their Complaint to be considered in accordance with this Policy;
 - b. an opportunity to mediate with the Respondent;
 - c. reasonable opportunity to consider the findings of the Complaint Administrator; and
 - d. for their Complaint to be determined by Council.
 - ii) the Respondent will be afforded:
 - a. an opportunity to mediate with the Complainant;
 - b. reasonable opportunity to respond to the Complaint;
 - c. reasonable opportunity to consider the findings of the Complaint Administrator; and
 - d. a reasonable opportunity to address Council if an Action Plan is recommended.

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- iii) Council must be objective and impartial, and determine the Complaint without any bias or perceived bias.
- iv) Council Members must declare an impartiality interest at the Council Meeting at which the Complaint is to be determined.

5.7 Council Determination

- a) A confidential report is to be prepared for Council that must include the following:
 - i) the substance of the Complaint;
 - ii) the nature and extent of the assessment into the Complaint;
 - iii) the substance of the Response;
 - iv) the Complaint Administrator's finding;
 - v) the Complaint Administrator's recommendation; and
 - vi) any recommended Action Plan to address the behaviour of the Respondent.
- b) Council's determination of a Complaint must:
 - i) only consider each of the items in section 5.7a) of this Policy;
 - ii) be based on proper and genuine consideration of the finding of the Complaint Administrator, their report and recommendation; and
 - iii) not consider or take into account any irrelevant factors.
- c) In determining a Complaint, Council may resolve that a breach of the Code has:
 - i) occurred and to take no action;
 - ii) occurred and to implement an Action Plan; or
 - iii) not occurred and dismiss the Complaint.

5.8 Action Plan

- a) If Council resolves to implement an Action Plan, the Council may consider:
 - i) the Respondent's submission in relation to the Action Plan;
 - ii) whether the Respondent has remedied or rectified their conduct;
 - iii) the relative costs and benefits of taking formal enforcement action as opposed to taking no action or taking informal action;
 - iv) whether the Respondent has breached the Code knowingly or carelessly.
 - v) whether the Respondent has breached the Code on previous occasions.
 - vi) the harm or potential harm to the reputation of the City arising from the conduct.
 - vii) the public interest.
- b) Council can resolve an Action Plan that requires the following:
 - i) the Respondent to engage in mediation with the Complainant;
 - ii) the Respondent to undertake counselling at their cost;

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- iii) the Respondent to undertake training at their cost;
- iv) provide an apology to the Complainant; and/or
- v) remove the Respondent's entitlement to attend the Council Members' lounge and dining room for a period of time.

5.9 Reporting

- a) The City will maintain a register of Complaints lodged under the Code to deal with Complaints.
- b) A summary of statistics and costs associated with Complaints received in the relevant period will be reported to the Audit and Risk Committee on an annual basis and included in the City's Annual Report.

5.10 Confidentiality

- a) Subject to disclosure required to process and determine the Complaint, and to the extent disclosure is required by law, the Complainant, the Respondent and the Complaint Administrator are required to maintain confidentiality in respect of the Complaint and the processes undertaken to determine the Complaint.
- b) The relevant parties will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the determination of their Complaint.

5.11 Appeal

- a) Subject to 5.11b) below, there is no mechanism to appeal a determination of Council in respect of a Complaint.
- b) The City of Wanneroo Standing Orders Local Law applies in respect of Council determining Complaints.

6 DISPUTE RESOLUTION

All disputes concerning this policy will be referred to the Executive Manager Governance and Legal or the Director Corporate Strategy and Performance as the Complaints Officers in the first instance, and if unresolved, to the CEO for determination.

7 EVALUATION AND REVIEW PROVISIONS

This Policy is to be reviewed every two years to ensure that it meets its objective and provides clear accountability requirements unless legislative amendments or Council require an immediate review.

8 DEFINITIONS

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



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Act	means the <i>Local Government Act 1995</i> .
Action Plan	means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code, to address the behaviour of the person to whom the Complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.
Candidate	means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with section 4.77 of the Act.
Code	means the City of Wanneroo Council Member, Committee Member and Candidate Code of Conduct.
Committee Member	A person appointed to a committee by resolution of Council.
Complaint	means a complaint submitted under section 11 of the Code.
Complainant	means a person who has submitted a Complaint.
Complaint Administrator	means the independent and suitably qualified person appointed by the Complaints Officer in accordance with clause 5.3 of this Policy.
Complaint Form	means the form approved under section 11(2)(a) of the Code
Complaints Officer	means a person authorised in writing by Council resolution (CE03-03/21) under section 11(3) of the Code of Conduct to receive Complaints and withdrawals of Complaints. The role of the Complaints Officer is addressed in clause 5.2 of this Policy.
Council	means the Council of the City of Wanneroo.
Council Meeting	means a formal meeting of the Council that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.
Council Member	means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.
Respondent	means a person who is the subject of a Complaint submitted under section 11 of the Code.

9 RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Council Member, Committee Member and Candidate Code of Conduct
- Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Protocols

10/6748

10 REFERENCES

Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2021
Department of Local Government, Sport and Cultural Industries: *The Minor Breach System: A guide for council members, complaints officers and members of the community.*

11 RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Governance and Legal

Version	Next Review	Record No:
1	July 2024	21/250805



STANDING ORDERS LOCAL LAW ~~2008~~ 2021

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LOCAL GOVERNMENT ACT 1995**CITY OF WANNEROO****STANDING ORDERS LOCAL LAW 20212008**

Under the powers conferred by the *Local Government Act 1995* and under all powers enabling it, the Council of the City of Wanneroo resolved on [insert date] to make the following local law.

PART 1 – PRELIMINARY**1.1 Title**

This local law is the City of Wanneroo Standing Orders Local Law 20212008.

1.2 Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

1.3 Application and intent

- (1) This local law provide rules that apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in –
 - (a) better decision making by the council and its committees;
 - (b) the orderly conduct of meetings dealing with council business;
 - (c) better understanding of the process of conducting meetings; and more efficient; and
 - (d) effective use of time at meetings.

1.4 Repeal

The City of Wanneroo Standing Orders Local Law 2008 is repealed.

1.5 Definitions

- (1) In this local law, unless the contrary intention appears:
absolute majority has the meaning given to it in the Act;

absolute majority –

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body.

[Section 1.4 of the Act]

Act means the *Local Government Act 1995*;**CEO** means the chief executive officer of the City;**City** means the City of Wanneroo;**Code of Conduct** means the Council Members, Committee Members and Candidates Code of Conduct**Council** means the council of the City;**Councillor** has the meaning given to it in the Act;

councillor means a person who holds the office of councillor on a council (including a person who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor).

[See section 1.4 of the Act]

meeting means a meeting of the Council;**member** has the meaning given to it in the Act;

member, in relation to the council of a local government, means –

- (a) an elector mayor or president of the local government; or
- (b) a councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor).

[Section 1.4 of the Act]

presiding person means the person presiding under section 5.6 of the Act.**regulations** means the *Local Government (Administration) Regulations 1996*;**resolution** means a decision of Council made by the appropriate majority;**substantive motion** means an original motion, or an original motion as amended, but does not include an amendment motion or a procedural motion.

- (2) Unless otherwise defined, the terms used in this local law has the meaning given to them in the Act and Regulations.

PART 2 - MEETINGS OF COUNCIL

2.1 Ordinary and Special Council meetings

- (1) Ordinary and special Council meetings are dealt with in the Act.

(1)	A council is to hold ordinary meetings and may hold special meetings.
(2)	Ordinary meetings are to be held not more than 3 months apart.
(3)	If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.
[Section 5.3 of the Act]	

- (2) An ordinary meeting of the Council held as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

2.2 Calling Council Meetings

- (1) The calling of meetings is dealt with in the Act.

An ordinary or a special meeting of a Council is to be held –	
(a)	if called for by either –
	(i) the mayor; or
	(ii) at least 1/3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or
(b)	if so decided by the Council.
[Section 5.4 of the Act]	

2.3 Convening Council Meetings

The convening of a Council meeting is dealt with in the Act.

(1)	The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
(2)	The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.
[Section 5.5 of the Act]	

Sections 9.50 to 9.54 of the *Local Government Act 1995* and sections 75 and 76 of the *Interpretation Act 1984* deal with how documents can be given to a person.

Under these provisions, notice of a meeting may be given to a member by –

- (a) personally handing the notice to the member;
- (b) sending it by post to the last known address of the member; or
- (c) leaving it for the member at his or her usual or last known place of abode or, if he or she is the principal of a business, at his or her usual or last known place of business.

2.4 Calling committee meetings

A meeting of a committee is to be held -

- (1) if called for in a verbal or written request to the CEO by the Mayor or the presiding member of the committee, advising the date and purpose of the proposed meeting;
- (2) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting;
or
- (3) in accordance with a decision of the Council or the committee.

2.5 Public Notice of meetings

Public notice of meetings is dealt with in the Regulations.

- (1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
 - (a) ordinary council meetings;
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

[Regulation 12 of the Regulations]

- (1) When a meeting is adjourned to a day and hour other than the next ordinary meeting, notice of the resumption of the adjourned meeting, if time permits, is to be given to each member specifying the nature of the business to be transacted.

