City of Wanneroo

Council Agenda

ORDINARY COUNCIL MEETING

6:00pm, 12 October 2021

Council Chambers (Level 1), Civic Centre,

23 Dundebar Road, Wanneroo

P U B L I C Q U E S T I O N & S T A T E M E N T T I M E

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

- **Public Question online form**

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

1. Time Permitted

A minimum of 15 minutes is permitted for Public Question Time at Council Meetings. If there are not sufficient questions to fill the allocated time, the Presiding Member will move to the next item. If there are more questions to be considered within 15 minutes, the Presiding Member will determine whether to extend Public Question Time. Each person seeking to ask questions during Public Question Time may address the Council for a maximum of three minutes each.

2. Protocols

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

Members of the public wishing to participate in Public Question Time at the Council Meeting are to register on the night at the main reception desk located outside of Council Chambers. Members of the public wishing to submit written questions are encouraged to lodge them with the Chief Executive Officer at least 30 hours prior to the start of the meeting (that is, by 12noon on the day before the meeting).

The Presiding Member will control Public Question Time and ensure that each person wishing to ask a question is given a fair and equal opportunity to do so. Members of the public wishing to ask a question must state his or her name and address before asking a question. If the question relates to an item on the Agenda, the item number and title should be stated.

3. General Rules

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

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

Please ensure mobile phones are switched off before entering the Council Chamber.
For further information, please contact Council Support on 9405 5000.

RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

Objective

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

Implications

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

"4 Civic Leadership
4.2 Good Governance
4.2.1 Provide transparent and accountable governance and leadership"

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

Implementation

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

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

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

Evaluation and Review Provisions

Recording of Proceedings

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

Access to Recordings

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

COMMONLY USED ACRONYMS AND THEIR MEANING

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
Act	*Local Government Act 1995*
CBP	City of Wanneroo Corporate Business Plan
CHRMAP	Coastal Hazard Risk Management & Adaption Plan
City	City of Wanneroo
CPI	Consumer Price Index
DBCA	Department of Biodiversity Conservation and Attractions
DFES	Department of Fire and Emergency Services
DOE	Department of Education Western Australia
DOH	Department of Health
DPLH	Department of Planning Lands and Heritage
DPS2	District Planning Scheme No. 2
DLGSCI	Department of Local Government, Sport and Cultural Industries
DWER	Department of Water and Environmental Regulation
EPA	Environmental Protection Authority
GST	Goods and Services Tax
JDAP	Joint Development Assessment Panel
LTFP	Long Term Financial Plan
MRS	Metropolitan Region Scheme
MRWA	Main Roads Western Australia
POS	Public Open Space
PTA	Public Transport Authority of Western Australia
SAT	State Administrative Tribunal
SCP	City of Wanneroo Strategic Community Plan
WALGA	Western Australian Local Government Association
WAPC	Western Australian Planning Commission

City of Wanneroo

Notice is given that the next Ordinary Council Meeting will be held in the Council Chambers (Level 1), Civic Centre,
23 Dundebar Road, Wanneroo on **Tuesday 12 October, 2021** commencing at **6:00pm**.

D Simms
Chief Executive Officer
7 October, 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 and I invite you to bow your head in prayer:

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

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Public Question and Statement Time

Item 4 Confirmation of Minutes

OC01-10/21 Minutes of Ordinary Council Meeting held on 7 and 14 September 2021

That the minutes of Ordinary Council Meeting held on 7 and 14 September 2021 be confirmed.

Item 5 Announcements by the Mayor without Discussion

Item 6 Questions from Council Members

Item 7 Petitions

New Petitions Received

Update on Petitions

UP01-10/21 Beach access to vehicles from Quinns Mindarie Surf Lifesaving Club from 6am Saturday, Sunday and Public Holidays during Surf Lifesaving season (PT01-09/21)

Cr Sangalli presented a petition of 127 signatures requesting Council to provide access to Quinns Beach from 6:00am on Saturdays, Sundays and public holidays for Quinns Mindarie Surf Life Saving vehicles during the contracted surf life saving season. (21/389595)

Update: A report will be presented to a future Council meeting in relation to Petition PT01-09/21 once the Noise Management Plan has been finalised by the Quinns Mindarie Surf Life Saving Club. Noise readings of the Club's vehicles will need to be assessed by Administration, and the Noise Management Plan will need to be advertised for 30 days and any submissions considered by the City.

Item 8 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 and Sustainability

Strategic Land Use Planning & Environment

PS01-10/21 Yellagonga Integrated Catchment Management Plan 2021-26 Close of Advertising

File Ref:	4409V03 – 21/215315
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider submissions made on the draft revised Yellagonga Integrated Catchment Management Plan (YICM Plan) and recommend to Council that the final draft YICM Plan be adopted.

Background

The draft revised YICM Plan is a partnership between the Cities of Wanneroo (CoW) and Joondalup (CoJ) that provides an integrated approach to the management of the Yellagonga wetlands through the implementation of a range of individual and joint projects.

The YICM Plan 2009 – 2014 was adopted by Council in November 2009 (PS01-11/09) in order to provide a 'whole of catchment' and joint approach between the CoW and CoJ for the integrated management of the Park. A revised YICM Plan 2015 – 2019 was adopted by Council on 31 March 2015 (PS09-03/15) providing an updated but consistent approach to the joint management of the Yellagonga wetlands.

The Yellagonga Catchment Working Group was formed between the two cities along with the Department of Parks and Wildlife in order to effectively coordinate all YICM Plan projects. As the timeframe of the YICM Plan 2015 – 2019 was nearing its end, the Working Group initiated the review of the YICM Plan and a new draft revised YICM Plan 2021 – 2026 was prepared.

The draft revised Plan was presented to Council at its meeting on 20 April 2021 (PS04-04/21) where Council approved the advertising of the draft revised YICM Plan for a period of 42 days. The draft revised YICM Plan was also considered by the CoJ Council at its Meeting on 20 April 2021 where it was endorsed for public consultation. The final draft YICM Plan 2021-26 was then presented to CoJ Council on 17 August 2021 where it was approved.

A copy of the draft revised YICM Plan showing recommended changes is included in **Attachment 1**.

Detail

Following closure of the public comment period a total of 13 submissions were received. Submissions generally supported the draft revised YICM Plan, however, a number of submissions proposed modifications to the Plan. Some of the submissions have resulted in

changes to the draft YICM Plan, with the more significant changes summarised below. The proposed changes to the Plan are identified in a tracked changes version included in **Attachment 1**. A summary of the key themes and issues presented in the submissions along with Administration's response is included in **Attachment 2**. A copy of all of the submissions will be available in the Council Members' reading room.

Some of the key comments can be grouped into the following categories:

Wording and Terminology

A number of submissions were received proposing changes to wording. The need for some corrections to wording in the YICM Plan identified include clarification to terminology to ensure that technical information is presented clearly and in a way that can be understood easily.

Management Framework

A number of comments raised the issue of the outdated management framework for the Yellagonga Regional Park, and the need to review the Yellagonga Regional Park Management Plan (YRPMP), which provides an overarching management framework to the Yellagonga wetlands and outlines specific conservation management measures to be undertaken in the park. The comments relating to the YRPMP are not relevant to the review of the YICM Plan.

Resourcing

Some submissions identified the need for additional funding for management activities within the Regional Park, and in particular acquiring more funding for relevant authorities to undertake weed control (primarily *phytophthora* dieback), pest management, wildlife protection, and management of pollutants and contaminants.

Water Levels and Hydrology

Submissions on the draft YICM Plan raised concerns about the potential impacts that a rise in groundwater levels would have on fringing wetland vegetation and the health of the wetlands in general. Submissions requested that the YICM Plan acknowledges uncertainty around the rate of development in East Wanneroo along with the uncertainty related to the rate and severity of climate change and its impacts.

Current and future predicted water levels were mentioned as a concern in a number of submissions. With the proposed urbanisation of East Wanneroo, ground water levels are expected to rise, leading to a corresponding rise in surface water levels in wetlands and lakes in Wanneroo, including the Yellagonga wetlands.

The District Water Management Strategy for the East Wanneroo District Structure Plan was approved in March 2021 and confirms predictions that there will be a significant rise in groundwater levels over time as a result of urbanisation. Options for the management and treatment of excess ground water are yet to be finalised and will be determined as part of the development of the East Wanneroo area. The surface water and groundwater management systems will be designed to protect wetlands and ensure there is no adverse environmental impact within the East Wanneroo area and surrounds.

Consultation

The draft revised YICM Plan was advertised for public comment from 29 April to 9 June 2021 by way of:

- Advertisement in a local newspaper;
- Display on the City's website and Facebook; and

- Letters to relevant stakeholders, including the State Government Departments and community groups.

Community groups that were engaged for feedback include:

- City of Wanneroo Environmental Advisory Committee;
- Quinns Rocks Environmental Group;
- Friends of Yellagonga Regional Park;
- Yellagonga Regional Park Community Advisory Committee; and
- Woodvale Waters Friends of Beenyup Channel Group.

Comment

Overall, submissions on the YICM Plan have been supportive, with the document recommended to be amended to reflect some of the comments. The proposed changes to the Plan are relatively minor in nature and do not alter the purpose or intent of the Plan or any of the individual projects within it. Changes include wording amendments, corrections to terminology and adding information to make reading the Plan easier, and its technical detail more accurate and clearer, particularly in relation to information pertaining to current and future groundwater and surface water levels.

Other general comments received are acknowledged, however it is not proposed that changes be made to the document as these are not considered to be within the scope and purpose of the Plan. General comments include requests for additional infrastructure, and greater community engagement.

With regards to comments pertaining to the overall management framework (and in particular the YRPMP), it should be noted that the Department of Biodiversity Conservation and Attractions (DBCA) is the primary land manager for the regional park and as such the overall management including the review and implementation of the management framework provided by the YRPMP remains the responsibility of the DBCA. Some level of complimentary management of the Yellagonga wetlands is provided by the Cities of Wanneroo and Joondalup through the implementation of the YICM Plan.

There were concerns that an outdated YRPMP may result in ineffective management of the park which could be detrimental to the health of the Yellagonga wetlands. The submissions requested that the YRPMP be reviewed and updated. It is important to note that the YRPMP and the YICM Plan, although they share general principles for the protection of the Yellagonga wetlands, are separate and unrelated documents. Administration has notified the DBCA of the communities request for the YRPMP to be updated.

While Administration acknowledges the comments regarding resourcing for the management of the Regional Park, the YICM Plan is not the instrument through which additional resourcing can be acquired for its day to day management, which remains the responsibility of the DBCA. The DBCA will be informed of the comments received pertaining to the review of the YRPMP. It should again be emphasised that the YICM Plan performs functions outside of the regular management of the Park undertaken by the DBCA, such as water quality monitoring, weed mapping, pest control, and revegetation works. These activities are all undertaken in collaboration with, and on advice from, the DBCA.

The most significant changes to the draft Plan were made in response to the issue of current and predicted future water levels. Relevant parts of the YICM Plan have been updated to reflect the predictions, in particular, sections 2.2.2 and 2.5.2 have been updated to include information on the predicted rise in water levels and their causes and potential impacts, highlighting the uncertainty associated with the proposed development of the East Wanneroo area with particular regard to water.

The potential impacts of predicted rises in water levels aim to be addressed through the 'Water Conservation Project' found in the section 4 of the Plan. The project aims to measure and monitor water levels within the Yellagonga catchment. Specific actions of the 'Water Conservation Project' have been updated to include investigations into and monitoring of water levels, investigations into maintaining desired water levels, and monitoring of wetland health in response to potential future increased water levels.

Statutory Compliance

Nil

Strategic Implications

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

"4 ~ A sustainable City that balances the relationship between urban growth and the environment

4.1 - Plan for climate change

3.1.1 Minimise impacts of climate change"

4.2 – Manage and protect local biodiversity
4.3 – Manage natural assets and resources

Risk Management Considerations

Risk Title	**Risk Rating**
Environmental Management	High
Accountability	**Action Planning Option**
Director Planning & Sustainability	Manage

The YICM Plan's individual projects are required to be updated in order to address current environmental conditions and considerations. The draft revised YICM Plan builds on the successes and lessons learnt from the previous versions of the Plan by ensuring that projects remain relevant and up to date.

Policy Implications

Nil

Financial Implications

The cost of implementing the City's projects within the YICM Plan is met by the operational budgets of the responsible service units. The scope of each individual project only includes actions that are the standard operations of the responsible service units. The City's projects are therefore not projected to have any further financial implications requiring specific budget allocations.

There are a number of joint projects that will require ongoing funding consideration. Projects that will require funding as part of the annual budget process include:

- Water Quality Monitoring Program – The annual cost of this project is yet to be confirmed, but is estimated at $35,000 (with same amount budgeted by CoJ) based on the budget allocation from previous years; and
- Local Biodiversity Project – It is estimated that an annual budget of approximately $20,000 is required to undertake work associated with the Local Biodiversity Project.

Tasks include carrying out flora surveys, weed control and revegetation and are crucial to the improvement of the wetland's health.

Detailed funding for these projects have been included as part of the annual budget process. External funding for some projects will be sought where necessary and where possible.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **NOTES the summary of submissions received and Administration's response in respect of the draft Yellagonga Integrated Catchment Management Plan 2021-26 included as Attachment 2; and**
2. **APPROVES the final draft Yellagonga Integrated Catchment Management Plan 2021-26 accepting all marked up changes, as detailed in Attachment 1.**

Attachments:

1⇩.	*Attachment 1 - Draft Revised Yellagonga Integrated Catchment Management Plan 2021 - 2026 - tracked changes*	*21/358698*
2⇩.	*Attachment 2 - Summary of Submissions with Administration Response*	*21/416907*

City of Wanneroo

City of Joondalup

~~Draft~~ Yellagonga Integrated Catchment Management Plan 2021 - 2026











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Please formally acknowledge the City of Joondalup and the City of Wanneroo if you use any of the content contained within the *Yellagonga Integrated Catchment Management Plan 2021-2026*.

Suggested citation:

City of Joondalup and City of Wanneroo, ~~2020~~2021, *Yellagonga Integrated Catchment Management Plan 2021-2026*, Perth, WA.

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ABBREVIATIONS

ASS	Acid Sulphate Soils
BAM Act	*Biosecurity and Agriculture Management Act 2007*
BC Act	*Biodiversity Conservation Act 2016*
CoJ	City of Joondalup
CoW	City of Wanneroo
DBCA	Department of Biodiversity, Conservation and Attractions
DPIRD	Department of Primary Industries and Regional Development
DWER	Department of Water and Environmental Regulation
ECU	Edith Cowan University
EPBC Act	*Environment Protection and Biodiversity Act 1999*
WAPC	Western Australian Planning Commission
YICM	Yellagonga Integrated Catchment Management
YRPM	Yellagonga Regional Park Management

EXECUTIVE SUMMARY

Yellagonga Regional Park is one of seven regional parks within the Swan Coastal Plain and is located approximately 20km north of Perth. Yellagonga Regional Park consists of a wetland chain including, from north to south, Lake Joondalup, Beenyup Swamp, Walluburnup Swamp and Lake Goollelal.[1] The Yellagonga Regional Park is an area of high ecological significance including being a Bush Forever site, having Conservation Category Wetlands, and Lake Joondalup is also a Class 'A' Reserve.

The Yellagonga Regional Park is jointly managed by the Department of Biodiversity Conservation and Attractions (DBCA), and the Cities of Joondalup (CoJ) and Wanneroo (CoW); with the DBCA being responsible for the management of the majority of the land within the Park. Land tenure is also vested with the Conservation Commission of Western Australia, the Western Australian Planning Commission, with small sections owned by private landholders; particularly within the southern extent of the Park (see Figure 2).