2.6 Public access to agendas and supporting documentation

Public access to agendas and supporting information is dealt with in the Regulations.

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which -
 - (a) are to be tabled at the meeting; or
 - (b) have been produced by the local government or a committee for presentation at the meeting,

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and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public and published on the local government's official website from the time the notice papers, agenda or documents were made available to the members of the council or committee.

- (2) Subregulation (1) does not apply if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

[Regulation 14 of the Regulations]

2.7 Public access to unconfirmed minutes of meetings

Public access to unconfirmed minutes of meetings is dealt with in the Regulations.

- (1) The CEO must publish on the local government's official website -
- (a) the unconfirmed minutes of each council and committee meeting that is open to members of the public; and
 - (b) if a council or committee meeting is closed to members of the public – that part of the unconfirmed minutes of the meeting that is a record of decisions made at the meeting.
- (2) The unconfirmed minutes of a council meeting must be published within 14 days after the meeting is held.
- (3) The unconfirmed minutes of a committee meeting must be published within 7 days after the meeting is held.

[Regulation 13 of the Regulations]

2.8 Presiding Member

Who presides at a Council meeting is dealt with in the Act.

- (1) The mayor or president is to preside at all meetings of the council.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
- (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,
- then, the council is to choose one of the councillors present to preside at the meeting.

[Section 5.6 of the Act]

2.9 Quorum

The quorum for meetings is dealt with in the Act.

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

[Section 5.19 of the Act]

2.10 Reduction of a quorum for Council Meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.

[Section 5.7 of the Act]

2.11 Reduction of quorum for Committee Meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

*Absolute majority required.

[Section 5.15 of the Act]

2.12 Procedure if quorum not present

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned –

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president;
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member;
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present;
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorized by the CEO.

[Regulation 8 of the Regulations]

2.13 Lapse of quorum

- (1) If at any time during a meeting a quorum is not present –
 - (a) the presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;

- (b) a record is to be taken of all those who have spoken on the subject under consideration at the time of the suspension and is to be recorded in the minutes of the meeting;
 - (c) if a quorum is not present at the expiry of the suspension period under paragraph (a), the presiding member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of up to 30 minutes; and
 - (d) if a quorum is not present at the expiry of the extended period of suspension under paragraph (c), the presiding member is to adjourn the meeting to a later time on the same day or to another day.
- (2) If the debate on a motion is interrupted at a meeting, which is suspended due to a quorum not being present –
- (a) the debate is to be resumed at the resumption of the meeting at the point where it was interrupted; and
 - (b) the members who have spoken on the motion before the suspension must not speak again at the resumption of the meeting - except the mover who retains the right of reply.

2.14 Names to be recorded

At any meeting –

- (1) at which there is not a quorum present to begin the meeting; or
- (2) which is suspended or adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

PART 3 - BUSINESS AT MEETINGS

3.1 Business to be specified

- (1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.
- (2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that –
 - (a) specified in the notice of the meeting which had been adjourned; and
 - (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council resolves otherwise, the business unresolved at

the adjourned meeting is to be dealt with before considering the officer's reports at that ordinary meeting.

3.2 Order of business

- (1) Unless the council decides otherwise, the order of business at an ordinary meeting of the council is to be as follows:
 - (a) Opening
 - (b) Attendances, apologies and leave of absence
 - (c) Public question time
 - (d) Confirmation of minutes
 - (e) Announcements by the presiding person without discussion
 - (f) Questions from members
 - (g) Petitions
 - (h) Declarations of Interest
 - (i) Reports
 - (j) Motions of which previous notice has been given
 - (k) Urgent business
 - (l) Matters for which the meeting may be closed
 - (m) Date and location of the next meeting
 - (n) Closure
- (2) Unless otherwise decided by the council or committee, the items of business for a meeting of the council or committee are to be considered in the sequence that they are listed in the agenda.
- (3) The council or a committee may pass an adoption by exception resolution under clause 45.2.
- (4) At the resumption of an adjourned meeting the only business to be transacted is that which remains outstanding on the agenda of the adjourned meeting.

3.3 Grant of leave of absence

- (1) The grant of leave of absence is dealt with in the Act.

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| <ol style="list-style-type: none"> (1) (2) (3A) (3) (4) (5A) (5) | <p>A council may, by resolution, grant leave of absence, to a member.</p> <p>Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister unless all of the meetings are within a period of 3 months.</p> <p>Leave is not to be granted in respect of —</p> <ol style="list-style-type: none"> (a) a meeting that has concluded; or (b) the part of a meeting before the granting of leave. <p>The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.</p> <p>A member who is absent, without first obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.</p> <p>If the council holds 3 or more ordinary council meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.</p> <p>The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —</p> <ol style="list-style-type: none"> (a) if no meeting of the council at which a quorum is present is actually held on that day; or |
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(b)	if the non-attendance occurs while –
(i)	the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5);
(ii)	while proceedings in connection with the disqualification of the member have been commenced and are pending;
(iiia)	while the member is suspended under 5.117(1)(a)(iv); or
(iii)	while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.
(6)	A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 of the Act]

- (2) A member who requests a leave of absence need not put the request in writing but must state the period of leave and the reasons for the request.

3.4 Public question time for the public at meetings

Public question time at meetings is dealt with in the Act and Administration Regulations.

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| (1) | Time is to be allocated for questions to be raised by members of the public and responded to at – |
| (a) | every ordinary meeting of a council; and |
| (b) | such other meetings of councils or committees as may be prescribed. |
| (2) | Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations. |

[Section 5.24 of the Act]

3.5 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

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| For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are – | |
| (a) | every special meeting of a council; |
| (b) | every meeting of a committee to which the local government has delegated a power or duty. |

[Regulation 5 of the Regulations]

3.6 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

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| (1) | The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes. |
| (2) | Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters. |

[Regulation 6 of the Regulations]

3.7 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

(1)	Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined –
(a)	by the person presiding at the meeting; or
(b)	in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members, having regard to the requirements of subregulations (2) and (3).
(2)	The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
(3)	Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
(4)	Nothing in subregulation (3) requires –
(a)	a council to answer a question that does not relate to a matter affecting the local government;
(b)	a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
(c)	a committee to answer a question that does not relate to a function of the committee.
(5)	If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to –
(a)	declare that he or she has an interest in the matter; and
(b)	allow another person to respond to the question.
[Regulation 7 of the Regulations]	

3.8 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must -
 - (a) first state their name and address;
 - (b) direct the questions to the presiding member;
 - (c) ask the question briefly and concisely;
 - (d) limit any preamble to matters directly relevant to the question; and
 - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
- (2) A question may be taken on notice by the Council or committee for later response.

3.9 Confirmation of minutes

- (1) The requirements for keeping minutes of meetings and the content of minutes are dealt with in the Act and the Regulations.

1)	The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
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| (2) | The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation. |
| (3) | The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation. |
- [Section 5.22 of the Act]

- | | |
|---|---|
| The content of minutes of a meeting of a council or a committee is to include — | |
| (a) | the names of the members present at the meeting; |
| (b) | where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; |
| (c) | details of each motion moved at the meeting, the mover and the outcome of the motion; |
| (d) | details of each decision made at the meeting; |
| (da) | written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); |
| (e) | a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and |
| (f) | in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest". |
| (g) | each document attached to an agenda relating to a council or committee meeting unless the meeting or that part of the meeting to which the document refers is closed to members of the public. |
- [Regulation 11 of the Regulations]

- (2) When minutes are confirmed, the only discussion permitted is that relating to the accuracy of the minutes as a record of the proceedings.

3.10 Announcements by presiding person without discussion

At any meeting of the council the presiding person may announce or raise any matter of interest or affecting the City and there is not to be any discussion on the matter.

3.11 Questions from members

- (1) (a) The item of business "Questions from Members" is to provide members with an opportunity to raise questions with the Mayor and the council.
- (b) Questions are to relate only to the business of the council.
- (c) A member asking questions may address the council for a maximum of 3 minutes.
- (2) (a) A minimum of 15 minutes is to be allowed to the item "Questions from Members".
- (b) If there are insufficient questions to fill the allocated time then the presiding person is to move on to the next item.
- (3) (a) Whenever possible, questions are to be submitted in writing at least 30 hours prior to the start of the meeting.
- (b) Questions submitted in writing are to be dealt with first.

- (4) (a) At an ordinary meeting, only questions relating to matters affecting the council are to be answered.
- (b) At a special meeting, only questions relating to the purpose of the meeting are to be answered.
- (c) Questions may be taken on notice and responded to after the meeting.
- (5) The presiding person is to control the item "Questions from Members" and is to ensure that any member writing to ask a question is given a fair and equal opportunity to do so.
- (6) If a question is directed to a member or an employee who has an interest in the subject matter of the question then the member or employee is to declare the interest and allow another member or employee to respond to the question.

3.12 Petitions

- (1) A petition received by a member or the CEO is to be presented to the next ordinary Council meeting.
- (2) Any petition to the Council is:
 - (a) as far as practicable to be prepared in the form prescribed in the Schedule;
 - (b) to be addressed to the Council and forwarded to a member or the CEO; and
 - (c) to state the name and address of the person to whom correspondence in respect of the petition may be served.
- (3) Once a petition is presented to the Council, a motion may be moved to receive the petition and refer it to the CEO for action.

3.13 Disclosure of financial and proximity interests

The requirements for disclosure of any interest as defined in section 5.60 of the Act are dealt with in Part 5 of the Act.

5.59. Definitions

In this Subdivision, unless the contrary intention appears –
"extent", in relation to an interest, includes the value and amount of the interest;
"interest relating to a gift" means an interest that a relevant person has because of the operation of section 5.60 when read with section 5.62(1)(ea), (eb) or (ec);
"member", in relation to a council or committee, means a council member or a member of the committee;
"relevant person" means a person who is either a member or a person to whom section 5.70 or 5.71 or 5.71A applies.

5.60. When a person has an "interest"

For the purposes of this Subdivision, a relevant person has an interest in a matter if either –
 (a) the relevant person; or
 (b) a person with whom the relevant person is closely associated, has –
 (c) a direct or indirect financial interest in the matter; or

(d) a proximity interest in the matter.

5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

5.60B. Proximity interest

(1) *For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –*

- (a) *a proposed change to a planning scheme affecting land that adjoins the person's land;*
- (b) *a proposed change to the zoning or use of land that adjoins the person's land; or*
- (c) *a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.*

(2) *In this section, land ("the proposal land") adjoins a person's land if –*

- (a) *the proposal land, not being a thoroughfare, has a common boundary with the person's land;*
- (b) *the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or*
- (c) *the proposal land is that part of a thoroughfare that has a common boundary with the person's land.*

(3) *In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.*

5.61. Indirect financial interests

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

5.62. Closely associated persons

(1) *For the purposes of this Subdivision a person is to be treated as being closely associated with a relevant person if –*

- (a) *the person is in partnership with the relevant person;*
- (b) *the person is an employer of the relevant person;*
- (c) *the person is a beneficiary under a trust, or an object of a discretionary trust, of which the relevant person is a trustee;*
- (ca) *the person belongs to a class of persons that is prescribed;*
- (d) *the person is a body corporate –*
 - (i) *of which the relevant person is a director, secretary or executive officer; or*
 - (ii) *in which the relevant person holds shares having a total value exceeding –*
 - (I) *the prescribed amount; or*
 - (II) *the prescribed percentage of the total value of the issued share capital of the company,*

whichever is less;

(e) *the person is the spouse, de facto partner or child of the relevant person and is living with the relevant person;*

(ea) *the relevant person is a council member and the person –*

- (i) *gave an electoral gift to the relevant person in relation to the election at which the relevant person was last elected; or*
- (ii) *has given an electoral gift to the relevant person since the relevant person was last elected;*

(eb) *the relevant person is a council member and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last elected; or*

(ec) *the relevant person is a CEO and the person has given a gift to which this paragraph applies to the relevant person since the relevant person was last employed (or appointed to act) in the position of CEO; or*

(f) *the person has a relationship specified in any of paragraphs (a) to (d) in respect of the relevant person's spouse or de facto partner if the spouse or de facto partner is living with the relevant person.*

(1A) *Subsection (1)(eb) and (ec) apply to a gift if –*

- (a) *either –*

- (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
- (ii) the gift is 1 of 2 or more gifts made by 1 person to the relevant person at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection; and
- (b) the gift is not an excluded gift under subsection (1B).

(2) In subsection (1) –

“electoral gift” means a gift about which the relevant person was or is required by regulations under section 4.59(a) to provide information in relation to an election;
“value”, in relation to shares, means the value of the shares calculated in the prescribed manner or using the prescribed method.

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –
 - (a) an interest common to a significant number of electors or ratepayers;
 - (b) an interest in the imposition of any rate, charge or fee by the local government;
 - (c) an interest relating to –
 - (i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or
 - (ii) a gift permitted by section 5.100A; or
 - (iii) reimbursement of an expense that is the subject of regulation made under section 5.101A; or
 - (d) an interest relating to the pay, terms or conditions of an employee unless –
 - (i) the relevant person is the employee; or
 - (ii) either the relevant person's spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with the relevant person;
 - [(e) deleted]
 - (f) an interest arising only because the relevant person is, or intends to become, a member or office bearer of a body with non-profit making objects;
 - (g) an interest arising only because the relevant person is, or intends to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law; or
 - (h) a prescribed interest.
- (2) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by –
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district, then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter for the purposes of sections 5.65, 5.70 and 5.71.
- (3) If a relevant person has a financial interest because the valuation of land in which the person has an interest may be affected by –
 - (a) any proposed change to a planning scheme for that land or any land adjacent to that land;
 - (b) any proposed change to the zoning or use of that land or any land adjacent to that land; or
 - (c) the proposed development of that land or any land adjacent to that land, then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (4) If a relevant person has a financial interest because any land in which the person has any interest other than an interest relating to the valuation of that land or any land adjacent to that land may be affected by –
 - (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district, then nothing in this section prevents sections 5.65, 5.70 and 5.71 from applying to the relevant person.
- (5) A reference in subsection (2), (3) or (4) to the development of land is a reference to the development, maintenance or management of the land or of services or facilities on the land.

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest –
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
 Penalty: \$10 000 or imprisonment for 2 years.
- (2) It is a defence to a prosecution under this section if the member proves that he or she did not know –
 - (a) that he or she had an interest in the matter; or
 - (b) that the matter in which he or she had an interest would be discussed at the meeting.
- (3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then –

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not –

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter –

- (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
- (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.

- (1A) Subsection (1) does not apply if –

- (a) the interest disclosed is an interest relating to a gift; and
- (b) either –
 - (i) the amount of the gift exceeds the amount prescribed for the purposes of this subsection; or
 - (ii) the gift is 1 of 2 or more gifts made by 1 person to the disclosing member at any time during a year and the sum of the amounts of those 2 or more gifts exceeds the amount prescribed for the purposes of this subsection.

- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.

- (2) An application made under subsection (1) is to include –

- (a) details of the nature of the interest disclosed and the extent of the interest; and

- (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if –
- (a) there would not otherwise be a sufficient number of members to deal with the matter; or
- (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.
- (4) A decision under this section must be recorded in the minutes of the meeting relating to the matter.
- 5.69A. Minister may exempt committee members from disclosure requirements**
- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include –
- (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
- (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.
Penalty: \$10 000 or imprisonment for 2 years.
- 5.70. Employees to disclose interests relating to advice or reports**
- (1) In this section –
“employee” includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
Penalty: \$10 000 or imprisonment for 2 years.
- (2A) Subsection (2) applies to a CEO even if the advice or report is provided in accordance with a decision made under section 5.71B(2) or (6).
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.
Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.
- 5.71A. CEOs to disclose interests relating to gifts in connection with advice or reports**
- (1) A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.
Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.
- (2) A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).
Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.
- (3) A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.
Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.
- 5.71B. Council or Minister may allow CEOs to provide advice or reports**
- (1) In this section –
“relevant gift” means the gift to which the interest disclosed under section 5.71A(1) relates.

- (2) The council may allow the CEO to provide the advice or report to which a disclosure under section 5.71A(1) relates if -
 - (a) the amount of the relevant gift does not exceed the amount prescribed for the purposes of this section; and
 - (b) the council decides that the nature of the interest disclosed is unlikely to influence the CEO in the provision of the advice or report.
- (3) A decision of the council under subsection (2) must be recorded in the minutes of the council meeting at which the decision is made.
- (4) The council may apply to the Minister to allow the CEO to provide the advice or report to which a disclosure under section 5.71A(1) relates if the amount of the relevant gift exceeds the amount prescribed for the purposes of this section.
- (5) An application under subsection (4) must include —
 - (a) details of the nature of the interest disclosed; and
 - (b) any other information required by the Minister for the purposes of the application.
- (6) On an application under subsection (4), the Minister may allow, on any condition determined by the Minister, the CEO to provide the advice or report if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (7) A decision of the Minister under subsection (6) must be recorded in the minutes of the council meeting at which the decision is considered.
- (8) For the purposes of subsections (2)(a) and (4), if the relevant gift is 1 of 2 or more gifts made by 1 person to the CEO at any time during a year, the amount of the relevant gift is the sum of the amounts of those 2 or more gifts.

5.72. Defence to prosecution

It is a defense to a prosecution under section 5.70(2), 5.71 or 5.71A(1) or (3) if the person proves that he or she did not know that he or she had an interest in the matter.

5.73. Disclosures to be minuted

A disclosure under section 5.65, 5.70 or 5.71A(3) is to be recorded in the minutes of the meeting relating to the disclosure.

3.14 Disclosure of interest affecting impartiality

The disclosure of interests affecting impartiality is dealt with by the *Local Government (Model Code of Conduct) Regulations 2021*.