The Park's co-managers, the DBCA, CoJ and the CoW recognise that land use practices in the surrounding catchment, from both past and present activities, can have detrimental effects on the wetlands of the Yellagonga Regional Park, and it is the shared responsibility of the co-managers to address the threats impacting the health of the Yellagonga Catchment Area. Impacts include water quality and quantity entering the wetlands, and threats to the ecological integrity and biodiversity of the Park.

In order to maintain and enhance the amenity, recreational, educational, scientific, and conservation values of Yellagonga Regional Park, for present and future generations, the Yellagonga Integrated Catchment Management Plan (YICM Plan) was developed to provide a comprehensive and integrated approach to managing the Park and its catchment.

The YICM Plan has continued to provide strategic direction for the two Cities to implement a wide range of initiatives within the catchment of the Park aimed to conserve the ecological values of the Yellagonga Regional Park. Since the YICM Plan's initial adoption by both Cities in 2009, the Plan was reviewed, updated and adopted again in 2015 to provide the YICM Plan 2015-2019.

The latest review and update provides for the current Draft YICM Plan 2021-2026, a five-year life span allows for a comprehensive review of management actions, conservation outcomes and to assess current impacts and threats to the Yellagonga catchment. The review was undertaken in consultation with internal and external stakeholders, including the Yellagonga Regional Park Community Advisory Committee. The updated YICM Plan focuses on the management of key threats to the health of the Yellagonga wetlands in response to current environmental conditions, whist building upon the knowledge gained through the implementation of the previous versions of the Plan.

Extensive historical and technical information regarding the Yellagonga Catchment can be found in the YICM Plan 2009-2014 Part 1 Technical Report.

A range of threats to the long-term viability of Yellagonga Regional Park remain, including the drying climate trend, poor water quality, invasive flora and fauna species, bushfires, plant pathogens and their spread, urban encroachment, remaining traditional stormwater drainage, habitat degradation and fragmentation. A potential threat to Lake Joondalup is water level rises. Lake Joondalup has a natural

[1] CALM *et al.* (2003)

wetting drying cycle and permanent inundation from increased water levels poses a threat to those aspects of wetland ecology dependent on regular drying periods.~~,~~ This threat is dependent on climate change and activities which have the potential to affect ground water levels, such as the East Wanneroo development, and overland flow ~~such as the East Wanneroo development.~~ The projects within the YICM Plan aim to address these threats.

Significant progress has been achieved over the past five years through the YICM Plan 2015-2019 to address the key threats to the Park. Key achievements include:

- Ongoing water quality monitoring, which has produced reliable, long term water quality data for the catchment.
- The delivery of wide-ranging community education ~~and ecotourism~~activities and initiatives.
- Coordinated pest animal control and conservation maintenance schedules.
- The completion of flora surveys for ~~much~~ 278ha ~~of the~~ remnant ~~riparian~~ vegetation ~~around the catchment~~within the Park that have informed rehabilitation projects in key locations.
- ~~Significant r~~Revegetation works in areas identified through the flora surveys.

This updated Plan aims to build upon the extensive monitoring and ~~conversation~~ conservation management work undertaken in the Yellagonga catchment through the continued collaboration between the two Cities and the DBCA. The *Yellagonga Integrated Catchment Management Plan 2021-2026* provides the Park's co-managers with detailed direction required to manage the catchment in a sustainable manner to ensure the long-term protection of the Park for future generations.

The YICM Plan 2021-2026 will be implemented by the CoJ and CoW in partnership with the Yellagonga Regional Park key land manager, the DBCA.

1.0 INTRODUCTION

1.1 Yellagonga Regional Park

Yellagonga Regional Park is one of seven Regional Parks within the Swan Coastal Plain and lies approximately 20km north of the Perth CBD. The Park is highly utilised for a diverse range of activities including exercise, social and family gatherings at the various landscaped parks and play spaces, it's intrinsic environmental values and associated activities (such as birdwatching, wildflower spotting), and photography.

The Park holds considerable cultural significance for the Mooro Noongar people as a place of hunting, gathering, social, ceremonial and recreational purposes, with the Park named after Yellagonga; who was a leader of the Wadjuk Noongar people North of the Swan River[2]. The location of the wetlands made them an important site in seasonal camping cycles between the ocean and the Perth foothills, and between Mount Eliza (King's Park) in Perth and the Moore River to the North, part of which now forms the Yaberoo Budjara Heritage Trail starting at Neil Hawkins Park in the Park[1].

The eastern side of the Park was first settled by Europeans around 1850 and there are three sites listed on the Western Australian Heritage Register: Perry's Paddock, Cockman House, and Luisini Winery. The Sorrento to ~~Dongera~~Dongara Stock Route, gazetted in 1889, ran through the park following the track used by Yellagonga's people in their journeys to the north[1].

In order to maintain and enhance amenity, recreational, scientific, educational and conservation values of the Park for present and future generations, an integrated catchment approach has been undertaken to provide a comprehensive and integrated approach to managing the Park and its catchment.

1.1.1 Yellagonga Catchment

All water bodies, whether a wetland, lake or river, receive water from the surrounding area. This area from which water flows into the water body is known as the catchment. Effective management of a water body requires management of the surrounding catchment. Integrated catchment management is about balancing use of the land, water and biological resources within a catchment, in a sustainable manner, by encouraging co-operation and co-ordination at all levels of government, in collaboration with the whole community on management of these resources.[1]

The Park consists of a wetland chain including, from north to south, Lake Joondalup, Beenyup Swamp, Walluburnup Swamp and Lake Goollelal which are all recognised as being Conservation Category Wetlands with Lake Joondalup also being a Class 'A' Reserve.[1] By taking an integrated catchment management approach to these wetlands, the CoJ, the CoW and the DBCA recognise that activities outside of their respective management areas will impact on the ecological integrity and biodiversity of the Park and the wetlands holistically, particularly through the movement of groundwater, surface water and stormwater.

Any land use within the catchment will impact to some extent on the quality and quantity of water entering the Park's wetlands, as well as impacting on ~~floristic and faunal~~ flora and fauna communities

[2] McGuire, M. I. (1996)

within the Park. The catchment has a diverse range of current land uses comprised of residential developments, market gardens, aged care, grassland, orchards, poultry farms, horse agistment, pine tree lots, plant nurseries and various commercial developments (car yards, service stations, shopping centres *etc.*), all of which can impact on the Park.

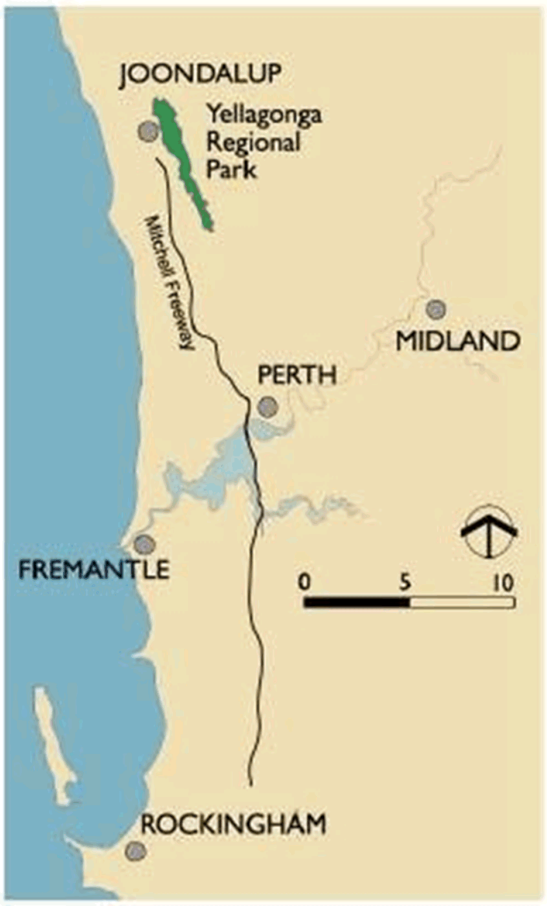


Figure 1 Location of the Yellagonga Regional Park[1]

The health of the Park and its wetlands is of high importance to both the local and wider communities as well as the stakeholders and organisations responsible for the management of the Park. The Park is identified as having significant regional value, particularly for:

- Providing habitat for flora and fauna including iconic local species such as the South-western Snake-necked Turtle (*Chelodina colliei*), Carnaby's Black-Cockatoo (*Calyptorhynchus latirostris*) and Quenda (*Isoodon fusciventer*).
- A Bush Forever site (299) registered by the Western Australian Planning Commission as containing regionally significant vegetation.
- Improving ecological function such as air quality, carbon capture, and soil health.

- Decreasing erosion, salinity, water pollution and noise pollution.
- Providing opportunity for recreational and cultural experiences.

In order to maintain and enhance amenity, recreational, scientific, educational and conservation values of the Park for present and future generations, an integrated catchment approach has been undertaken to provide a comprehensive and integrated approach to managing the Park.

1.1.2 Yellagonga Regional Park Tenure and Management Arrangements

The Yellagonga Regional Park is composed of land that is owned and managed by a number of different bodies. Lands owned by the Western Australia Planning Commission, those vested in the Conservation Commission of Western Australia, and Unallocated Crown Land are managed by the DBCA, with the CoJ and CoW having management orders over small areas of Crown Land within the Park; predominantly areas designated for recreation. There is also a small portion of land that remains privately owned with individual landholders responsible for the management of their own property.[3] The lakes themselves are managed by the DBCA.

Areas directly managed by the City of Joondalup equate to 13 hectares (Ha). These include Neil Hawkins Park (4.2Ha), Neil Hawkins Natural Area (4.7Ha), and Picnic Cove Park (4.1Ha).

Areas directly managed by the City of Wanneroo equate to approximately 50Ha. These include Studmaster Park (2Ha), Poinciana Park (2.5 Ha), Ariti Ave Foreshore (1.5 Ha), Scenic Park (10 Ha), Rotary Park (6.5 Ha), Banyandah Park and Foreshore Reserve (7.8 Ha), and Lake Joondalup Foreshore Reserve North of Rotary Park (17.3 Ha).

The balance of land is managed by the DBCA.

While the land tenure for the Park is varied (see Figure 2), the management of the Park is shared by the DBCA and the Cities of Joondalup and Wanneroo in line with the Yellagonga Regional Park Management (YRPM) Plan 2003-2013. Effective environmental management requires working beyond management borders to address the threats to the Park holistically. Management actions throughout the Park must be undertaken in a coordinated approach with the Cities working together with the DBCA to undertake work on land managed by the DBCA, in addition to the land where the Cities possess management orders.

~~In addition, T~~there are also a number of community groups, including conservation groups, who contribute to the on-ground management of the Park, in particular the Friends of Yellagonga Regional Park and the Woodvale Waters Friends of Beenyup Channel Group.

[3] CALM *et al.* (2003)

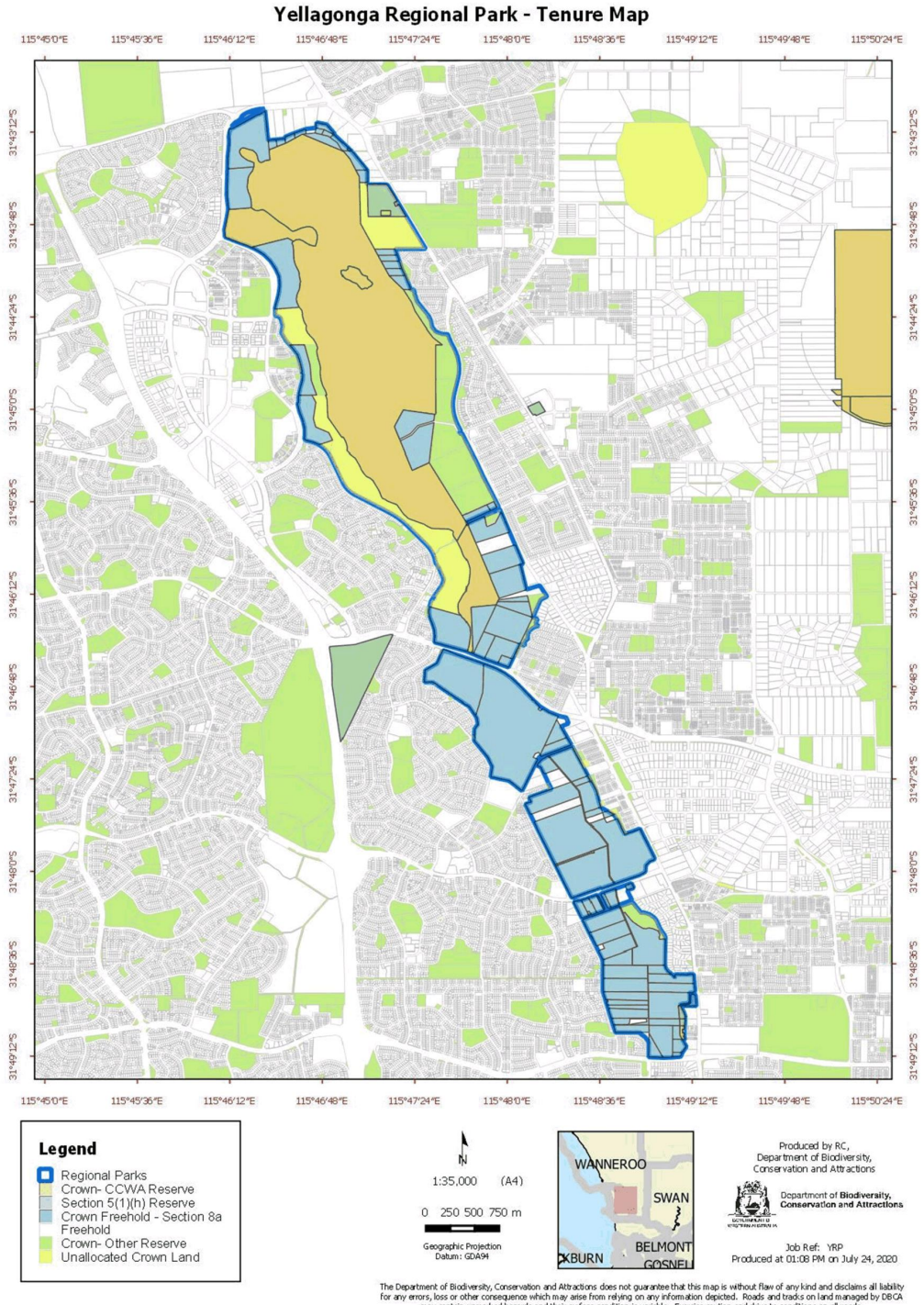


Figure 2 Land Tenure in Yellagonga Regional Park (DBCA 2020)

1.2 Background

This Yellagonga Integrated Catchment Management Plan 2021-2026 has been developed within the context of the Yellagonga Regional Park Management Plan 2003-2013 as well as the previous two versions of the YICM Plan 2009-2014 and 2015-2019. The sections below provide background information on these previous plans and how they relate to the current YICM Plan 2021-2026.

1.2.1 Yellagonga Regional Park Management Plan 2003-2013

The YRPM Plan 2003-2013 was developed by the then Department of Conservation and Land Management (now DBCA) ~~and~~ with input from the CoJ and the CoW, "*to provide broad direction for the protection and enhancement of the conservation, recreation and landscape values of Yellagonga Regional Park*". One of the 'High Priority' strategies proposed in the Management Plan was the preparation of an integrated catchment management plan which was to be consistent with the overall direction of the YRPM Plan 2003-2013.[4]

The YICM Plan 2021-2026 addresses the activities being undertaken within the catchment that affect the Park, while the management of the Park itself is guided by the YRPM Plan 2003-2013.