- (1) In this clause —

interest —

 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

- (b) *at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.*
- (6) *Subclause (7) applies in relation to an interest if —*
 - (a) *under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or*
 - (b) *under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.*
- (7) *The nature of the interest must be recorded in the minutes of the meeting.*

Regulation 22

3.15 Reports

- (1) The functions of the CEO including to advise the council and implement decisions are dealt with in the Act.

5.41. Functions of CEO

The CEO's functions are to –

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and*
- (d) *manage the day to day operations of the local government; and*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*

perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Section 5.41 of the Act

- (2) The CEO may prepare or cause to be prepared any report that in the CEO's opinion requires consideration by the council, including any report of a late or urgent nature.

3.16 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting any business that the member considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) Subject to sub clause (3) a notice of motion under subclause (1) is to be signed by the member and given to the CEO at least 7 clear days before the meeting at which it is to be moved.

- (3) A notice of motion must relate to a matter for which the Council is responsible.

Note: matters for which the Council is responsible are dealt with in section 2.7 of the Act

- (4) The requirement to give notice of a motion under subclause (1) does not apply where the proposed motion is relevant to:
- (a) a recommendation made by or contained in a report on the agenda; or
 - (b) a notice of motion that appears on the agenda,
- and is moved after the motion has been dealt with.
- (5) A notice of motion lapses unless the member who gave the notice or some other member authorised in writing by the member who gave the notice, moves the motion at the meeting at which it is to be considered
- (6) Where a notice of motion is given and lapses in circumstances referred to under sub clause (5), notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of the lapse.
- (7) A notice of motion of which the subject matter does not relate to a matter affecting the City, may be ruled out of order by the presiding person.
- (8) Where a notice of motion under subclause (1) contains any word or words which:
- (a) reflect adversely on the character or actions of a member, officer or other person; or
 - (b) impute any motive to any member or officer; or
 - (c) are offensive or insulting,
- then the CEO:
- (d) after consultation with the mayor, may reject the motion; or
 - (e) after consultation with the member who submitted the motion, may amend the form but not the substance of the motion so as to delete the offensive or insulting word or words.
- (9) If a notice of motion is rejected under subclause (8), the CEO is to provide the reason for its exclusion to all members as soon as practicable.
- (10) Where, prior to a meeting, a member has given notice of motion in accordance with this clause or a member has given notice of a revocation motion in accordance with clause 56.1; and
- (11)
- (a) the member is present at the meeting, the member must read the motion or revocation motion to the meeting; or

- (b) the member is not present at the meeting, the CEO must read the motion or revocation motion to the meeting.

3.17 Urgent business

- (1) In a case of extreme urgency or other special circumstances, a matter may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In sub clause (1), a case of extreme urgency or other special circumstance means a matter –
 - (a) that could not reasonably be dealt with at the next ordinary meeting of the council; and
 - (b) it was not reasonable for the notice to be given.

3.18 Meeting closure

At the conclusion of all business or when otherwise determined by the meeting, the presiding person is to declare the meeting closed and state the closing time.

PART 4 - CONDUCT OF MEETINGS

4.1 Official titles to be used

Members, when referring to others, must refer to them by their titles of mayor, deputy mayor, councillor, or in the case of an employee by the employee's title.

4.2 Seating

- (1) At the first meeting following each ordinary election, the CEO is to allocate a seat in the Council chamber to each member.
- (2) The deputy mayor is to be allocated a seat in the council chamber next to the fellow ward representative of the deputy mayor.
- (3) Each member must occupy his or her allocated position when present at a meeting of the council until the council decides to reallocate positions.
- (4) The Council may, at any time, reallocate a seat in the Council Chamber to each member.
- (5) The CEO is to sit immediately to the right of the mayor
- (6) For the avoidance of doubt, a member must not sit in the public gallery during a meeting.

4.3 Distinguished visitor seating

If a distinguished visitor is present at a meeting of the Council, the presiding person may invite that person to sit beside the presiding person or at the meeting table.

4.4 Media attendance and seating

Media representatives are permitted to attend meetings of the Council and be seated in that part of the Council Chamber or meeting room that may be set aside for their use, but must leave the meeting during any period when the meeting is closed to the public.

4.5 Members who wish to speak

A member who wishes to speak at a council or committee meeting –

- (1) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the council or committee; and
- (2) when invited by the presiding member to speak, and unless otherwise determined by the council or committee, must address the meeting through the presiding member.

4.6 Order of speakers

- (1) At a council meeting, where 2 or more members of the council indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.
- (3) A decision of the presiding member under this clause is not open to discussion or dissent.

4.7 Members not to interrupt

A member must not:

- (a) make any noise or disturbance or converse in a loud manner whilst any other member is addressing a meeting;
- (b) interrupt another member who is speaking other than to:-
 - (i) raise a point of order;
 - (ii) to call attention to the absence of a quorum;
 - (iii) to make a personal explanation under clause 4.12; or
 - (iv) to move a procedural motion.

4.8 No reopening of discussion

A member must not reopen a discussion on any Council or committee decision, except to move that the decision be revoked or changed.

4.9 No member to cross the floor

When the presiding person is putting any motion, a member must not cross the floor, and whilst any other member is speaking, must not pass between the speaker and the presiding person or pass behind the presiding person.

4.10 Presiding person may participate in discussion

The presiding person may participate in the discussion of any motion before the meeting provided that the presiding person addresses the meeting before the right of reply is exercised.

4.11 Relevance to debate

When addressing a meeting on any motion or other business, members must confine their remarks to the motion or other business and not digress.

4.12 Personal explanation

- (1) A member must not speak at any meeting, except on the matter then before the Council, unless it is to make a personal explanation.
- (2) A member wishing to make a personal explanation of matters referred to by any other member then speaking, is entitled to be heard:
 - (a) immediately if the member then speaking consents at the time; or
 - (b) at the conclusion of the speech if the member then speaking declines to give way.
- (3) A member of the Council permitted to make a personal explanation must confine comments to a succinct statement relating to a specific part of the former speech that may have been misunderstood and the member is not to refer to matters not strictly necessary for that purpose and is not to seek to strengthen his or her former argument by adding new matters or by replying to other members.

4.13 Ruling on questions of personal explanation

The ruling of the presiding person on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

4.14 Point of order

- (1) A member may direct the presiding person's attention to a breach of this local law by any other member and is to specify the grounds of the breach.
- (2) A member expressing a difference of opinion with, or contradicting, a speaker is not to be recognised as raising a point of order.
- (3) The presiding person is to decide all points of order and the decision of the presiding person is final unless in any particular case, the council then resolves that a different ruling is to be substituted for the ruling given by the presiding person.

- (4) A motion, amendment or other business ruled to be out of order, is to be no longer discussed and requires no resolution.
- (5) Where anything said or done by a member is ruled out of order, the presiding person may require the member to make an explanation, retraction or apology as the case may be.

4.15 Preservation of order – Council members

- (1) The presiding person is to preserve order at all times and may call any member to order whenever in the presiding person's opinion, there is cause to do so.
- (2) Any member who acts in breach of this clause may be ruled by the presiding person to be out of order.
- (3) Where a member persists in any conduct which the presiding person deems is out of order, or refuses to make any explanation, retraction or apology required by the presiding person, then the presiding person may direct the member to refrain from taking any further part in the debate of the item, other than by recording the member's vote and the member must comply with that direction.

4.16 Prevention of Disturbance

A member or an employee:-

- (a) must ensure that hand held mobile devices are turned to silent during meetings of council and committees of council;
- (b) must only use hand held mobile devices sparingly and discreetly during meetings;
- (c) must not, during a confidential session, use hand held mobile devices other than to refer to Council meeting papers; and
- (d) if, after being warned, the member or employee acts contrary to this clause or refuses or fails to comply with a direction by the presiding member, the presiding member may request that person leave the meeting room.

4.17 Preservation of order – members of the public

- (1) Any member of the public addressing the Council is to extend due courtesy and respect to the Council and the processes under which they operate and must take direction from the presiding person whenever called upon to do so.
- (2) A person observing a meeting, must not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (3) Where a person is considered by the presiding person or the council to be in breach of sub clauses (1) or (2) the presiding person or the council

may direct the offending person to leave the meeting room and the person must immediately comply with that direction.

- (4) A person failing to comply with a direction given under sub-clauses (1) or (3) may, by order of the presiding person, be removed by the police from the meeting room.

4.18 Serious disorder

- (1) If the presiding person is of the opinion that by reason of serious disorder or otherwise, the business of the meeting cannot effectively be continued, the presiding person may adjourn the meeting for a period of not less than 5 minutes but no more than 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, having once adjourned the meeting, the presiding person is again of the opinion that the business of the meeting cannot effectively be continued the presiding person may adjourn the meeting to another date.

PART 5 – MOTIONS AND AMENDMENTS

5.1 Recommendations in reports

- (1) Where a motion, if carried, would be significantly different from the relevant written recommendation of an employee (but not a motion to only note the matter or to return the recommendation for further consideration), the written reasons are to be recorded in the minutes for that meeting.
- (2) A recommendation made by or contained in a report may, but need not be, moved.
- (3) A motion may be moved that a recommendation made by or contained in a report be referred back for further consideration.