The YRPM Plan 2003-2013 is still considered current in its content and management strategies and therefore is still being utilised to guide the management of the Yellagonga Regional Park.

1.2.2 Yellagonga Integrated Catchment Management Plan 2009-2014

The development of the initial YICM Plan 2009-2014 and associated catchment management projects was initiated through a Partnership Agreement between the CoJ and the CoW who jointly funded the project and involved considerable input from the community and key stakeholders. This included two community workshops and the establishment and involvement of a Community Reference Group and a Technical Working Group. Key stakeholders included Friends of Yellagonga, Edith Cowan University, the then Department of Environment and Conservation (now DBCA) and the then Department of Water (now Department of Water and Environmental Regulation - DWER).

The YICM Plan 2009-2014 comprised of two parts. Part 1: a technical report on the research and information collected during the two-year planning process and provided an assessment of the health of the Park and the catchment area. Part 2: an Implementation Plan and included 18 projects to be implemented within the catchment over the life of the Plan, to mitigate the key threatening processes and issues identified within the Yellagonga Regional Park.

Substantial progress was made in implementing the YICM Plan 2009-2014 which resulted in the continued implementation of the updated YICM Plan 2015-2019.

1.2.3 Yellagonga Integrated Catchment Management Plan 2015-2019

Following the implementation and review of the YICM Plan 2009-2014 ~~a new~~an updated Plan to guide management of the Yellagonga Catchment was developed. The YICM Plan 2015-2019 built upon the progress made during implementation of the first Plan and provided further management recommendations to ensure the long-term protection of the Yellagonga Regional Park with a focus on addressing the current and future impacts of climate change. Key highlights of the YICM Plan 2015-2019 can be found in the Appendices of this document.

[4] CALM *et al.* (2003), pp.1-2

1.3 Yellagonga Integrated Catchment Management Plan 2021-2026

The updated YICM Plan 2021-2026 expands upon the successes and lessons learnt from the previous two Plans ~~before it~~ by continuing ~~with~~ projects that have proven to be of benefit to the health of the wetlands. Projects have been updated where necessary ~~in order~~ to ensure they remain relevant to the current environmental conditions of the Park and surrounding areas.

The updated Plan ensures the continued collaborative delivery of the projects that have proven to be effective in monitoring and improving the health of the Yellagonga wetlands.

1.3.1 Aim and Objectives of the Plan

The aim of the YICM Plan 2021-2026 is to provide a holistic and long-term strategic plan to improve catchment health and protect the diverse values of the Park.

The objectives of the YICM Plan 2021-2026 are:

Objective 1: To build upon the achievements, experiences and outcomes of the YICM Plan 2015-2019 and continue to implement an integrated and effective approach to catchment management.

Objective 2: To work in partnership with key stakeholders to improve catchment management and protect and enhance the ecological values of the Yellagonga Regional Park.

Objective 3: Ensure positive environmental, social and economic outcomes for the Yellagonga Regional Park and its wetlands.

Objective 4: Consider the long-term protection of the Yellagonga Regional Park with a focus on addressing the current and future impacts of climate change.

1.3.2 Scope of the Plan

The YICM Plan aims to build upon the outcomes of the previous Plan to provide a guide for continuing to implement an integrated catchment management approach for the Yellagonga Catchment Area. As such the YICM Plan 2021-2026 will:

- Continue to use the outcomes of the original community consultation process and technical review of scientific literature to inform its implementation.
- Provide a brief overview of the Yellagonga Catchment and its environmental condition.
- Outline key achievements from the implementation of the YICM Plan 2015-2019.
- Identify new and ongoing projects that continue the integrated catchment management approach.
- Provide opportunity for stakeholder and community input into the delivery of projects within the YICM Plan 2021-2026.

Responsibility for implementation of the YICM Plan 2021-2026 lies primarily with the Cities of Wanneroo and Joondalup. The DBCA is a key partner in the delivery of a number of projects within the Plan that relate to the health of ecosystems within Yellagonga Regional Park. The implementation of the Plan will be more effective if strong partnerships with other government bodies including DBCA, educational institutions and the local community are maintained.

In 2013 the Yellagonga Catchment Working Group, comprising of representatives from the Cities of Joondalup and Wanneroo and the DBCA, was established to assist communications and commitment

in working collaboratively on the YICM Plan. The Yellagonga Catchment Working Group focuses on key projects requiring collaboration from the three managing agencies and will continue ensuring the timely and effective implementation of the updated Plan.

1.4 Strategic Context

The management of the Yellagonga catchment and the implementation of the YICM Plan 2021-2026 needs to consider the strategic context in which it operates including international legislation, Federal policy and legislation, State policy and legislation, regional policy and local law and policy. Details of the relevant local, State and Federal plans and strategies are provided in Appendix 2.

2.0 YELLAGONGA CATCHMENT AREA

2.1 Introduction

The Park's catchment lies on the Swan Coastal Plain and is located approximately 20 km north of central Perth. The surface water catchment area of the Park is estimated to cover an area of approximately 4,000 hectares.[5] The catchment is linked to the Park by surface flows via drainage infrastructure and groundwater flows. The catchment encompasses land on either side of the Park located in the Cities of Joondalup and Wanneroo and includes medium to high-density residential, commercial and light industrial development interspersed with green areas. Lakes Joondalup and Goollelal, and the swamps Beenyup and Walluburnup, are the receiving aquatic environments for water from this catchment via surface and groundwater flows.

Climate of the Swan Coastal Plain is described as Mediterranean, characterised by long hot dry summers and a shorter period of wet winter months. The annual mean maximum temperature is 24.8°C and the annual mean minimum temperature is 12.8°C. The hottest months are January (average of 31.2°C) and February (average of 31.6°C). The mean annual rainfall is 733.2mm with the wettest months being June (127.8mm) and July (144.5mm).[6] (data collected from the Perth Airport weather station, 1944 – 2019).

Soils and geology of the Perth metropolitan north-west corridor have been described by McArthur and Bartle (1975-76). They describe the Park and catchment as lying over quaternary deposits known as the Spearwood Dune System, which presents as a low hilly and undulating landscape. The wetlands and surrounding catchment lie predominantly over Spearwood sand with some areas of Karrakatta limestone and Karrakatta sand. The Spearwood sands consist of some limestone outcrops with shallow brown soils and the Karrakatta limestone is characterised by bare limestone or shallow siliceous or calcareous sand over limestone. The Karrakatta sand is yellow, and limestone usually lies beneath this layer.[7]

A brief outline of the features of the Yellagonga Catchment and Regional Park are detailed below. Full details of the key components of the Yellagonga Catchment can be found in the YICM Plan 2009-2014 Part 1 Technical Report.

2.2 Hydrology

2.2.1 Groundwater Flow and Levels

Groundwater flows from northeast to southwest across the Swan Coastal Plain towards the Indian Ocean.[8] Inputs into the groundwater from land uses many kilometres to the east could eventually see impacts on the Park's wetlands. While a groundwater catchment boundary has not been fully defined, strategies can still be developed to address potential land use impacts on groundwater - particularly given the high groundwater recharge rates found on the Gnangara Mound. The highest recharge rates occur over the Gnangara Mound, and range from 15-20 percent, reaching as high as 40 percent

[5] Ove Arup and Partners (1994)
[6] Bureau of Meteorology (2019)
[7] McArthur and Bartle (1975-76)
[8] Department of Environment (2004)

of rainfall as total net recharge,[9] which highlights the rapidity that any contaminants from land use over the Gnangara Mound may leach to groundwater.

Steep groundwater gradients occur to the east and west of the lake system and are steepest on the west side of the wetland system, becoming shallow heading west towards the ocean.[10] Given the relatively slow rate of groundwater flow, residence time of groundwater has implications for pollutant concentrations held within the lake systems.

2.2.2 Surface Water

Wetlands on the Swan Coastal Plain are generally surface expressions of an unconfined aquifer with water levels reflecting the rising and falling groundwater levels.[11] In the past, Lakes Joondalup and Goollelal have fluctuated and followed natural cycles of drying and filling, displaying patterns of long-term seasonal fluctuations according to climatic conditions.[12] However ~~in more recent times~~, Hamann (1992) suggests the wetlands are not exact surface expressions of the Gnangara groundwater system due to seasonal fluctuations in wetland depth that does not match seasonal changes in the groundwater table. The research has suggested that since urbanisation post 1975, an increasing volume of surface water has entered the wetlands via impervious and cleared surfaces, resulting in deeper lake systems. It is possible that ~~this trend of~~ increased overland flow will continue with further land clearing ~~and developments such as the East Wanneroo Development~~within the Yellagonga Catchment. Changes to the land use, such as urbanisation, within the groundwater and surface water catchment of the Park can also lead to groundwater level rise through ~~reduced water extraction and~~ increased recharge, reduced evapotranspiration, and reduced groundwater abstraction,[13] which could see water level rises within the Yellagonga wetlands. ~~The~~ A drying climate trend however ~~indicates that there will be~~will also impact upon water levels and could lead to reduced surface water expression from groundwater and rainfall. Figure 3 provides an indicative surface water catchment boundary and the three DWER hydrographic subcatchments for the Park.

[9] Department of Water (2008a)
[10] Congdon (1979)
[11] Allen (1976)
[12] Hamann (1992)
[13] Urbaqua (2021)



Figure 3 Indicative Surface Water Catchment Boundary 2008

Surface flow through the Park's wetlands moves from south to north, but, as this habitat is now separated by roads dividing it into three sections; culverts and tunnels have been constructed to enable the surface water flow to mimic the natural hydrological regime. Water drains from Lake Goollelal into Walluburnup Swamp via a culvert under Hocking Road and Whitfords Avenue and flows north into Beenyup Swamp. Ocean Reef Road bisects Lake Joondalup into north and south sections. Flow between the two sections only occurs during the winter months via a culvert. There is no surface outflow from this wetland chain, but outflow occurs via groundwater in an east to west direction.[14]

2.2.3 Drainage

In a natural system, rainfall would infiltrate directly to groundwater with limited overland flow to wetlands. However, urbanisation has resulted in constructed roads and other impervious surfaces with traditional piped drainage networks and altered topography causing a significant alteration to the natural hydrological regime. For the Park's wetlands urbanisation has resulted in increased surface water run-off through drainage networks, bringing with it polluted water.[15]

In the current climate of diminished rainfall, increased evaporation and a reduction in recharge to groundwater, impervious surface contributions can be viewed as vital arterial flows for many wetlands, however the wetland ecology would require uncontaminated water entering the lakes. However, increased surface water run-off could also result in high water levels impacting on the natural wetting-drying cycle.

2.2.4 Stormwater Drains

Stormwater drains are known to contribute significant nutrient loads into wetlands. There are 36 drainage outfalls into the Park, including piped outfalls, swales, sumps, and constructed wetlands. The CoW manages 22 drains, and the CoJ manages 14. Main Roads Western Australia also manages drains and sumps along Wanneroo Road. Several of these drains feed directly into CoW drains, which eventually lead into the Park's wetlands.

The CoJ upgraded all outfalls within the City's boundaries that discharged directly into the Yellagonga Wetlands prior to the YICM Plan 2009-2014. This involved redirecting outfalls away from the wetlands with filtering systems. Although the remaining stormwater catchment points are sumps that do not discharge directly into the Park's wetlands, the City has identified the upgrade of these sumps in the Stormwater Drainage Program – Sump Beautification Program to consider best environmental outcomes.

The CoW commenced the retrofitting of stormwater infrastructure in 2009, beginning with the Wangara Industrial Area. Further investigations into the most viable upgrades to the stormwater infrastructure have commenced and will be undertaken over the next few years.

[14] Ove Arup and Partners (1994)
[15] Kobryn (2001)

2.3 Water Quality

2.3.1 Pollutants

Contaminants such as heavy metals, surfactants, hydrocarbons, nutrients, suspended solids, litter and pesticides are common substances in urban wetlands.[16,17,18] Pollutants and contaminants enter the Park's wetlands via stormwater run-off, groundwater flow and, to a lesser extent, rainfall.

Key water quality issues arising from pollutants that can impact on the Park's wetlands include:

- Nutrient enrichment resulting in eutrophication, algal blooms and midge outbreaks.
- Pollutants from toxicants (heavy metals, petroleum products, pesticides and herbicides, industrial and household chemicals) can cause compromised immune systems for wetland fauna, mutations, hormone disruption, reproductive interference, poisoning, injury, and death.
- Pollutants bound to sediments can be re-released in water leading to the mobility of these contaminants throughout food chains with unknown effects of bioaccumulation on wetland fauna. For example, heavy metals are mobilised under acidic conditions.
- Sedimentation and suspended solids reduce light penetration leading to restricted plant growth and smothering of flora and fauna.
- Litter is unsightly and can reduce light reaching some plants, with unknown effects of dyes and chemicals from printed materials, and possible choking / ingestion hazards for some wetland fauna such as freshwater turtles, macroinvertebrates and avian fauna.

The legacy issues of past land uses are considered to have an ongoing adverse impact on the Park's wetlands; these include market and commercial gardens, poultry industries and septic tanks (See Figures 4 and 5).

The Wangara Industrial Area is a current land use that may potentially have an adverse impact on the water quality of the Park's wetlands. Untreated stormwater has been draining into a compensating basin (the Wangara Sump) on the boundary of Walluburnup Swamp; though initial analysis through the Water Quality Monitoring and Improvement Program indicates the Wangara Sump is unlikely to be a major source of contaminants into the wetlands. The stormwater drainage infrastructure in this industrial area is in the process of being retrofitted to filter and redirect stormwater away from the Yellagonga Wetlands. Other present land uses include market gardens, septic tanks, diverse commercial uses, residential areas and the high use major and minor roads, which surround the Park. Some drainage subcatchments accommodate significantly more potentially polluting land uses than others as indicated in Figure 7. Pollutants potentially arising from these land uses can also enter the Yellagonga wetlands via groundwater movement.