5.2 Adoption by exception resolution

- (1) In this clause adoption by exception resolution means –
 - (a) a resolution of the council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the council resolution; and
 - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) The council or a committee may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter –
 - (a) that requires an absolute majority;

- (b) in which an interest has been disclosed;
- (c) that is a matter on which a member wishes to make a statement; or
- (d) that is a matter on which a member wishes to move a motion that is different to the recommendation.

5.3 Motions

- (1) A member proposing a primary motion or amendment must state its substance before addressing the meeting and if so required by the presiding person must put the motion or amendment in writing.
- (2) The presiding person or the meeting by resolution, may require a complicated motion to be divided into 2 or more motions.

5.4 No opposition to motions

- (1) On a motion being moved and seconded, the presiding person may then ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the presiding person may then take the vote without debate.
- (3) If a member signifies opposition to a motion, the motion shall be dealt with according to this local law.

5.5 Motions to be seconded

- (1) Subject to subclause (2) a motion or amendment is not to be discussed or put to the vote unless seconded.
- (2) A nomination to any position is not required to be seconded.
- (3) A member seconding a motion is to be taken to have reserved the right to speak on the motion later in the debate.

5.6 Withdrawing motions

A motion or amendment may be withdrawn by the mover, with the consent of the council, and no member is to speak on it after it has been withdrawn.

5.7 One motion at a time

Only one motion is to be debated at any one time.

5.8 Limitation on members speaking

- (1) Only the mover of a motion or an amendment may speak twice on the same motion or the same amendment.
- (2) The mover of a motion or an amendment:

- (a) is to speak to that motion or amendment first, after it has been seconded; and
 - (b) has the right of reply and in exercising that right is to confine the reply to previous speakers' comments and not introduce any new matters.
- (3) A member must not speak on any motion or an amendment after the mover has replied.
- (4) A member may only speak on a motion or an amendment, or reply, for a period of 5 minutes, unless an extension of time is granted by the council by simple majority without debate, but is not to exceed 10 minutes in total.
- (5) The council may suspend the operation of this clause during debate on a motion.

5.9 Questions during debate

- (1) Subject to clause 5.8 (Limitation on members speaking) a member may ask a question at any time during the debate on a motion or an amendment before the mover of the motion or amendment has replied.
- (2) A member who asks one or more questions will not be taken to have spoken on the matter.

5.10 Amendments

- (1) A member may move an amendment to a primary motion, at any time during debate on the motion, except:
 - (a) when the mover has been called by the presiding person to exercise the right of reply; or
 - (b) during debate on a procedural motion.
- (2) A member who wishes to move an amendment -
 - (a) is to state the substance of the motion before speaking to it; and
 - (b) is to put the amendment in writing; if –
 - (i) in the opinion of the presiding member, the amendment is significantly different to the relevant written recommendation of a committee or an employee (including a person who, under a contract for services with the City, provides advice or a report on the matter); or
 - (ii) he or she is otherwise required to do so by the presiding member.
- (3) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

- (4) Every amendment is to be relevant and not negate the motion in respect of which it is moved.
- (5) An amendment to a motion is to take only one of the following forms:
 - (a) that certain words be omitted;
 - (b) that certain words be omitted and others substituted or added; or
 - (c) that certain words be added.
- (6) Only one amendment is to be discussed at a time, but as often as an amendment is lost, another amendment may be moved before the primary motion is put to the vote.
- (7) Where an amendment is carried, one further successful amendment to the primary motion, as amended, and no more, may be carried.
- (8) Where an amendment is carried, the primary motion as amended is, for all purposes of subsequent debate and subject only to sub clause (4), to be treated as a primary motion.

PART 6 – REVOCATION MOTIONS

6.1 Revocation motions

- (1) The requirements for support of a motion for revocation or change of a Council decision are dealt with in the Act and Regulations.

10.	<i>Revoking or changing decisions made at council or committee meetings - s. 5.25(1)(e)</i>
(1)	<i>If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported –</i>
(a)	<i>in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or</i>
(b)	<i>in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee,</i>
	<i>inclusive of the mover.</i>
(1a)	<i>Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.</i>
(2)	<i>If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made by an absolute majority;</i>
(3)	<i>This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.</i>
	Regulation 10

- (2) In this clause:

- (a) **“relevant meeting”**, where used in relation to a revocation motion, means:

- (i) the ordinary or special meeting specified in the notice of the revocation motion; or
 - (ii) if that meeting is adjourned before the motion is announced by the presiding person, then at the resumption of the adjourned meeting; or
 - (iii) if that meeting is closed before the motion is announced by the presiding person, then at the next ordinary meeting or a special meeting convened to consider those matters not considered prior to the closure of the meeting; or
 - (iv) if the motion is deferred by the council to another meeting of the council, then at that other meeting,

as the case may be;
- (b) **“revocation motion”** means a motion to revoke or change a decision made at a council meeting.
- (3) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.
- (4) A member wishing to move a revocation motion at a meeting of the council must give to the CEO notice of the revocation motion, which is to:
 - (a) be in writing;
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be signed by the number of members required by law to support the motion to revoke or change the decision referred to in the revocation motion;
 - (e) specify the date of the ordinary or special meeting of the council, as the case may be, which next follows the expiry of 7 clear days after the notice is given to the CEO;
 - (f) be given to the CEO not less than 7 clear days prior to the date of the ordinary or special meeting specified in the notice.
- (5)
 - (a) If, at the relevant meeting, the member who gave the notice of the revocation motion, is present, then the presiding person is to call on that member to move the revocation motion.
 - (b) If that member is not present or, being present, does not move the revocation motion when called upon to do so by the presiding person, then notwithstanding 3.16 any member of the Council may move the revocation motion.
- (6) Where notice of a revocation motion is given in accordance with the requirements of this clause, then the CEO must not implement or continue to implement, the decision the subject of the revocation motion until:

- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
- (b) no member of the council moves the revocation motion;
- (c) the motion is moved but not seconded; or
- (d) the motion is moved and seconded but is not made by the kind of majority required by law,

at the relevant meeting.

- (7) A notice of revocation motion given in accordance with the requirements of this clause is to lapse when:

- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
- (b) no member of the council moves the revocation motion;
- (c) the motion is moved but not seconded; or
- (d) the motion is moved and seconded but is not made by the kind of majority required by law,

at the relevant meeting.

- (8) Subclauses (1), (2), (3), (4) and (5) of 3.16 do not apply where the motion is a revocation motion.
- (9) For the avoidance of doubt subclauses (6), (7), (8) and (9) of 3.16 are to apply where the motion is a revocation motion.
- (10) A motion that a revocation motion be deferred is only to be carried by the decision of an absolute majority.

6.2 Voting

- (1) Voting at meetings is dealt with in the Act and the Regulations.

- | | |
|---|---|
| <ul style="list-style-type: none"> (1) (2) (3) (4) (5) | <p>Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.</p> <p>Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.</p> <p>If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.</p> <p>If a member of a council or a committee specifically requests that there be recorded —</p> <ul style="list-style-type: none"> (a) his or her vote; or (b) the vote of all members present, <p>on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.</p> <p>A person who fails to comply with subsection (2) or (3) commits an offence.</p> |
|---|---|

[Section 5.21 of the Act]

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.

6.3 Method of taking vote

In taking the vote on any motion, the presiding member –

- (1) is to put the motion, first in the affirmative, and then in the negative;
- (2) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
- (3) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member's vote; and
- (4) subject to this clause, is to declare the result.

PART 7 – PROCEDURAL MOTIONS AND MOTIONS CONCERNING BEHAVIOUR UNDER THE CODE OF CONDUCT

7.1 Permissible procedural motions

In addition to proposing a properly worded amendment to a primary motion, a member may, at the conclusion of a speech of any other member or on the conclusion of any business, move any of the following procedural motions without notice, and if seconded, the procedural motion is to be dealt with immediately:

- (a) that the motion be deferred;
- (b) that the meeting do now adjourn;
- (c) that the motion be now put;
- (d) that the meeting be now closed;
- (e) that the Council sit behind closed doors;
- (f) that the limitation on members speaking be suspended or that the limitation be resumed;
- (g) that the ruling by the presiding person be disagreed with.

7.2 No debate on procedural motions

- (1) The mover of a motion referred to in each of paragraphs (a), (b), (d) and (f) of clause 7.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

- (2) The mover of a motion referred to in paragraph (c) of clause 7.1 must not speak to the motion, the seconder must not speak other than to formally second the motion, and there is to be no debate on the motion.

7.3 Procedural motions – closing debate – who may move

- (1) No person who has moved, seconded, or spoken for or against the primary motion, or any amendment may move any procedural motion which, if carried, would close the debate on the primary motion or amendment.
- (2) At the same meeting, a member must not move more than one procedural motion, except a motion referred to in paragraph (a), (e) or (f) of clause 7.1.

7.4 Procedural motions – right of reply on primary motion

The carrying of a procedural motion, which closes debate on the primary motion or amendment and forces a decision on the primary motion or amendment does not deny the right of reply to the mover of the primary motion or amendment.

7.5 The motion be deferred – effect of motion

- (1) If a motion “that the motion be deferred” is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be resubmitted for consideration at a time and date specified in the motion.
- (2) A member who moves “that the motion be deferred” must briefly state the reasons for the deferral when moving.
- (3) A motion that the motion be deferred is not to be moved in respect of the election of a presiding person or the mayor.

7.6 The meeting do now adjourn – effect of motion

- (1) If a motion “that the meeting do now adjourn” is carried then the meeting is to stand adjourned to a time and date specified in the motion, or where no time and date is specified, to such time and date as the presiding person declares.
- (2) Where debate on a motion is interrupted by an adjournment under subclause (1):
 - (a) the debate is to be resumed at the date and time specified as required in subclause (1) and at the point where it was so interrupted; and
 - (b) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
 - (c) the provisions of clause 5.8 apply when the debate is resumed.

7.7 The motion be now put – effect of motion

- (1) If a motion “that the motion be now put”, is carried during discussion of a primary motion or amendment then the presiding person is to immediately put the matter under consideration without further debate (subject to clause 7.4).
- (2) If the motion “that the motion be now put” is lost then debate is to continue.

7.8 Meeting be now closed – effect of motion

- (1) If a motion “that the meeting be now closed”, is carried, then:
 - (a) the presiding person is to forthwith close the meeting, and no further business may be transacted; and
 - (b) any business outstanding on the agenda for that meeting is to be carried forward to the agenda for the next ordinary meeting of the Council.
- (2) If the motion “that the meeting be now closed” is carried at a meeting of the Council:
 - (a) the names of members who have spoken on the matter are to be recorded in the minutes; and
 - (b) the provisions of clause 5.8 apply when the outstanding business is resumed.

7.9 Council sit behind closed doors – effect of motion

- (1) The requirements for meetings to be open to the public and the reason that meetings may be closed are dealt with in the Act.

5.23. Meetings generally open to the public
(1) Subject to subsection (2), the following are to be open to members of the public –
(a) all council meetings; and
(b) all meetings of any committee to which a local government power or duty has been delegated.
(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –
(a) a matter affecting an employee or employees;
(b) the personal affairs of any person;
(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
(e) a matter that if disclosed, would reveal –
(i) a trade secret;
(ii) information that has a commercial value to a person; or

(iii)	<i>information about the business, professional, commercial or financial affairs of a person,</i>
	<i>where the trade secret or information is held by, or is about, a person other than the local government;</i>
(f)	<i>a matter that if disclosed, could be reasonably expected to –</i>
(i)	<i>impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;</i>
(ii)	<i>endanger the security of the local government's property; or</i>
(iii)	<i>prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and</i>
(g)	<i>information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and</i>
(h)	<i>such other matters as may be prescribed.</i>
(3)	<i>A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.</i>

- (2) The Council, in one or more of the circumstances dealt with in the Act or the Regulations, may at any time, by resolution, decide to close to members of the public a meeting or part of a meeting..
- (3) If a resolution under sub clause (2) is carried, the presiding member, in consultation with the CEO, will determine who of the CEO or any employee of the City present at the meeting, is to leave meeting.
- (4) Subject to subclause (3), the meeting is to be closed to the public until the council resolves to open the meeting to members of the public.
- (5) Upon the public again being admitted to the meeting the presiding person is to cause the motions passed by the council whilst it was proceeding behind closed doors to be read out including the details of any voting recorded.
- (6) A person failing to comply with a direction made under subclause (3) may, by order of the presiding person, be removed by the police from the meeting room.

7.10 Limitation on members speaking be suspended or be resumed – effect of motion

- (1) If a motion “that the limitation on members speaking be suspended” is carried then the operation of clause 5.8 is suspended.
- (2) If a motion “that the limitation on members speaking be resumed” is carried then the operation of clause 5.8 is no longer suspended.

7.11 Ruling by the presiding person be disagreed with – effect of motion

If a motion “that the ruling by the presiding person be disagreed”, is carried then the ruling of the presiding person about which this motion was moved, is to have no effect and the meeting is to proceed accordingly.

7.12 Motions concerning behaviour under the Code of Conduct

- (1) A motion concerning a complaint about a breach of the Code of Conduct shall –
 - (a) be moved by the member who made the complaint; or
 - (b) if the complaint was made by a person who is not a member, moved by any member.
- (2) If a motion moved under sub-clause (1) lapses for want of a mover or seconder, the complaint is taken to have been dismissed.
- (3) There is to be no debate on a motion moved and seconded under sub-clause (1).
- (4) A motion moved and seconded under sub-clause (1) cannot be amended.
- (5) If a motion under sub-clause (1) is moved and seconded then lost, the complaint is taken to have been dismissed.
- (6) If the motion moved and seconded under sub-clause (1) is carried, the person who moved the motion shall then move a motion in relation to whether further action is warranted and, if so, what action.
- (7) If a motion moved under sub-clause (6) lapses for want of a seconder, Council is taken to have determined that no further action is warranted in respect of the breach and no further motion may be moved.
- (8) If a motion moved under sub-clause (6) is seconded, subject to sub-clause (10), there is to be no debate on the motion.
- (9) A motion moved and seconded under sub-clause (6) cannot be amended other than to address comments made under sub-clause (10).
- (10) If a motion moved under sub-clause (6) is seconded, the councillor found to have breached the Code is to be provided with the opportunity to comment on the proposed action.
- (11) Any comment made by a councillor under sub-clause (10) is to be limited to whether or not they view the proposed action as acceptable.
- (12) If a motion moved under sub-clause (6) is lost, council is taken to have determined that no further action is warranted in respect of the breach and no further motion may be moved.

PART 8 – CONDUCT OF MEMBERS**8.1 Dealing with Proponents**

- (1) In this clause:

“Proponent” means a proponent of a Proposal and includes a person who represents the interests of a Proponent;

“Proposal” means:

- (a) a proposed subdivision of land;
 - (b) a proposed development of land;
 - (c) a proposal involving the exercise of discretion under a planning scheme or under a planning policy or structure plan adopted under a planning scheme;
 - (d) a proposed change to a planning scheme including a proposed change to the zoning of land; or
 - (e) a proposed change to a planning policy or structure plan adopted under a planning scheme.
- (2) This clause applies where a Proposal is, or is likely, to be considered by the council.
- (3) A member must:
- (a) not make any statements or express any views to a Proponent or a person interested in a Proposal which purports to be on behalf of the council or the City;
 - (b) be alert to the motives and interests of a Proponent;
 - (c) be aware of which person, organisation or company that the Proponent is representing;
 - (d) not give any undertaking to a Proponent or any person interested in the Proposal;
 - (e) not do or say anything which could be viewed as giving a Proponent preferential treatment;
 - (f) ensure that persons interested in a Proposal are treated fairly and consistently;
 - (g) be alert to attempts by Proponents and parties interested in a Proposal to encourage members to consider matters which are extraneous or irrelevant to the merits of the decision under consideration; and
 - (h) be careful in dealings with a Proponent or a person interested in a Proposal who is a former councillor or former employee of the City and make sure that the person is not given or appear to be given favourable or preferential treatment.

8.2 No adverse reflection

- (1) A member must not reflect adversely upon a decision of the council except on a motion that the decision be revoked or changed.

- (2) A member must not use an objectionable expression in reference to any other member.
- (3) A member may request that any words used by a member, be recorded in the minutes immediately after their use.

8.3 Withdrawal of offensive language

- (1) A member who uses an expression which, in the opinion of the presiding person:
 - (a) reflects adversely on the character or actions of another member; or
 - (b) imputes any motive to any other member; or
 - (c) is offensive or insulting,
 must, when directed by the presiding person, unreservedly withdraw the expression and make an unconditional apology.
- (2) Where a member fails to comply with a direction of the presiding person under subclause (1), the presiding person may refuse to hear the member further on the matter then under discussion and call on the next speaker.

8.4 No participation in public question or public statement time

- (1) A member must not ask a question or make a statement during public question time.
- (2) A member must not sit in the public gallery during a meeting.

PART 9 – MISCELLANEOUS

9.1 Representation on public bodies

When the council is required to appoint or nominate a member/person to a public body, written notice of the vacancy or need for the appointment or nomination is to be given to all members and the council is by resolution to determine the appointment or nomination.

9.2 Improper use of information

The improper use of information is dealt with in the Act.

5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law -

- (a) *to gain directly or indirectly an advantage for the person or any other person or*
- (b) *to cause detriment to the local government or any other person.*

Penalty: \$10 000 or imprisonment for 2 years.

Section 5.93 of the Act

9.3 Meetings of electors

The requirements for meetings of the electors are dealt with the Act and the Regulations.

5.26. Definition

In this Subdivision –

“electors” includes ratepayers.