[16] Davis *et al.* (1993)
[17] Bunny and Mouritz (1995)
[18] Whitely (2004)

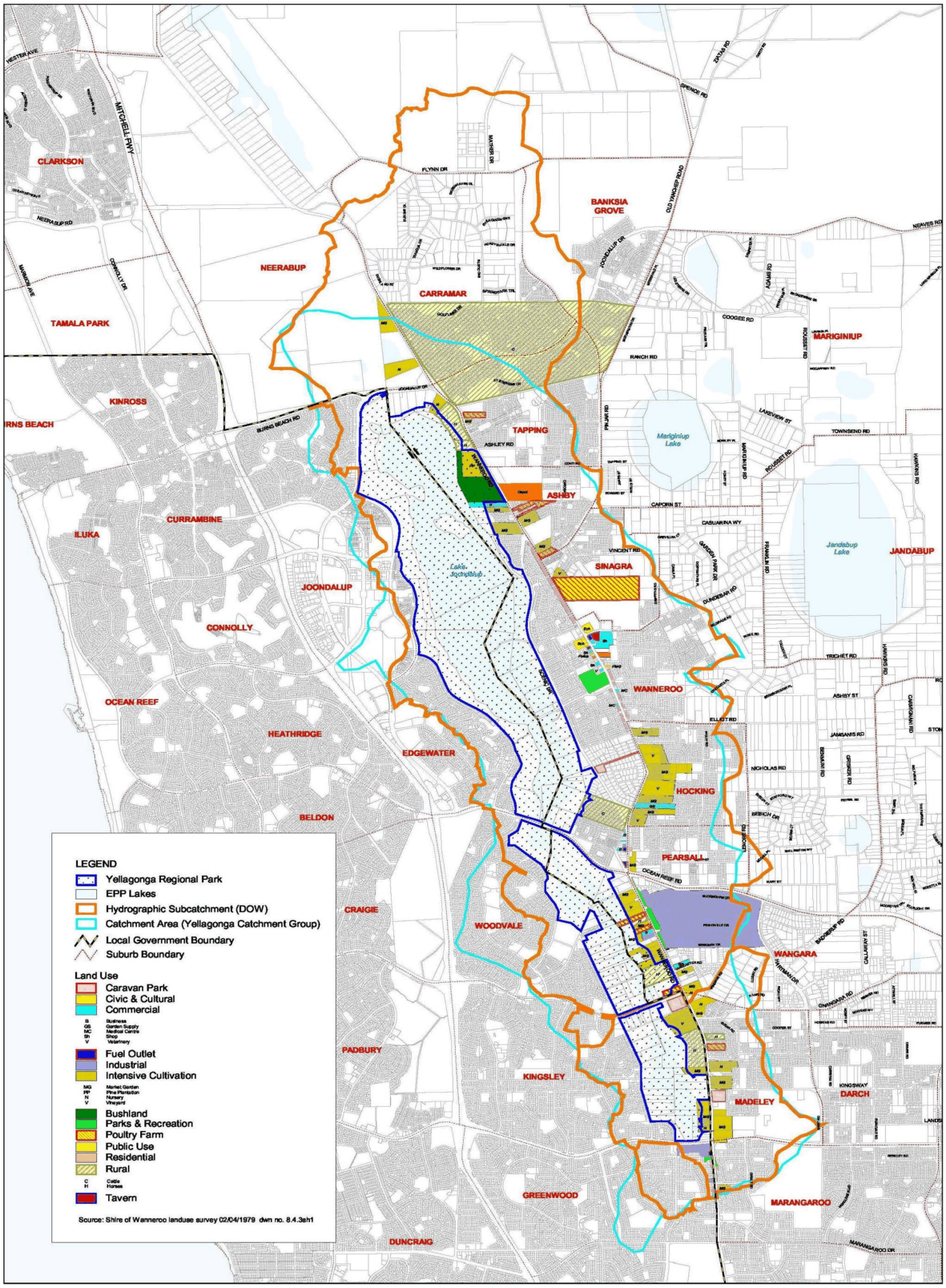


Figure 4 Past Land Uses to the East of Yellagonga Regional Park in 1979

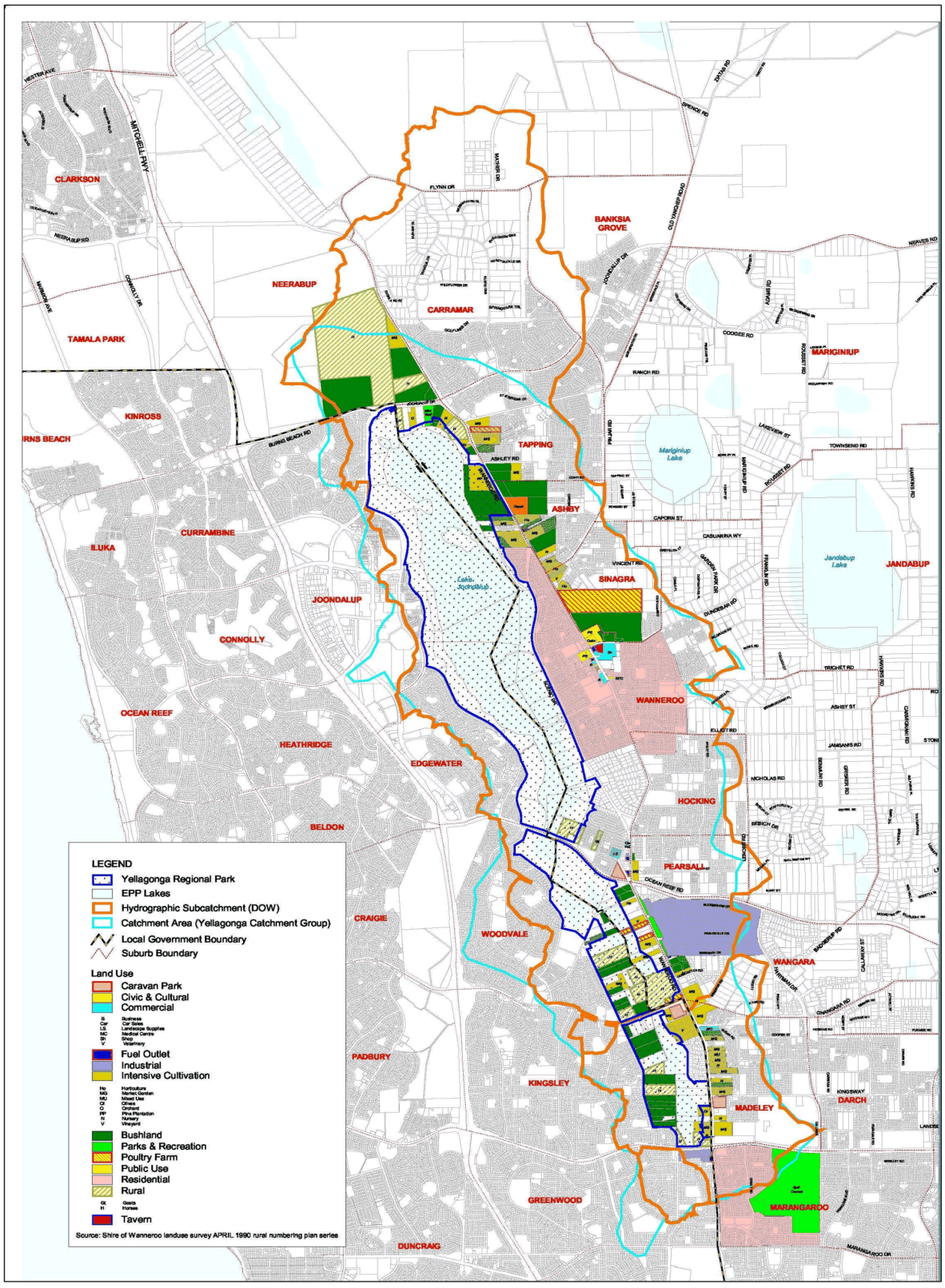


Figure 5 Past Land Uses to the East of Yellagonga Regional Park in 1990

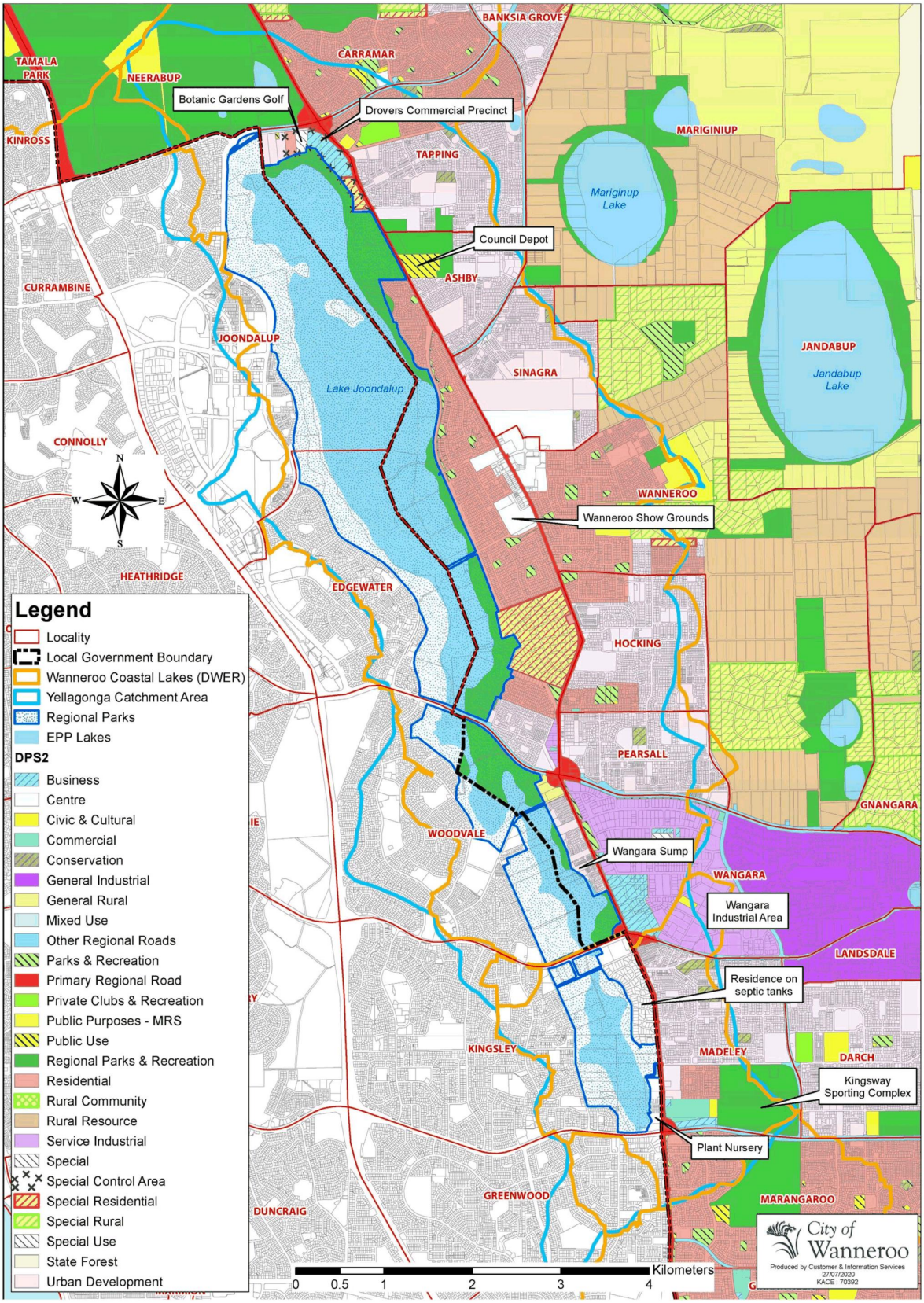


Figure 6 Current Land Uses to the East of Yellagonga Regional Park (2020)

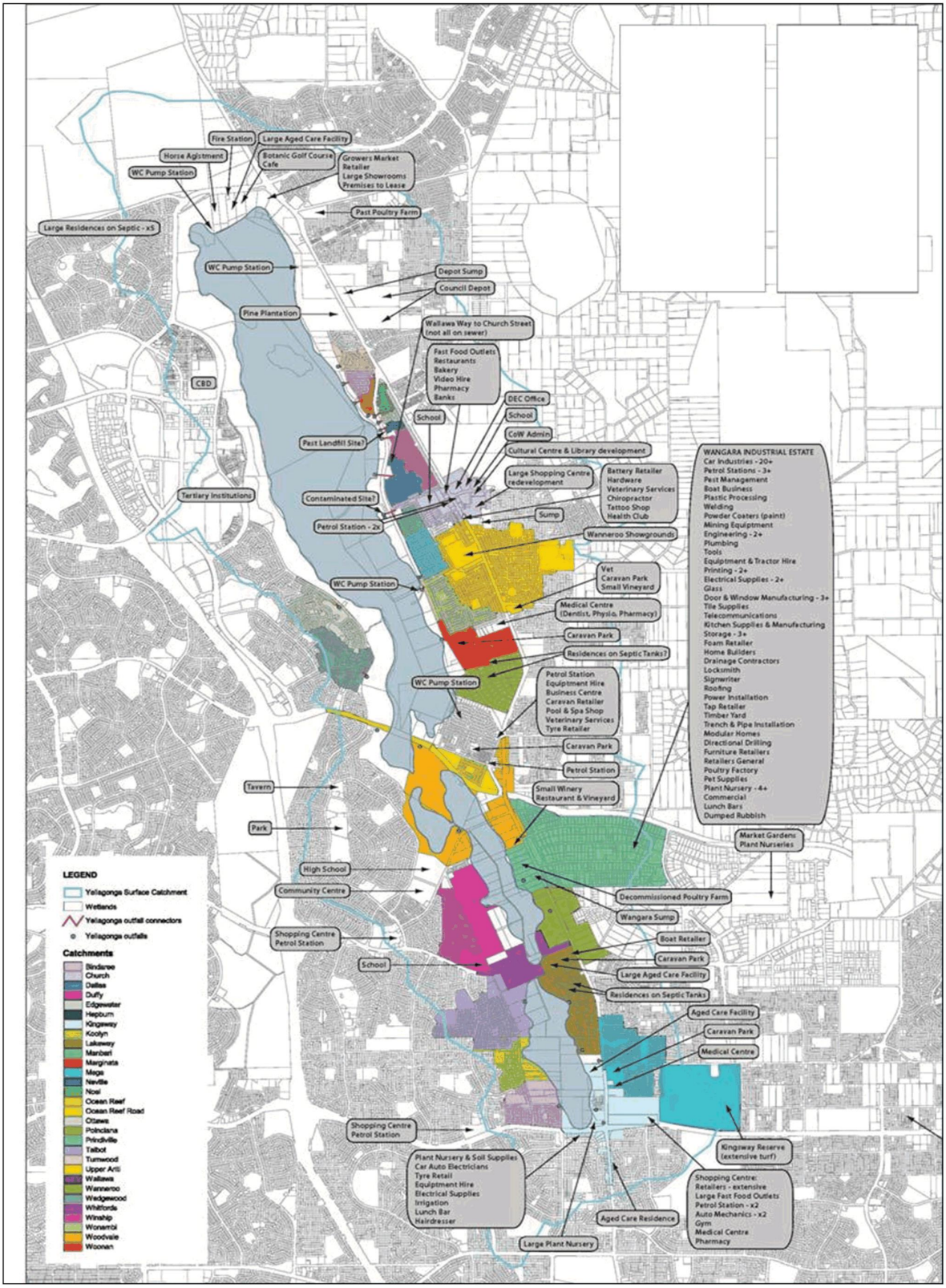


Figure 7 **Drainage Sub-catchments in the Yellagonga Catchment Mapped 2008**

2.3.2 Monitoring

Research and monitoring programs of surface and groundwater quality have been undertaken in the Park and in the surrounding catchment by the Edith Cowan University (ECU) Mine Water and Environment Research Centre (MiWER), since the initial implementation of the YICM Plan 2009-2014 which included the Water Quality Monitoring Program and the Midge Steering Group Partnership Research projects.

Ongoing monitoring and research have continued to indicate high concentrations of nutrients and heavy metals in the surface and groundwater of the Yellagonga Wetlands that have exceeded the Australian and New Zealand Environment Conservation Council guideline values (risk to environment). Groundwater has been identified as a major source of nutrients and some metals into the wetlands, particularly through Beenyup Swamp.

The source of metals around a drain site north of Whitfords Avenue has been identified as being from acid sulphate soils, as well as from Lake Goollelal where low water levels have resulted in some acidification of the Lake's sediments.

On the ground initiatives have commenced following recommendations from the ECU MiWER including site specific acid sulphate soil investigations and revegetation works within the riparian zone of the wetlands.

The ongoing implementation of the Yellagonga Water Quality Monitoring Program is included within the YICM Plan 2021-2026 to continue to provide consistent and comprehensive water quality data, analyses and recommendations upon which sound management decisions can be made.