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.28. Electors' special meetings

- (1) A special meeting of the electors of a district is to be held on the request of not less than –
 - (a) 100 electors or 5% of the number of electors - whichever is the lesser number; or
 - (b) $\frac{1}{3}$ of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the request.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice,
 of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and –
 - (a) the office of deputy mayor or deputy president is vacant; or

- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to –

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,
 whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

15. Matters for discussion at general electors' meetings - s. 5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

16. Requests for electors' special meetings - s. 5.28(2)

A request for a special meeting of the electors of a district is to be in the form of Form 1.

17. Voting at electors' meetings - s. 5.31

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

18. Procedures at electors' meetings - s. 5.31

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

Sections 5.26 to 5.33 of the Act and regulations 15 to 18 of the Regulations

9.4 Recording of Proceedings

- (1) Unless otherwise decided by the meeting;

- (a) The CEO is to ensure that an audio recording is taken of the proceedings of each meeting; and
- (b) Unless with the written authorisation of the presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.

9.5 Giving a document to a member

A person, other than a member or an employee, must not give to a member, during a Council or committee meeting or within 30 minutes before the commencement of the meeting, any correspondence or other document relating to a matter to be considered by the meeting.

9.59.6 Cases not provided for in the standing orders

Where there is no provision or insufficient provision is made in this local law, the presiding person is to determine the procedure to be observed.

PART 10 - ENFORCEMENT

10.1 Penalty for Breach

A person who breaches a provision of these Standing Orders commits an offence.

Penalty: \$5,000

3.10. Creating offences and prescribing penalties

- (1) *A local law made under this Act may provide that contravention of a provision of the local law is an offence, and may provide for the offence to be punishable on conviction by a penalty not exceeding a fine of \$5 000.*

Section 3.10 of the Act

10.2 Who can prosecute

The right to prosecute for any offence committed under this local law is dealt with in the Act
Who can prosecute is dealt with in the Act.

9.24. Commencing prosecutions

A prosecution for an offence against a local law may be commenced by -

- (a) *a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or*
- (b) *a person who is authorised to do so by the local government or regional local government that made the local law.*

Section 9.24 of the Act

SCHEDULE**PETITION OF TO THE CITY OF WANNEROO**

To the Mayor and/or CEO of the City of Wanneroo

We, the undersigned, do formally request Council's consideration (*insert details*):

Name, address and contact details of the person to which correspondence in respect of this petition should be addressed (*the **Submitter***):

The names and addresses of the petitioners are as follows:

	Full Name	Address	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				

4.17 Fraud and Misconduct Control and Resilience Policy Review

File Ref: 2410 – 21/310725
Responsible Officer: Executive Manager Governance and Legal
Disclosure of Interest: Nil
Attachments: 1

Issue

To adopt the reviewed the Fraud and Misconduct Control and Resilience Policy.

Background

The Fraud and Misconduct Control and Resilience Policy (the **Policy**) was adopted by Council in June 2014.

With the development and implementation of the Fraud and Misconduct Control and Resilience Framework (the **Framework**) (adopted by Council in March 2017), Council's policy statement was restated and adopted as part of the Framework.

Detail

A policy position in respect of control and resilience to fraud, corruption, bribery and misconduct is an integral component of the Framework as it must clearly articulate the City's commitment to a strong culture and sound governance that will safeguard public funds and property where fraud, corruption and misconduct are considered to be serious matters to which the City adopts a zero tolerance approach.

The Policy has been reviewed and is set out in **Attachment 1** with suggested minor amendments in mark-up.

Consultation

The review of the policy has been endorsed by the City's Executive Management Team.

Comment

The policy statement in the Policy shown at **Attachment 1** has not been amended other than to provide improved wording.

Other minor amendments have been made to align with the City's current prescribed policy template and to improve the wording to clearly identify that the Policy scope includes those persons engaged as contractors as well as Council Members and Employees.

The Policy is guided by the new Australian Standard 8001:2021 Fraud and Corruption Control that has only recently been updated to consider requirements for information security management systems, guidance on the roles of governing bodies and top management, and whistle-blower protection. It is noted that the Framework is currently under review and will consider the updates to the Australian Standard 8001:2021 Fraud and Corruption Control, in the context of the City's current fraud, misconduct and corruption controls.

The City's Governance team has conducted comprehensive training to all Leaders regarding the Framework as well as the delivery of a mandatory Fraud & Misconduct e-learning module for all employees.

The City has also undertaken a further fraud and misconduct risk assessment with the identified risks to be incorporated into the operational risk registers for each respective Directorate. The fraud and misconduct risk assessment is presented to the Audit and Risk Committee on a biannual basis.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 2021 – 2031:

7 ~ A well governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

7.2 - Responsibly and ethically managed

Risk Management Considerations

Risk Title	Risk Rating
Fraud & Misconduct	Moderate
Accountability	Action Planning Option
Executive Manager Governance & Legal	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 improve the existing management systems.

Policy Implications

There are no new impacts resulting from the policy review.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the marked-up amendments and ADOPTS the reviewed Fraud and Misconduct Control and Resilience Policy as set out in Attachment 1.

Attachments:

[1](#) Attachment 1 - Fraud and Misconduct Control and Resilience Policy (Review) 21/289039



Policy Manual

Fraud and Misconduct Control and Resilience Policy

Policy Owner: Governance and Legal Unit
Contact Person: Executive Manager Governance and Legal
Date of Approval: 1 May 2018 – CE03-05/18 [insert approval date and resolution]

POLICY OBJECTIVE:

To articulate the City of Wanneroo's (the City) commitment to a zero-tolerance approach to fraud, misconduct, bribery and corruption (Fraud and Misconduct) and to building resilience through the identification and implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

POLICY STATEMENT:

The City adopted In adopting a zero tolerance approach to Fraud and Misconduct, the City and will appropriately deal with address all allegations and suspected instances of Fraud and Misconduct. This includes notifying, reporting or referring any such instances to the appropriate authority for investigation and possible prosecution. The City will seek to recover any losses incurred after considering all relevant issues.

POLICY OBJECTIVE

To articulate the City of Wanneroo's commitment to a zero-tolerance approach to Fraud, Misconduct, Bribery and Corruption and to building resilience through the implementation of strategies to prevent, detect and respond to Fraud and Misconduct.

SCOPE:

The management of Fraud and Misconduct is a collective responsibility of all persons engaged or closely associated with the City in any capacity, which includes but is not limited to Council Members, Employees and contractors.

The City's 'Statement of Business Ethics' outlines the integrity and ethical standards expected by the City to ensure business relationships between the City (and its Employees), suppliers and/or service providers exhibit demonstrate the highest standards of integrity when conducting business.

DEFINITIONS:

Term	Definition
Australian Standard	AS8001-2008 – Fraud and Corruption Control
Bribe	The Offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
CCC	Corruption and Crime Commission
CEO	Chief Executive Officer



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Term	Definition
Code of Conduct	Principles, values, standards, and rules of behaviour that guide the decisions, procedures and systems of the City of Wanneroo
Corruption	Dishonest activity in which a director, executive, manager, employee, or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
Employee	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees
Fraud	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).
LGA	Local Government Act 1995
Minor Misconduct	Minor misconduct occurs if a public officer engages in conduct that: (a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or (b) involves the performance of functions in a manner that is not honest or impartial; or (c) involves a breach of the trust placed in the public officer; or (d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. (Corruption, Crime and Misconduct Act 2003)
Misconduct	Means when a public officer abuses their position and/or authority for personal gain, to cause detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)
PID Act	The <i>Public Interest Disclosure Act 2003</i> was introduced to encourage people to report wrongdoing within the State Government, local government and public universities and protect them when they do.
PID Officer	The 'Public Interest Disclosure (PID) Officer' is the person who holds the specified position as the proper authority to receive public interest disclosures within the sphere of responsibility of the public authority.



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Term	Definition
	This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the PID Act.
PSC	Public Sector Commission
Public Interest Information	<p>means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:</p> <ul style="list-style-type: none"> (a) improper conduct; or (b) an act or omission that constitutes an offence under a written law; or (c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or (d) an act done or omission that involves a substantial and specific risk of— <ul style="list-style-type: none"> (i) injury to public health; or (ii) prejudice to public safety; or (iii) harm to the environment; <p>or</p> <p>(e) a matter of administration that can be investigated under section 14 of the <i>Parliamentary Commissioner Act 1971</i>. (<i>Public Interest Disclosure Act 2003</i>)</p>
Public Officer	Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act. (<i>Corruption, Crime and Misconduct Act 2003</i>)
Public Authority	Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. (<i>Corruption, Crime and Misconduct Act 2003</i>)
Serious Misconduct	<p>Serious misconduct occurs when:</p> <ul style="list-style-type: none"> (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment. (<i>Corruption, Crime and Misconduct Act 2003</i>)

CONSULTATION WITH STAKEHOLDERS:

This Policy has been developed with assistance from and in consultation with Executive Management and Operational Management Teams, People and Culture and key employees of the Governance and Legal service unit.

IMPLEMENTATION:



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The City has adopted a Fraud and Misconduct Control and Resilience Framework (the Framework) that is aligned with the Australian Standard AS8001:2021~~08~~ Fraud and Corruption Control.