2.4 Biodiversity

2.4.1 Flora

The vegetation communities within the Park have been identified as nine wetland communities (consisting of sedgelands, woodlands, open and closed forests) and five dryland communities (consisting of open and closed forest as well as woodlands). Much of the remnant vegetation has been altered with only a small area of *Melaleuca rhaphiophylla/Eucalyptus rudis* closed forest community in the northern-most section of the Park, identified as in 'Pristine' condition (according to the Keighery Scale 1994) by Regeneration Technology in 2002 ~~in the northern-most section of the Park, found in the *Melaleuca rhaphiophylla/Eucalyptus rudis* closed forest community~~, however, more recent surveys undertaken in 2015 by Eco Logical Australia identified these areas as 'Excellent' indicating a decline in vegetation condition. Weeds remain a key threat in the Park.[19]

Three types of emergent vegetation exist within the Park: *Baumea articulata, Schoenoplectus validus,* and the Giant Reed *Typha orientalis* (Typha). ~~, which was~~Typha, ~~previously considered an introduced species was reclassified as being native to Western Australia by Keighery and McCabe in 2015.~~ Typha is capable of aggressive invasion and can transform wetland ecosystems largely as a result of landscape modifications.[20]~~; a~~Altered hydrology to permanently wet and increased nutrient flow benefit Typha over other native sedges which prefer lower nutrient levels and seasonal drying.[20]~~.~~ Typha can rapidly change nutrient levels and water levels and flow, requiring active management to prevent it from becoming a weed.[20]~~.~~

[19] Regeneration Technology (2002)
[20] Keighery, G (2016)

A clearing permit or exemption is required to undertake Typha control within its natural range, however exemptions under Schedule 6 Clause 3 of the *Environmental Protection Act 1986* (EP Act) allow the DBCA (including volunteers, and contractors) to undertake control works on DBCA managed land, such as in the Yellagonga Regional Park without requiring a permit. [21] [22] [23]

Fringing vegetation around the wetlands is fragmented, with some decline in *Eucalyptus rudis* and *Melaleuca rhaphiophylla* observed at Lake Goollelal as well as Lake Joondalup[24]. In 2021 a marked decline in the health of fringing *Melaleuca rhaphiophylla* at Lake Joondalup was observed, possibly due to a prolonged period of high water levels from 2017 onwards, but this needs further investigation. Weed invasion is also evident in the understorey of the wetlands' fringing vegetation, such as the highly invasive introduced grasses Kikuyu (*Pennisetum clandestinum*), Buffalo (*Stenotaphrum secundatum*) and Couch (*Cynodon dactylon*).[25] (see section 2.5.3 for more details on weeds).

A high proportion of the dryland vegetation that once surrounded the Park has been cleared for past and existing land uses such as agriculture and residential development. Tuart-Jarrah-Marri (*Eucalyptus gomphocephala - Eucalyptus marginata - Corymbia calophylla*) open forest exists as a patchy distribution in the west with some open forest to the north east of Lake Joondalup, with scattered Tuarts to the east of Walluburnup and Beenyup Swamps and northeast of Lake Goollelal. Banksia, Jarrah and Marri exists in an open forest along much of the south-eastern shore of Lake Joondalup with large areas cleared for recreational landscape along the eastern shores of Walluburnup and Beenyup Swamps and Lake Goollelal.[26]

Indicative DBCA Threatened Ecological Community distribution mapping from 2019 shows areas of the Park are likely to contain *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) listed Threatened Ecological Communities (TEC), including: Banksia Woodlands of the Swan Coastal Plain, listed Priority 1 in WA and Endangered TEC under the EPBC Act, in patches of the eastern and southern areas of the Park, and Tuart (*Eucalyptus gomphocephala*) woodlands of the Swan Coastal Plain, listed Priority 3 in WA and Endangered TEC under the EPBC Act, in patches along the western side of the Park.

No Threatened flora species (Declared Rare Flora) or Priority flora species were recorded in the flora surveys conducted in 2015, 2016, and 2017 under the YICM Plan 2015 – 2019.

2.4.2 Fauna

A formal register of fauna in the Park does not currently exist as no Park wide detailed fauna survey has been conducted, however, within the surface water catchment area at least seven sites with threatened fauna have been identified and others further east of the boundary have been listed by the DBCA. Two sites ~~have been identified~~ with threatened fauna have been identified within the Park.

Through the Atlas of Living Australia data base (accessed ~~2019~~2021) seven snake species have been identified within the Park including the Tiger Snake (*Notechis scutatus*), Carpet Python (*Morelia*

[21] Keighery, G. (2016)
[22] DBCA (2019)
[23] CALM *et al.* (2003)
[24] Department of Water (2008b)
[25] CALM *et al.* (2003)
[26] Regeneration Technology (2002)

spilota) and Dugite (*Pseudonaja affinis*)[27]. Fifteen lizard species (including Geckos, Monitor Lizards, and Legless Lizards) have also been identified such as the Australian Scincid Lizard (*Ctenotus fallens*), Bar-shouldered Ctenotus (*Ctenotus inornatus*), Yellow-bellied Skink (*Hemiergis peroni*), Burton's Legless Lizard (*Lialis burtonis*), as well as the Bobtail Lizard (*Tiliqua rugosa*).[28]

The South-western Snake-necked Turtle (*Chelodina colliei* – formerly *Chelodina oblonga*) exists within the lake systems. In temperate wetlands, freshwater turtles are top end predators and their overall health and presence is important in wetland ecology.

In surveys undertaken in 2011 Syrinx identified seven frog species including the Squelching Froglet (*Crinia insignifera*), Clicking Froglet (*Crinia glauerti*), Moaning Frog (*Heleioporus eyrei*), Western Banjo Frog (*Limnodynastes dorsalis*), Slender Tree Frog (*Litoria adelaidensis*) and the Motorbike Frog (*Litoria moorei*).[29] Five of these species were observed in 2020 in monitoring works undertaken for DWER by Bamford Consulting Ecologists.[30]

Mammals that have been recorded in the Park include the Western Grey Kangaroo (*Macropus fuliginosus*), Quenda (*Isoodon fusciventer*), Brushtail Possum (*Trichosurus vulpecula*), Short-beaked Echidna (*Tachyglossus aculeatus*) and the Native Water-rat, known as Moyitj or Rakali in Aboriginal languages (*Hydromys chrysogaster*), though no Native Water Rat activity was observed in targeted surveys undertaken by the DBCA in 2018. ~~A number of s~~Species of microbat have also been recorded including the Gould's Wattled Bat (*Chalinolobus gouldii*) and White-striped Freetail Bat (*Tadarida australis*).[31] The Western Brush Wallaby (*Notamacropus irma*) has also historically been recorded in the Park[31]. Foxes, rabbits, and feral and roaming cats are pest mammals present in the Park and are discussed in 2.6.8 Introduced Animals.[25]

Five fish species have been observed in the Yellagonga lake systems; two native, and three exotic. Native species recorded are the Swan River Goby (*Pseudogobius olorum*) and the Western Pygmy Perch (*Edelia vittata*).[32] The exotic fish being the Mosquito Fish (*Gambusia affinis*), the European Carp (*Cyprinus carpio*), and Goldfish (*Carassius auratus*).[33]

The Park is important as a summer refuge and breeding habitat for many resident and trans-equatorial migratory water bird species.[33,34] Over 120 avian species have been recorded in the Park.[33] Bekle (1997) identified at least 37 water bird species during 1991-1993 (from the families: Anatidae, Podicipedidae, Anhingidae, Phalacrocoracidae, Pelecanidae, Ardeidae, Plataleidae, Rallidae, Scolopacidae, Recurvirostridae and Charadriidae). Combined results of surveys suggest there may be a decline in water bird species utilising the Park's wetlands. In addition to the water bird species found in the Park, there were 47 species of terrestrial birds identified in the park by Bamford and Bamford (1990).

Kinnear and Garnett (1997a) identified 121 macro-invertebrate taxa excluding the segmented worms (Annelida). The dominant groups were the ten-legged animals (from the order Decapoda such as shrimps and the small crustaceans) and true flies (from the order Diptera such as midges).

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[27] Atlas of Living Australia (2019)
[28] Atlas of Living Australia (2019)
[29] Syrinx (2011)
[30] Bamford Consulting Ecologists (2021)
[31] CALM *et al.* (2003)
[32] WAWA (1995)
[33] CALM *et al.* (2003)
[34] Bekle (2007)

Considerable variability was found in distributions of macro-invertebrates throughout the wetlands, both spatially and temporally, but the greatest diversity and abundances of macro-invertebrates were typically found at South Lake Joondalup and Beenyup Swamp. In the annual ~~spring~~ macroinvertebrate monitoring conducted in spring for the DWER a decline in the number of Families was seen at Lake Joondalup in 2018 and 2019, with only nine and eleven Families recorded, respectively, (compared to the mean spring richness of 24 Families).[35] ~~.~~ The surveys found a near complete lack of insects and beetles for these years. In 2020, the number of Families increased with 23 recorded, including a number of insect and beetle taxa absent in 2018 and 2019.

2.5 Threatening Processes

2.5.1 Climate Change

Current Climate Change

The climate of south-west Western Australia has been undergoing significant change in recent decades. These changes include increased temperatures, increase in sea levels, decrease in rainfall, more intense storm events and increased storm surge.

The long-term trend in temperature for south-west Western Australia has been increasing over the past century, with the rate of warming higher since 1960[36]. In 2019 the mean annual temperature for Perth was 1.8°C above the long term (1961-1990) average and was the warmest year on record (since 1944)[37].

There have also been greater temperature extremes. The mean number of days over 35°C between 1944 and 2014, was 27.5, between 1981–2010 it was 28.5 and in 2019 there were 37[37]. In 2019 Perth Airport recorded three consecutive December days over 40°C and doubled its previous highest number of 40°C days[38].

There is a strong drying trend between May to July over south-west Western Australia, with rainfall since 1970 around 20% less than the average between 1900 and 1969. Since 1999, this reduction has increased to around 26%[39]. In 2019 Perth Airport recorded 524.6 mm which was its fourth-driest year since records commenced in 1944 and driest since 2010[38]. These changes have already impacted on the Yellagonga catchment and as a result, management responses will have to adapt accordingly.

Future Climate Change

Climate change is expected to continue although the extent of change will be dependent on both the amount of greenhouse gases that continue to be emitted and how the environment responds. Future projections have been developed by the Commonwealth Scientific and Industrial Research Organisation (CSIRO) and Bureau of Meteorology (BoM) which indicate that for the south-west of Western Australia temperatures will continue to increase while rainfall decreases[36]. Further details on

[35] Lette and Horwitz (2021)
[36] Hope *et al.* (2015)
[37] BoM (2020a)
[38] BoM (2020b)
[39] BoM, and CSIRO (2018)

these projections are provided in Table 1.

Table 1 Future Climate Change Projections for south-west Western Australia (Adapted from Hope *et al.* 2015)

2030	2090
0.5 – 1.2°C TEMPERATURE	1.1 – 2.1 °C TEMPERATURE (intermediate emissions scenario) 2.6 – 4.2 °C TEMPERATURE (high emissions scenario)
EXTREME HEAT DAYS at a similar rate to mean temperature with a substantial increase in the temperature reached on hot days, the frequency of hot days, and duration of warm spells	
15% WINTER RAINFALL	30% WINTER RAINFALL (intermediate emissions scenario) 45% WINTER RAINFALL (high emissions scenario)
INTENSITY OF EXTREME RAINFALL EVENTS (medium confidence) Time spent in DROUGHT over the course of the century (high confidence)	
CLIMATE CHANGE will result in harsher fire weather climate in the future (high confidence)	

Climate Change Impacts

Predicting the exact scale and nature of climate change at a local level and the resulting impacts is challenging and will depend on the response of local climate systems and the level of future greenhouse gas emissions. The Yellagonga wetlands are situated within the south-west corner of Western Australia, a global biodiversity hotspot and an area particularly vulnerable to climate change.

Expected climate change impacts for the Yellagonga wetlands are summarised in Table 2 adapted from the 2011 Report Card on Climate Change and Western Australian Aquatic Ecosystems developed through the National Climate Change Adaptation Research Facility.[40]

[40] NCCARF (2011)

Table 2 Expected Climate Change Impacts and Potential Ecological Consequences for Yellagonga Wetland (Adapted from NCCARF, 2011)

Key Stressors	Anticipated Physical and Chemical Changes	Potential Ecological Consequences
Reduced rainfall Reduced runoff Declining groundwater Increased temperature Changes to seasonality	Reduced water entering aquatic ecosystems via rain, surface runoff or groundwater inflow. Less internal water movement. Increased average and maximum water temperatures. Increased evapotranspiration due to higher temperatures. Changes in rates of chemical processes and equilibria. Reduction in extent, depth and volume of wetlands and waterways. Permanent systems becoming more seasonal and seasonal systems becoming episodic or disappearing. Altered water regime (e.g. delayed onset of winter filling, premature drying, extended dry spells, and unseasonal rainfall due to cyclonic activity). Changes to water quality due to changing quantity and quality of inflows. Acidification through oxidation of acid sulphate soils (due to reducing water levels) and associated release of metals. Increased fire risk (frequency and intensity).	Overall reduction in biodiversity. Progressive change from aquatic to terrestrial species and habitats. Local shifts in species composition. Sensitive species may be lost due to changes in water availability, temperature, and water quality. Increase in temperature tolerant species, existing pests and exotic warm-water species. Potential extinctions of endemic species unable to cope with the rate of change, especially those with poor dispersal mechanisms or in habitats affected by human activity. Plant productivity will be affected by changes in temperature, water quality and higher CO_2 concentrations. Potential increase in algal blooms, anoxia and fish kills. Potential increase in midges and mosquitoes. Potential disruption of reproductive cycles of biota. Changes to seasonal migration triggers. Depletion of seed and egg banks. Altered nutrient and carbon cycles.

2.5.2 ~~Declining~~ Altered Water Levels

Most wetlands on the Swan Coastal Plain, including those in Yellagonga Regional Park, are groundwater-dependent ecosystems. The seasonal and longer-term fluctuations in wetland water levels reflect the fluctuations in the underlying Superficial aquifer (the water table). In turn, the Superficial aquifer responds to the seasonal and inter-annual variability in rainfall, and to impacts from groundwater ~~pumping~~abstraction and changes in land use. The drying climate and abstraction of groundwater from the Gnangara groundwater system has resulted in long-term declining groundwater levels in some parts of the system. However, in the Yellagonga Regional Park, groundwater levels have been somewhat buffered from the declines seen elsewhere, partly due to its predominantly urban setting and the additional local recharge to groundwater because of ~~the~~ urbanisation. On-going changes to land use ~~in the catchment~~ such as increased land clearing, urbanisation, ~~land clearing,~~ and a reduction in groundwater use for agriculture as a result of land use change could result in a ~~rise~~d in groundwater levels and in the surface water levels of the we~~s~~t~~a~~l~~a~~lands in the Park~~see further recharge into the system from increased surface run-off and reduced water abstraction~~.

Water levels at Lake Joondalup have increased in recent years and are currently the highest they have been since the mid-1990s. Water levels at Lake Goollelal have fluctuated over time but are currently similar to levels recorded in the late 1980s.

Both Lake Goollelal and Lake Joondalup have statutory ~~minimum water level~~environmental water provision criteria set as minimum water levels under the *Environmental Protection Act 1986*, with the DWER being the agency responsible for meeting the minimum water level criteria. The current minimum water level criteria for Lake Goollelal is 26.0mA~~D~~HD, and for Lake Joondalup is 15.8mAHD, though the DWER are proposing to raise both of these levels by 0.4m with the proposed changes to be outlined in the new Gnangara ~~G~~groundwater ~~A~~allocation ~~P~~plan, due to be released for public comment in ~~late~~ 2021. They will also require assessment by the Environmental Protection Agency before the new criteria can be implemented.

Though summer minimum levels at both lakes have improved in recent years, low minimum levels occurred at the lakes in years following very dry winters (such as those recorded in 2011 and 2016). Water quality monitoring showed an increased risk of acidification at both lakes in these years of low minimum levels. However, since 2016 these risks have abated as minimum levels have improved.

Wetland vegetation condition has been monitored every few years at Lakes Joondalup and Goollelal since the mid-1990s. The most notable change to vegetation health at the monitored sites has been the increased abundance of weed species, a common impact for wetlands in urban settings. Recent ~~monitoring by the DWER has also seen~~aerial imagery shows evidence of a decline in the health of fringing melaleucas, particularly around Lake Joondalup. The exact cause of this decline is unknown, though the prolonged high water levels may be exceeding the flood tolerance of the melaleucas.[41] [42]~~.~~

Local groundwater use near the Yellagonga Regional Park includes City irrigation of public open space, commercial irrigation for horticulture in rural areas east of the park and garden bore use by local households.

There is potential for the water levels of the Yellagonga wetlands to be ~~positively~~ impacted by planned development in East Wanneroo. Groundwater modelling projects that groundwater levels are likely to rise as a result of a combination of increased recharge from urbanisation and reduced abstraction as

[41] Congdon and McCombe (1975)
[42] WAWA (1995)

agricultural land uses begin to move out of the area. These rises have the potential to offset the impacts of reduced rainfall as a result of climate change, but also have the potential to increase water levels and cause further ecological impacts to the fringing vegetation at Lake Joondalup.

2.5.3 Weeds

Weeds are undesirable plants and include exotic plants from overseas and native Australian plants from other regions within Western Australia, or from other parts of Australia outside of Western Australia.[43] These weeds may also be known as environmental or declared weeds. Given the highly altered landscape of the Yellagonga catchment, invasion of weeds from the catchment into the Park is an ongoing problem. In addition, given the extent of weed growth in the Park, propagation of weeds from within the Park also pose a threat to the ecological integrity of the Park.

Weeds can produce structural and compositional changes to the vegetation, degrade fauna habitat, and threaten persistence of fauna within the Park. Weeds also invade disturbed habitat, dominating post-fire succession and, in turn, promote susceptibility to fire re-occurrence.

Through the flora surveys undertaken under the YICM Plan 2015-2019 weeds were prominent within most of the remnant vegetation surveyed and a number of significant weed species have beenwere identified within the Park including Bridal Creeper (*Asparagus asparagoides*) which is a Weed of National Significance, and three four species classified as Declared Pests under the BAM Act; Arum Lily (*Zantedeschia aethiopica*), Apple of Sodom (*Solanum linnaeanum*), Noogoora Burr (*Xanthium strumarium*), and One-leafed Cape Tulip (*Moraea flaccida*)[44]. Bleeding Heart Poplar (*Homalanthus novo-guineensis*), whilst not a Declared species, is a significant weed within the Yellagonga wetlands that is being targeted for control. Targeted control of priority weeds is a critical part of the on-going management of the Park.

2.5.4 Acid Sulphate Soils

Acid sulphate soils (ASS) are found naturally in the environment and are common around coastal areas, although they do occur inland. Coastal ASS are the result of historic sea level rises, in particular sea level rises during the Holocene (within the last 10,000 years), where sulphate in the seawater mixed with land sediments containing iron-oxides and organic matter forming extensive areas of iron sulfides. When these iron-sulfide rich soils and sediments come into contact with air (for example, through dewatering, excavation, lowered water table *etc.*), the iron sulfides react with water and oxygen to form iron compounds and sulfuric acid.[45]

In Western Australia, ASS typically occurs in water-logged conditions with soil types that include peat, pale grey Bassendean/Spearwood sands, or coffee rock and also in dark organic rich soils/muds. Soils of the Park and catchment are described as Potential Acid Sulphate Soils, with soils around the Park predicted to be Class 1 'High Risk ASS' occurring within 3m of the soil surface.

Disturbance of ASS results in acidification of surface waters, groundwater aquifers and the soil. Acidification enhances the mobility of metals,[46] in particular, aluminium and arsenic, which are highly toxic to wetland flora and fauna with potential impacts on human health. Acidic conditions in surface and groundwater can cause damage to infrastructure such as retaining walls, boardwalks, private

[43] Keighery (2002)
[44] DPIRD (2020)
[45] DEC (n.d)
[46] Van der Welle *et al.* (2007)

dwellings as well as death of aquatic organisms in acidified wetlands.

Water quality monitoring undertaken under the YICM Plan identified that ASS likely occurs within the wetland. As a result, site specific ASS investigations were undertaken confirming their presence in the northern end of Lake Goollelal and southern region of Walluburnup Swamp. During periods of extreme low water levels and drying these areas become exposed, resulting in the formation of sulfuric acid leading to a lowering of the waters' pH and mobilisation of metals in the water body which is evident in the annual water quality monitoring. During wetter years where water levels remain at or above the preferred minimum water levels these areas are not exposed. ~~Site specific ASS investigations have been undertaken for the two Cities, with some F~~further investigation ~~likely to~~may be carried out through the Water Quality Monitoring and Improvement Program within the YICM Plan 2021-2026.

2.5.5 Plant Diseases

Plant pathogens are organisms such as bacteria, viruses, and fungi which cause disease in plants. Pathogens may be native or introduced and can be transported into and within a site through the movement of soils and plant materials [47]. The impact, and expression of pathogens differs based both on the species of pathogen and the host plant, as well as environment, and climatic condition [48].

Dieback is a disease caused by introduced soil-borne water mould species from the Genus *Phytophthora,* most notably *P. cinnamomi*, commonly referred to as 'dieback,' which destroys many Australian native plant species in forests, woodlands and heathlands and can permanently reduce local biodiversity. *Phytophthora* dieback caused by *P. cinnamomi* is listed as a key threatening process to Australian biodiversity under the EPBC Act.[49] Whilst *P. cinnamomi* has not been recorded in the Park, *P. multivora* has been identified in one area of the Park, and a total of seven species of *Phytophthora* have been recorded within the CoJ through pathogen testing undertaken under the City of Joondalup Pathogen Management Plan 2016. *Phytophthora multivora* (named for its wide host range) is generally associated with spot deaths and areas of tree decline. Plant death can be rapid or a slow decline in crown health[50].

Pathogens are spread largely by human activity and water movement, and at present, there is no means of eradication. Control of *Phytophthora* is affected by limiting its spread, utilising various methods that prevent the transfer of soil particles, for example washing/scraping footwear, vehicle tyres and using dedicated wash-bay facilities. A number of plant species have been identified in the Park as being susceptible to *Phytophthora* dieback including Jarrah (*Eucalyptus marginata*), *Banksia* spp and Grass trees (*Xanthorrhoea preissii*).

Armillaria luteobubalina (*Armillaria*), also known as 'Honey Fungus' due to its honey coloured fruiting bodies, is a soil-borne fungus which causes root rot of a wide variety of plants. Many species of native flora are susceptible to *Armillaria*, and though native to Australia, it can cause major damage to natural ecosystems; such as those found in the Park. Unlike *Phytophthora,* which is spread via soil, *Armillaria* is spread through its woody food base, predominantly through root to root contact, though it can also be spread by root fragments, tree stumps, and other infected woody materials. [51] [52] Whilst

[47] City of Joondalup (2013)
[48] Arbor Carbon (2014)
[49] Commonwealth of Australia (2018)
[50] Barber, P. (2012)
[51] Barber (2012)
[52] Forest Science Centre (2003)

Armillaria has not been confirmed within the Park through laboratory analysis, field observations at Neil Hawkins Park indicate its presence.[53]

Pathogens such as *Phytophthora* and *Armillaria* can be introduced through materials bought in for maintenance and rehabilitation activities, such as mulch, soils, and seedlings, so it is important that raw materials be sought from accredited agencies and is pathogen free, and revegetation stock be purchased from nurseries that are accredited under the Nursery Industry Accreditation Scheme.

Pathogen management within the Park is to be monitored through the Local Biodiversity Project proposed in this YICM Plan 2021-2026 in accordance with the City of Joondalup Pathogen Management Plan.

2.5.6 Bushfires

Whilst fire is a natural feature in the Australian landscape, excessive bushfires can devastate the Parks' vegetation, particularly when the frequency of bushfires reduces adequate time for natural regeneration. Bushfire can occur as a result of natural events such as lightning, though in urban areas such as the Park bushfires are more commonly the result of human activity, be it accidental, or deliberate. Human activities have increased the frequency of bushfire within urban bushland reserves such as the Park.

Past practices from Aboriginal burning may not have produced marked changes to ecosystem composition around wetlands,[54] however today, weed invasion post-fire is an ongoing issue for the Park. Weedy species are often coloniser species meaning they are the first to appear after disturbance events such as bushfire. Inappropriate bushfire regimes benefit these species and control of weeds is imperative after bushfire events to assist natural regeneration of native species. Bushfire also affects soil, which in turn may impact on water quality in wetlands.

[53] Barber (2017)
[54] Bickford and Gell (2005)

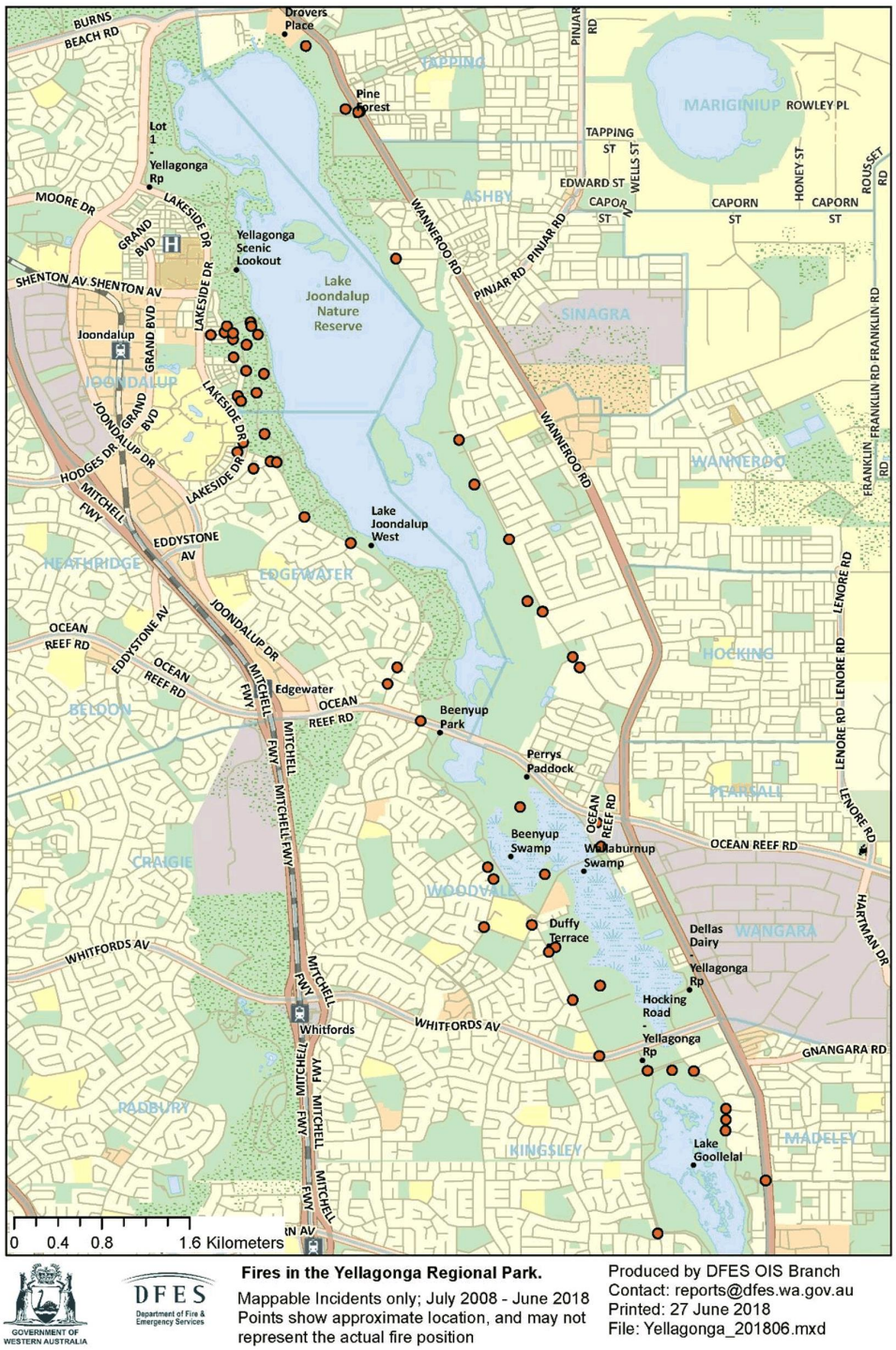


Figure 8 Fires Reported in Yellagonga Regional Park 2008 - 2018

The changing climate of the south-west of Western Australia has resulted in climatic conditions that increase the risk of bushfire. Lower Winter rainfall and increasing average temperatures have led to longer 'bushfire seasons', which also results in fewer months during which fuel reduction burns can be undertaken. Drying and warming climate trends have also resulted in an increase in the extent of the landscape that is bushfire prone.

In addition to environmental impacts bushfire can cause significant damage to people and property [55]. Under the *Bush Fires Act 1984* the responsibility of preventing bushfires falls on the managing body of that land. The Park has multiple land managers and it is important that coordinated management activities are undertaken to prevent bushfires within the Park, which includes fuel reduction burns.

Whilst bushfire management is not undertaken through the YICM Plan, the Local Biodiversity Project will report on actions undertaken within the Park. Bushfire risk management is a key responsibility for local government, including meeting legislative obligations under the *Bush Fires Act 1954* and *Emergency Management Act 2005.* The City of Joondalup undertakes a number of ongoing bushfire risk management activities within City managed bushland areas as set out within the City's Bushfire Risk Management Plan 2018-2023. Activities include, firebreak installation and maintenance, weed control (mechanical and chemical), manual fuel load reduction and strategic hazard reduction burning. The City of Wanneroo currently manages bushfire through the City's Fire Protection Officers who assess fuel loads in the City's reserves and write prescriptions and undertake prescribed burns accordingly. The DBCA are responsible for fuel loads and bushfire management in its management areas. Works undertaken through the DBCA include the use of contractors to undertake manual fuels reduction (*e.g.* removal and mulching of weeds), undertaking mowing and slashing in open areas, and strategic fuel reduction burns in coordination with Department of Fire and Emergency Services and the two Cities.

2.5.7 Habitat Destruction and Fragmentation

On the Swan Coastal Plain much of the natural landscape has been cleared for urban development with natural habitat, including wetlands, now existing as small islands in a sea of urbanisation. The Park is separated by Ocean Reef Road and Whitfords Avenue and exists as three areas of natural habitat. While the terrestrial buffer for the most part is greater than 100m, much of this is highly altered with large areas dedicated to grassed parkland. The provision of adequate terrestrial buffers of natural vegetation is vital for overall health and functioning of wetland ecology.