This Policy along with the Code of Conduct, the City's values ~~and~~ culture and its governance and risk management frameworks all operate in synergy to prevent, detect and respond to potential or actual ~~fraud~~ Fraud and ~~misconduct~~ Misconduct.

The Framework establishes the strategies and processes by which the City will determine specific practices, plans and procedures to manage the prevention and detection of fraudulent activities, the related investigation and, where appropriate, referral of incidents to the appropriate authorities.

Reporting Serious or Minor Misconduct

A Public Officer or any other person may report to the CCG Corruption and Crime Commission or the PSC Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct respectively. Information on reporting to the appropriate authority is available on the City's public website.

Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (which includes a local government). The legislation which governs such disclosures is the Public Interest Disclosure Act 2003 (PID Act).

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the PID Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The PID Act requires local governments to appoint a PID Officer to whom disclosures may be made. The PID Officer should be consulted when considering whether to make a disclosure. Information on public interest disclosures and the City's PID Officers are maintained available on the City's public website.

Disciplinary and Recovery Action

The City will respond to all instances of Fraud and Misconduct in accordance with its disciplinary process which may lead to termination. The City will also seek to recover any losses it may have suffered through Fraud and Misconduct.

ROLES AND RESPONSIBILITIES:

The roles and responsibilities of the CEO, Executive Manager Governance and Legal, Directors and Managers, Audit and Risk Committee, Governance and Legal Service Unit, People and the Culture Service Unit and all Employees in respect of this Policy are articulated in detail in the Framework.

DISPUTE RESOLUTION:



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All disputes in respect of this Policy must be referred to the Executive Manager Governance and Legal in the first instance, and if unresolved, to the CEO.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All Employees will need to be aware of this Policy, the Framework and its implications, together with other stakeholders, including contractors and consultants.

EVALUATION AND REVIEW PROVISIONS:

This Policy will be reviewed at least every ~~two~~ three years, however the Framework is dynamic and will be reviewed as frequently as required to ensure it is implemented appropriately and that it remains relevant to address the identified risks.

DEFINITIONS

Any definitions listed in the following table apply to this Policy only

<u>Term</u>	<u>Definition</u>
<u>Bribe</u>	The offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties
<u>CEO</u>	Chief Executive Officer
<u>Code of Conduct</u>	The documented code that sets out the principles, values, ethical standards, appropriate behaviour and accountability that guides the conduct and decisions of all Employees
<u>Corruption</u>	Dishonest activity in which a <u>council member, director, executive, manager, employee, or contractor</u> of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of "corruption" [within this standard] can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity
<u>Employee</u>	A person employed by a local government in accordance with section 5.36 of the LGA including the CEO, Directors, Managers, officers, casual and contract employees
<u>Fraud</u>	Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal purpose or the improper use of information or position for personal financial benefit. The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud' [for the purposes of this standard] (Source: AS8001:2008).



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<u>Term</u>	<u>Definition</u>
<u>LGA</u>	<u>Local Government Act 1995</u>
<u>Minor Misconduct</u>	<p><u>Minor misconduct occurs if a Public Officer engages in conduct that:</u></p> <ul style="list-style-type: none"> <u>(a) adversely affects the honest or impartial performance of the functions of a Public Authority or Public Officer, whether or not the Public Officer was acting in their Public Officer capacity at the time of engaging in the conduct; or</u> <u>(b) involves the performance of functions in a manner that is not honest or impartial; or</u> <u>(c) involves a breach of the trust placed in the Public Officer; or</u> <u>(d) involves the misuse of information or material that is in connection with their functions as a Public Officer, whether the misuse is for the benefit of the Public Officer or the benefit or detriment of another person;</u> <p><u>and</u></p> <p><u>constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. (Corruption, Crime and Misconduct Act 2003)</u></p>
<u>Misconduct</u>	<u>Means when a Public Officer abuses their position and/or authority for personal gain, to cause detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)</u>
<u>PID Act</u>	<u>Mmeans the Public Interest Disclosure Act 2003</u>
<u>PID Officer</u>	<u>The person who holds the specified position as the proper authority to receive public interest disclosures within the sphere of responsibility of the public authority. This person is designated by the Principal Executive Officer (PEO) under section 23(1)(a) of the PID Act.</u>
<u>Public Interest Information</u>	<p><u>Means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:</u></p> <ul style="list-style-type: none"> <u>(a) improper conduct; or</u> <u>(b) an act or omission that constitutes an offence under a written law; or</u> <u>(c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or</u> <u>(d) an act done or omission that involves a substantial and specific risk of –</u> <ul style="list-style-type: none"> <u>(i) injury to public health; or</u> <u>(ii) prejudice to public safety; or</u> <u>(iii) harm to the environment;</u> <p><u>or</u></p> <ul style="list-style-type: none"> <u>(e) a matter of administration that can be investigated under section 14 of the Parliamentary Commissioner Act 1971. (Public Interest Disclosure Act 2003)</u>
<u>Public Officer</u>	<u>Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or</u>



Policy Manual

Term	Definition
	other similar body established for a public purpose under an Act. (<i>Corruption, Crime and Misconduct Act 2003</i>)
Public Authority	Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. (<i>Corruption, Crime and Misconduct Act 2003</i>)
Serious Misconduct	Serious misconduct occurs when: <ul style="list-style-type: none"> (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment. (<i>Corruption, Crime and Misconduct Act 2003</i>)

RELEVANT POLICIES, MANAGEMENT PROCEDURES, DOCUMENTS OR DELEGATIONS:

[Council Member, Committee Member and Candidate Code of Conduct](#)
[Employee Code of Conduct](#)~~Codes of Conducts (Employees and Council Members, Committee Members and Candidates)~~
[Public Interest Disclosures Act 2003](#)
[Corporate Governance Framework](#)
~~Corruption, Crime and Misconduct Act 2003~~
[Enterprise Risk Management Framework](#)
[Fraud and Misconduct Control and Resilience Framework](#)
[Minor and Serious Misconduct Management Procedure](#)
[Public Interest Disclosure Guidelines](#)
[Receiving and Conducting Investigations into Allegations of Misconduct under the Corruption and Crime Misconduct Act 2003](#)~~Reporting Serious and Minor Misconduct Policy and Procedures~~
[Risk Management Policy and Framework](#)
[Gifts, Benefits and Conflict of Interest Policy and Procedures](#)
[Statement of Business Ethics](#)

REFERENCE

In developing the Policy reference has been made to relevant guidance and/or legislation as follows:

- Australian Standard for Fraud and Corruption Control (AS8001:2021~~198~~)
- ~~Australian Standard for Organisational Codes of Conduct (AS8002:2003)~~
- ~~Australian Standard for Whistleblower Protection (AS8004:2003)~~
- Australian National Audit Office – Fraud Control in Australian Government Entities
- Corruption, Crime and Misconduct Act 2003



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- Corruption & Crime Commission: Agency Misconduct Management Systems and Misconduct Resistance Framework
- Public Interest Disclosure Act 2003
- Public Sector Commission: Code of Ethics Principles Conduct Guide and Accountable and Ethical Decision Making Modules
- ~~Corruption & Crime Commission: Agency Misconduct Management Systems and Misconduct Resistance Framework~~
- ~~Public Interest Disclosure Act 2003~~

RESPONSIBILITY FOR IMPLEMENTATION:

Executive Manager Governance and Legal

Version	Next Review	Record No:
CS06-06/14	June 2016	14/145219
2 – 1 May 2018	May 2020	14/145219v2
<u>3 - TBC</u>	<u>May 2024</u>	<u>14/145219v3</u>

Item 5 Motions on Notice**5.1 Splendid Park Floodlighting Upgrade**

Item 6 Late Reports (to be circulated under separate cover)

Nil

Item 7 Public Question Time**Item 8 Confidential****8.1 Mindarie Regional Council's Resource Recovery Facility**

File Ref: 34883V02 – 21/324385

Responsible Officer: Director Assets

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

Item 9 Date of Next Meeting

The next Ordinary Council Meeting has been scheduled for 6:00pm on Tuesday, 10 August 2021, to be held at Council Chambers, Civic Centre, 23 Dundobar Road, Wanneroo.

Item 10 Closure



COUNCIL CHAMBERS SEATING DIAGRAM

SCREEN

Daniel Simms
CEO

Mayor
Tracey Roberts
JP

Mustafa Yildiz
Exec Manager
Governance & Legal



Cr Hugh Nguyen

Cr Glynis Parker

Cr Dot Newton JP

Cr Jacqueline Huntley

Cr Sonet Coetzee

Cr Natalie Sangalli

Cr Linda Aitken JP

Cr Domenic Zappa

Cr Vinh Nguyen

Cr Brett Treby

Cr Paul Miles

Cr Frank Cvitan JP

Cr Chris Baker

Cr Lewis Flood

Harmander Singh
Director Assets

Noelene Jennings
Director
Corporate Strategy

Debbie Terelinck
Director
Community & Place

Mark Dickson
Director
Planning &
Sustainability

EXIT



MICROPHONE

PUBLIC GALLERY

MEDIA