The three separate areas of the Park are surrounded by roads and residential development which has resulted in reduced opportunities for terrestrial animals to disperse between habitats, restricting gene flow and contributions into the gene pool or 'rescue' for declining populations.[56] Wide-ranging animals are those that are typically vulnerable as fragmentation often results in smaller habitats that cannot provide for all their needs, and these animals are the ones killed as they attempt to cross roads seeking alternative habitat.[56]

2.5.8 Introduced Animals

Foxes are found within, and in land surrounding the Park along with European Rabbits (*Oryctolagus*

[55] EDOWA (2011)
[56] Noss and Csuti (1997)

cuniculus) and feral and roaming domestic cats; with all three species listed as declared species under the BAM Act. The European Red Fox (*Vulpes vulpes*) is a non-selective feeder and survives well in a fragmented environment, and particularly well in the urban environment.[57] Foxes are known to predate on adults and the nests of South-western Snake-necked Turtles and are considered a major threat to the population within the Park. Cats (*Felis catus*) also pose a significant threat to the fauna within the Yellagonga Regional Park, whether they are classified as domestic, stray or feral. Predation by feral cats is listed as a key threatening process under the EPBC Act. [58]

While the fox is a declared animal and must be controlled by the land owner or a local government under the BAM Act, they need to be removed simultaneously with cats and rabbits. Both foxes and cats are non-selective feeders, with diet varying greatly depending on location, seasonality, and food availability; with rabbits being prey for both species where they co-occur. [56] [59] Foxes appear to exert some predatory/competitive control over feral cats and, if only foxes are removed, feral cats will slip into this ecological niche.[60] Further to their introduced status, the interconnectivity between all three species drives the need for simultaneous control. An annual fox control program facilitated by DBCA ~~has been~~is implemented in coordination with the two Cities and the Yellagonga Regional Park Community Advisory Committee. Despite on-going control within the Park, as well as bushland areas in the surrounding landscape, foxes continue to persist in the Park.

Unleashed dogs also negatively impact native fauna populations as they have a tendency to chase, disturb and harm wildlife.

Other introduced animals in the Park include the European Honey Bee (*Apis mellifera*), Pigeons (Family – Columbidae), Geese (Family – Anatidae), Carp, and Goldfish. It is also likely that the Argentine Ant (*Linepithema humile*) is still present. The European Honey Bee presence within the Park is predicted to have a detrimental impact on native flora and fauna.[61] Carp and Goldfish have most likely been introduced to the wetlands through the illegal dumping of unwanted pets and pose a threat through predation, introduction of disease, habitat modification and reduction of water quality[62].

The negative impacts of introduced birds is likely exacerbated by the feeding of wild birds within the Park[61], which is illegal under the *Biodiversity Conservation Act 2016*. Whilst native to Australia, the Eastern Long-billed Corella (*Cacatua tenuirostris*), the eastern subspecies of the Little Corella (*Cacatua sanguinea*), and the Rainbow Lorikeet (*Trichoglossus moluccanus*) are all introduced species to Western Australia; with the Rainbow Lorikeet being a declared species under the BAM Act. All three species present a threat to local biodiversity through resource competition (food, and nesting hollows), and damage to habitat. [63] [64]

The *Regional Parks Pest and Problem Animal Control Plan* (*DEC, 2006*) provides recommendations for control methods for major pest and problem animals.

2.5.9 Vandalism and Rubbish Dumping

Whilst the majority of people who recreate within the Park appreciate the environmental and cultural

[57] Saunders *et al.* (1995)
[58] DPIRD (2019)
[59] DPIRD (2018)
[60] Risbey (2000)
[61] CALM *et al.* (2003)
[62] FRDC (2020)
[63] DPIRD (2017)
[64] DBCA (2017)

values of the area, the issues of graffiti, dumping of rubbish and other forms of vandalism occur throughout the Park. The DBCA and the two Cities manage graffiti and rubbish removal on an ongoing basis.

Community initiatives such as interpretive signage, information brochures and tours have been designed to raise community awareness of the conservation significance and value of the Park and encourage the responsible use of the area.

3.0 IMPLEMENTATION PLAN

3.1 Key Focus Areas

Five Key Focus Areas have been developed to address the key issues in the Yellagonga Catchment. The Key Focus Areas and key issues were developed based on the key threats identified in the YICM Plan 2021-2026 and consideration of the achievements, improved knowledge and outcomes as a result of implementing the YICM Plans 2009-2014, and 2015-2019. In addition, objectives have been developed for each of the Key Focus Areas in order to provide a clear direction for how the wetlands are managed and to ensure that the appropriate action is taken in response to each of the Key Issues. The Key Focus Areas and their respective Key Issues and Objectives are provided below.

Table 3 Key Focus Areas of the Plan and their Key Issues and Objectives

KEY FOCUS AREA	KEY ISSUES	OBJECTIVES
Water Quality	Water contaminants Inappropriate stormwater infrastructure	Improve the water quality of the Yellagonga Wetlands Reduce opportunities for pollutants in water to enter the Yellagonga Wetlands
Urban Planning and Development	Soil contamination Acid sulphate soils Inappropriate stormwater infrastructure	Ensure that integrated catchment management is considered in the land use planning decisions of both Cities Minimise the impacts on the Yellagonga Wetlands from soil contamination Reduce opportunities for pollutants to enter the Yellagonga Wetlands
Water Quantity	Climate change Reduced water levels Increased water levels Increasing water consumption Acid sulphate soils	Ensure the availability of water for environmental uses within the Yellagonga Wetlands Ensure water level rises have no significant adverse effect on the values of Lake Joondalup Encourage water conservation within neighbouring land uses and the community
Biodiversity	Climate change Risk of pathogens spreading Invasive flora and fauna species Increased incidence and intensity of bushfires	Conserve and enhance the biodiversity of the Yellagonga Regional Park to ensure healthy habitats for wildlife Reduce incidences of bushfires within Yellagonga Regional Park Reduce the incidence of weeds and pest

KEY FOCUS AREA	KEY ISSUES	OBJECTIVES
	Habitat fragmentation and degradation Lack of scientific data on fauna species Lack of data on flora in some areas	animal species in Yellagonga Regional Park Avoid the spread of pathogens and disease within Yellagonga Regional Park
Community and Partnerships	Level of community awareness of the conservation needs of Yellagonga Regional Park Incidences of rubbish dumping and vandalism	Improve the community's awareness and understanding of the Yellagonga Catchment Reduce negative uses of Yellagonga Regional Park

3.2 YICM Plan 2021-2026 Projects

In order to achieve the aim and objectives of the YICM Plan 2021-2026, projects have been identified for each of the five Key Focus Areas (Tables 4 to 6 below). These projects will be implemented over the life of the Plan and will be subject to annual monitoring and review. Some of the projects are joint projects between the two Cities and others are individual projects. The DBCA provides input into the planning and implementation of each project as required and where applicable.

3.2.1 Joint Projects

Table 4 Joint projects to be undertaken in Partnership between the Cities of Joondalup and Wanneroo

KEY FOCUS AREA	PROJECT TITLE
Water Quality	Water Quality Monitoring and Improvement Program
	Midge Steering Group Partnership Research
Water Quantity	Water Conservation Project
Biodiversity	Local Biodiversity Project
Community and Partnerships	Strategic Partnerships

3.2.2 Individual Projects

City of Wanneroo

Table 5 Individual Projects to be undertaken by the City of Wanneroo

KEY FOCUS AREA	PROJECT TITLE
Water Quality	Stormwater Management Plans
	Contaminated Sites

Urban Planning and Development	Local Planning Framework
	Planning Framework for the East Wanneroo Structure Plan
Biodiversity	Conservation Maintenance and Capital Works
Community and Partnerships	Yellagonga Community Awareness Program

City of Joondalup

Table 6 Individual Projects to be undertaken by the City of Joondalup

KEY FOCUS AREA	PROJECT TITLE
Water Quality	Stormwater Management
Biodiversity	Conservation Maintenance Schedule
Community and Partnerships	Yellagonga ~~Ecotourism~~ Education and Community Awareness

3.3 Reporting and Review

Continued monitoring and evaluation of the YICM Plan 2021-2026 will identify the progress and efficacy of projects, and have the ability to adapt to emergent issues, reconsidering the priority and scope of projects to ensure major benefits for the Yellagonga Catchment are achieved in the first five years of implementation.

The Plan will be reviewed annually and ~~A~~a major five-year review of the YICM Plan will commence in 2026~~5~~ to identify further action needed to address additional and emergent threats in the catchment. These additional action areas will inform the subsequent incarnation of the Plan.

The two Cities will have shared responsibility for undertaking the review process.

4.0 PROJECT DETAILS

4.1 Joint Projects

Joint projects will be undertaken in partnership between the Cities of Joondalup and Wanneroo.

Water Quality Monitoring and Improvement Program

Project Description

There are a number of water quality issues arising from groundwater and surface water inputs. These include nutrient enrichment resulting in eutrophication, algal blooms and midge outbreaks; and toxicants such as heavy metals, petroleum products, pesticides, herbicides and industrial/household chemicals.

Monitoring and mapping of water quality entering into Yellagonga wetlands is vital to continued understanding of the movements and concentrations of contaminants.

Edith Cowan University Mine Water and Environment Research Centre has undertaken surface and groundwater quality monitoring and reporting for the two Cities since 2010. The monitoring provides details on the health of the water quality and recommendations to improve water quality are provided.

The Water Quality Monitoring Program is undertaken in liaison with the Midge Steering Group Partnership Research which shares the same goal of improving water quality.

Project Objectives

- Increase the understanding of contaminant inputs into Yellagonga wetlands.
- Provide data upon which sound management decisions can be made.
- Reduce negative impacts within the Yellagonga Catchment associated with poor water quality.

Scope

The project will:

- Continue scientific monitoring and investigations of groundwater and surface water in the Yellagonga Catchment and Park.
- Support scientific and education programs aimed at identifying and mitigating sources of contaminants.
- Collate, analyse, disseminate, and share data between managing authorities.
- Provide recommendations for on ground actions to improve water quality.
- Incorporate smart technology into water quality monitoring through engagement with the ‘Smart Monitoring and Management, Yellagonga Wetlands’ project in a way that maintains the integrity of the data.
- Acid sulphate soil investigation, mapping, and development of management options as the need arises to prevent or limit acidification of the wetland system.
- Create a dynamic water budget for the wetland system which when coupled with water quality data can be used to identify key sources of contamination and be used to determine the most cost effective treatment or containment strategies.

Targets / Timeframes

Monthly monitoring of surface water (during the wet season and less frequently in the dry) and bimonthly groundwater conducted and the Cities to receive annual reporting of water quality of the Yellagonga Wetlands by the end of June each year.

Project Partners

Edith Cowan University

Department of Water and Environmental Regulation

Water Conservation Project

Project Description

The Yellagonga Wetlands are a groundwater dependent system and as such ~~impacted by the drying climate trend~~affected by lower rainfall as a result of climate change. Continued reduced rainfall and use of groundwater has the potential to significantly ~~impact on~~affect the water levels and surrounding habitats of the Yellagonga Wetlands ~~and threaten its future existence~~. In order to conserve this important wetland region and its inhabitants, a ~~priority~~ focus on water conservation is required, particularly groundwater consumption through bore water abstraction.

It is important to note that on-going land clearing and land use changes such as for the East Wanneroo development may lead to increased groundwater levels as a result of a combination of increased recharge from urbanisation and reduced abstraction as agricultural land uses begin to move out of the area. Increases in groundwater levels in the East Wanneroo area have the potential to cause ~~overland flow, reduced abstraction of groundwater, and reduced evapotranspiration which could lead to groundwater level rise and subsequent~~ water level rise in the Yellagonga wetlands.

Water level rise is a potential threat to Lake Joondalup as it has a natural wetting drying cycle and permanent inundation from increased water levels poses a threat to those aspects of wetland ecology dependent on regular drying periods. This threat is dependent on climate change and activities which have the potential to affect groundwater levels and overland flow such as the nature and rate of development.

Reports provided by ECU for the Yellagonga Water Quality Monitoring Program recommend that the preferred minimum water level for the Yellagonga Wetlands be managed and that options for the artificial water maintenance of Lake Goollelal be investigated to avoid acid sulphate soil exposure and contamination caused as a result of drying of the lake.

The current minimum water level threshold for Lake Goollelal is 26.0 mAHD, and Lake Joondalup is 15.8 mAHD, To limit risks of acidification at the lakes, the DWER is proposing ~~a new~~revised minimum level threshold of ~~XX~~26.4 m AHD for Lake Goollelal and 16.2 mAHD for Lake Joondalup, ~~t~~These revised thresholds will be published in the Gnangara ~~G~~groundwater ~~A~~allocation ~~P~~plan which is due for release for public comment in ~~late~~ 2021.

As prolonged high water levels may also pose a risk to the health of the ecology of the wetlands, investigating setting a maximum water level ~~criteria~~target for Lake Joondalup may have value, particularly in relation to assessing risks and managing potential groundwater level rises as a result of urban development in East Wanneroo.~~.~~

Project Objectives

- Ensure future survival of the Yellagonga Wetlands through water conservation.
- Maintain lake water levels above ~~preferred~~ minimum water level requirements.
- Minimise risks of prolonged high minimum water levels impacting on the wetland's ecological values.
- Provide healthy wetland habitat for wildlife.
- Minimise the risk of acid sulphate soil exposure.
- Minimise nutrient enrichment and midge outbreaks.
- Provide visual amenity for the community.

Scope

The project will:

- Liaise with the DBCA and the~~,~~ DWER ~~and the Water Corporatio~~n on the ~~DWER plans for establishing~~proposed revised minimum ~~required~~water level thresholds included in the Gnangara groundwater allocation plan. is~~.~~ ~~and~~
- ~~i~~Investigate achieving the proposed higher minimum ~~lake~~ water levels through decreasing groundwater use, and environmentally sensitive stormwater drainage.
- ~~and the~~Investigate the feasibility of artificial water maintenance for Lakes Goollelal and Joondalup should levels~~they~~ drop below the minimum water level threshold.
- Liaise with the DWER and the DBCA regarding on-going monitoring of water levels and any declines in wetland health due to high, or low water levels.
- ~~Identify residential and commercial bore locations in the Yellagonga Catchment.~~
- Establish a community and industry water efficiency education program for suburbs within the Yellagonga Catchment in liaison with the DWER.
- Continue implementation of the City of Joondalup City Water Plan 2016-2021, City of Wanneroo Water Conservation Plan, and their successors.

Targets / Timeframes

- Yellagonga Catchment community and industry water efficiency education program to be established by December 2023.
- City of Joondalup City Water Plan projects delivered in accordance with the Council approved City Water Plan and annual progress reports presented to Council by December each year.
- Continued delivery of the CoW Water Conservation Plan to ensure effective reduction in City water usage in parks and reserves within and around the Yellagonga C~~c~~atchment.

Project Partners

Department of Biodiversity, Conservation and Attractions

Department of Water and Environmental Regulation

~~Water Corporation~~

Midge Steering Group Partnership Research

Project Description

The CoJ, CoW and the DBCA, have a formal agreement for managing midge within the wetlands of the Yellagonga Regional Park. This agreement is formalised with the Midge Management Strategy Partnership Agreement 2020-2025. The Midge Steering Group, established as part of the partnership agreement, comprises representatives of each partner agency.

The Agreement is designed to encourage an effective and sustainable partnership for the purpose of managing nuisance midge within the wetland system of the Yellagonga Regional Park. The key objective is:

4.1 *For control and management of nuisance midge within the wetland system of the Yellagonga Regional Park, through funding midge larval and water monitoring, nuisance reduction using pesticide application when required, other intervention strategies, research projects in an effort to better understand the factors contributing to the seasonal midge plagues and public information and education.*

This Midge Steering Group Partnership Research project identified in this Plan focuses on the research component. The Midge Steering Group Partnership have organised numerous research projects of the Yellagonga Wetlands undertaken by Edith Cowan University Centre for Ecosystem Management to identify methods of:

1. Improving water quality within Lake Joondalup.
2. Reducing dependence on short term chemical treatments for the management of nuisance midge swarms.

Varied research projects have been developed since 2007 which have continued to indicate excessive quantities and key sources of nutrient inputs into the wetland system. Groundwater has been identified as a likely major source of nutrients into the Yellagonga Wetlands particularly through Beenyup Swamp. Since 2009 this research project has been undertaken in coordination with the YICM Water Quality Mapping and Monitoring Program.

The Midge Steering Group Partnership Research is undertaken in liaison with the Water Quality Monitoring Program which shares the same goal of improving water quality.

Project Objectives

- For control and management of nuisance midge within the wetland system of the Yellagonga Regional Park, through funding midge larvae and water monitoring, nuisance reduction using pesticide application when required, other intervention strategies, research projects in an effort to better understand the factors contributing to midge plagues and public information and education.

Scope

The Midge Steering Group will organise research projects that may include:

- The review of existing data to determine correlations between water quality, temperature, weather and other factors, with midge larvae numbers.
- Evaluating the feasibility for alternate intervention strategies.
- Further research into the influence of water quality, habitat, or other factors on the midge life cycle.

- Research relating to predictive capabilities for midge emergence that could enable better control.
- Research relating to the nutrient budget of the wetlands and linkage with nutrient contributors within the catchment.
- The effectiveness of S-Methoprene to control midge larvae within Lake Goollelal.

Research will be undertaken in coordination with the Water Quality Monitoring Program.

Targets / Timeframes

The Midge Steering Group will meet annually to discuss and review to details of the Agreement and accompanying Action Plan. All actions outlined in the Action Plan and related outcomes of each midge season shall be documented and provide feedback on the effectiveness of the Midge Agreement. Prior to the Midge Agreement expiring on 30 June 2025, it will be required to initiate a meeting inviting all partners to review the possible renewal of the Midge Agreement for a further five (5) year period.

Project Partners

Department of Biodiversity, Conservation and Attractions

Local Biodiversity Project

Project Description

Within the Yellagonga Catchment Area there are numerous issues that have the potential to adversely impact on the Park's biodiversity values; these include altered bushfire regimes, weeds, pest animals, pathogens/disease and poor water quality.

While some of these threats are addressed through conservation maintenance schedules and site specific projects managed by the two Cities, DBCA and community groups, further work is required to address the key threats to the biological diversity of the Yellagonga Regional Park.

Project objectives

- Implement best practice fire management for the Park.
- Reduce the incidence of weeds in the Park.
- Reduce the occurrence of pest animals in the Park.
- Reduce the impact of water pollutants including exceeded levels of metals and other toxicants on wetland fauna.
- Avoid the spread of pathogens and disease within the Park.
- Increase the populations of local native fauna, with particular focus on the South-western Snake-necked Turtle (*Chelodina colliei*).
- Provide optimal habitat for a diversity of wildlife.
- Enhance water quality through biofiltration.

Scope

The project will:

- Develop and implement a Working Group Project Plan in partnership between the CoJ, CoW and DBCA to be signed by all three project partners and reviewed on an annual basis.
- Seek funding opportunities to undertake fauna and flora surveys in collaboration with the DBCA. These surveys are to include:
    - Local native and migratory fauna.
    - On-ground works to protect South-western Snake-Necked turtles and their habitat.
    - Pest animal sightings.
    - Vegetation condition.
    - Weed mapping.
    - Impact of exceeded levels of metals and other toxicants on fauna where possible.
    - Information to guide key performance indicators of native fauna composition and advice sought from DBCA of recommendations (if any) for appropriate native fauna species reintroduction, particularly Quenda.
- Identify and plan for sites requiring revegetation, and weed control works (guided by findings from surveys, conservation maintenance teams, DBCA, Yellagonga Regional Park Community Advisory Committee and tertiary institution recommendations).
- Develop a 'Yellagonga Biodiversity Management Plan' to capture works undertaken to date (*e.g.* flora surveys, revegetation) to assist with planning future project works.
- Seek collaborative opportunities to partner with key stakeholders on revegetation goals.

- Seek collaborative opportunities to partner with key stakeholders on fauna conservation goals.
- Implement the Conservation Maintenance Schedules of the two Cities and the DBCA in liaison with the co-managers, Friends of Yellagonga Regional Park, and other community groups.
- Continue coordination of pest animal management including fox, feral cat, rabbit and European Honey Bee in liaison with the DBCA.
- Implement the following City of Joondalup Management Plans within the Park, and assess any gaps through the YICM Annual Review process:
    - Bushfire Risk Management Plan.
    - Weed Management Plan.
    - Pathogen Management Plan.
- Implement the following City of Wanneroo Management Plans within the Park, and assess any gaps through the YICM Annual Review process:
    - Weed Management Policy
    - Pathogen and fire management matters, through their inclusion in specific Management Orders, and tenders for natural areas for individual conservation reserves.

Targets / Timeframes

- Working Group Project Plan developed and signed by all parties once the YICM Plan 2021 – 2026 has been endorsed by the two Cities Councils.
- Flora (weed mapping) surveys undertaken in priority areas of Yellagonga Regional Park by 2024-2025.
- Annual progress reporting against the City of Joondalup Weed Management Plan and Pathogen Management Plan conducted in June of each year.
- City of Wanneroo Weed Management Policy review will take place biannually and Policy updated accordingly.
- Yellagonga Biodiversity Management Plan developed by December 2024.

Project Partners

Department of Biodiversity, Conservation and Attractions

Education and research institutions

Strategic Partnerships

Project Description

Keeping up to date with developments in the area of integrated catchment management will ensure that the Cities are implementing best practice approaches in managing the Yellagonga Wetlands. There are a number of government and non-government groups and educational and research organisations within Western Australia and Australia that focus on building the capacity of local government to manage wetland areas and reduce impacts from the wider catchment.

The Cities to continue investigating opportunities to partner with stakeholders, industry groups and research institutions to enable the Cities to build capacity and gain information relating to best practice approaches to integrated catchment management planning.

The Friends of Yellagonga Regional Park and Woodvale Waters Friends of Beenyup Channel Group are local groups of conservation volunteers that make a valuable contribution towards the conservation of biodiversity by helping to protect, preserve and enhance the site. The Friends of Yellagonga Regional Park conduct a variety of activities such as planting local species, removal of introduced plant species and site maintenance. The Cities support the Friends Group through the provision of training, information and financial assistance.

Information sharing regarding Yellagonga Regional Park is conducted with the community by both Cities liaising with the Yellagonga Regional Park Community Advisory Committee facilitated by the Department of Biodiversity, Conservation and Attractions.

Project Objectives

- To ensure that the Cities are well informed of developments in integrated catchment management.
- To achieve conservation goals for the Park in collaboration with key stakeholders.

Scope

The project will:

- Increase support for the Cities in implementing integrated catchment management activities.
- Increase knowledge of best practice approaches to integrated catchment management.
- Seek collaborative opportunities to partner with key stakeholders on conservation and educational initiatives for the Park.

Targets / Timeframes

Regular updates of YICM Plan projects provided by both Cities at the Yellagonga Regional Park Community Advisory Committee meetings held quarterly.

Project Partners

Department of Biodiversity, Conservation and Attractions

Relevant State Government agencies

Friends of Yellagonga Regional Park

Woodvale Waters Friends of Beenyup Channel Group

Education and research institutions

4.2 Individual Projects

Individual Projects will be undertaken separately by the relevant City.

City of Joondalup Projects

Yellagonga ~~Ecotourism~~ Education and Community Awareness

Project Description

The City of Joondalup delivers community awareness and ~~ecotourism~~ education initiatives through the City's Environmental Education Program (EEP). These initiatives target local residents and the broader community with an aim to enhance the appreciation of the conservation significance of this important local wetland region. Through the EEP Program the City provides ~~ecotourism~~ experiences through free tours and activities focused on flora, fauna, Noongar cultural heritage, and wetland ecology.

Initiatives undertaken include World Wetlands Day initiatives, fauna awareness initiatives and programs to encourage responsible pet ownership.

The City is currently in the process of developing a Reconciliation Action Plan. The City will continue to engage Noongar providers to deliver cultural tours within the Park and continue to engage and work with local Noongar people in the development of educational materials relating to the Yellagonga Regional Park and its surrounds.

The Project's objectives and scope, outlined below, are specific to activities delivered in the Yellagonga Catchment.

Project Objectives

- Develop and implement initiatives and projects that aim to increase the community's understanding of environmental issues affecting the Yellagonga Catchment.
- Increase the community's access to ecotourism experiences by delivering biodiversity and cultural heritage related initiatives within the Yellagonga Catchment Area.
- Reduce adverse community impacts on the Yellagonga Wetlands through the provision of information and resources addressing the key threats to the area.

Scope

The project delivery for Yellagonga Regional Park will include:

- Tours and presentations to raise community awareness of the Park including flora, fauna, and Noongar Cultural Heritage tours.
- Sustainable gardening community workshops to encourage reduced water and fertiliser use and native plantings adjacent the Yellagonga Wetlands.
- Yellagonga school and community educational resources available on the City's website.
- Ongoing distribution and displays of existing and new brochures and posters to raise awareness of key Yellagonga conservation issues.
- Implementation of the Lake Goollelal Heritage Walk project.

Targets / Timeframes

Annual calendar of events to be developed and implemented by the City.

Project Partners

Relevant tour guides

Community groups

State Government agencies

Educational institutes

Stormwater Management

Project Description

Urbanisation has resulted in many impervious surfaces, with traditional piped drainage networks and altered topography, which has significantly changed the natural hydrological regime in the Yellagonga Wetlands. The direct discharge of stormwater into wetlands via piped outfalls is considered to be an ongoing source of pollution into these systems.

The City of Joondalup completed an upgrade of all its outfalls in the Yellagonga Catchment as part of the implementation of the YICM Plan 2009-2014. To further improve the quality of water infiltrating to groundwater the City is delivering upgrades to sump infrastructure through the Stormwater Drainage Program - Sump Beautification Project. The project aims to further improve biofiltration of City sumps and increase amenity.

Project Objectives

- Manage quality and quantity of stormwater in the Yellagonga Catchment, prior to reaching Yellagonga Wetlands.
- Protect Yellagonga Wetlands from contaminants.
- Improvement of sumps adjacent the Yellagonga Wetlands within the City of Joondalup to effectively manage water quality and quantity.

Scope

The sumps will be assessed, ranked and prioritised based on criteria such as environmental impact, flooding risk and visual improvement. The Program for upgrading of sump infrastructure will occur in accordance with the City of Joondalup Stormwater Management Policy.

Targets / Timeframes

- Sump Beautification Projects are considered each year during the Capital Works budget process.

Project Partners

Department of Water and Environmental Regulation

Conservation Maintenance Schedule

Project Description

The City of Joondalup has management responsibility for over 500 hectares of natural bushland contained within 108 reserves. The bushland is comprised of coastal vegetation, remnant bushland fragments in urban areas, and small areas of wetland vegetation. The City of Joondalup also undertakes extensive detailed surveys of their bushland as part of the Local Biodiversity Program. The bushland is prioritised for management according to the condition and ecological values of the site. The City of Joondalup managed sites in Yellagonga Regional Park include Neil Hawkins Park and a small section of bushland to the south and Picnic Cove Park. The majority of Yellagonga Regional Park is managed by the DBCA particularly through its conservation maintenance program.

The City's Conservation Maintenance Schedule includes the planning and implementation of conservation works to ensure its two sites within Yellagonga Regional Park are maintained and enhanced to achieve quality recreational amenity, optimal vegetation condition and wildlife habitat.

Shared information and coordination of conservation works are undertaken through the Yellagonga Regional Park Community Advisory Committee facilitated by the DBCA.

Project Objectives

- Maintain habitat for wildlife.
- Protect and enhance local native flora.
- Maintain recreational parks to a high standard.

Scope

The project will implement the City's Conservation Maintenance Schedule at City managed sites within the Park that ensures regular programmed visits to all sites.

Targets / Timeframes

Conservation maintenance activities implemented in accordance with the approved Conservation Maintenance Schedule. The Conservation Maintenance Schedule reviewed annually.

Project Partners

Department of Biodiversity, Conservation and Attractions

City of Wanneroo Projects

Yellagonga Community Awareness Program

Project Description

Environmental education across the community is vital to promote ownership and appreciation of the local environment. The Yellagonga Ecotourism and Community Awareness Program will undertake education initiatives, targeting schools, residents, communities, and visitors to the City, to address key environmental issues and encourage greater environmental stewardship by the community.

Project Objectives

- Increase the community's understanding of contaminant inputs into Yellagonga wetlands.
- Provide data upon which sound management decisions can be made.
- Reduce number of negative incidences associated with poor water quality.

Scope

The project will:

- Engage the 'Beyond Gardens' team and arrange seminars and workshops that aim to encourage native landscaping and reduce fertiliser use in residential gardens.
- Develop a "Yellagonga Regional Park" information brochure for the City of Wanneroo.
- Continue implementation of the Light Industry Program with a focus on education and awareness for the automotive industry in the Wangara Industrial Area.
- Organise and run community events that benefit the wetland such as night stalks, spring guided walks, and winter planting days.

Targets / Timeframes

Community events and Ecotourism initiatives will be organised on a case by case basis throughout the year. Feedback on the number and type of events will be provided through the annual report to Council for YICM Plan projects.

Project Partners

Department of Biodiversity, Conservation and Attractions

Stormwater Management Plans

Project Description

Urbanisation has resulted in many impervious surfaces, with traditional piped drainage networks and altered topography, which has significantly changed the natural hydrological regime in Yellagonga Wetlands. The direct discharge of stormwater into wetlands via piped outfalls is considered to be an ongoing source of pollution into these systems. Some drainage sub catchments consist of potentially greater polluting land uses than others, such as industry, poultry farming and horticultural practices.

The CoW has undertaken a storm water masterplan study within the Yellagonga Regional Park to assess the effectiveness of previous catchment retrofitting works and to develop a roadmap for future upgrades.

The YICM Plan has detailed many of the early elements required in the development of a Stormwater Management Plan for the Yellagonga catchment. These include:

a) Stakeholder involvement and analysis of sub-catchments.

b) Identification of catchment characteristics, condition and practices.

c) Identification of the values of the receiving environment - Yellagonga Regional Park.

d) Identification of the stormwater threats.

e) Identification of priority sub-catchments for upgrade.

Formal and detailed management of the stormwater infrastructure within the Yellagonga catchment area has been set out within the City of Wanneroo's Corporate Business Plan (4 Year Capital Works Delivery Program and Action Plan) and the 20 Year – Long Term Financial Plan. The process will now be completed over the course of a number of years, with details of the process outlined in the scope of this project.

Project Objectives

- Manage quality and quantity of stormwater in the Yellagonga catchment, prior to reaching Yellagonga wetlands.
- Protect Yellagonga wetlands from contaminants.
- Upgrade all appropriate infrastructure in the catchment to effectively manage water quality and quantity.
- Consider a phased role out of the outcomes of the stormwater catchment study, subject to funding allocations.

Scope

The project will produce a Stormwater Management Plan for each sub-catchment within the Yellagonga catchment following the process outlined in the Department of Water's Stormwater Management Manual for Western Australia. Each Stormwater Management Plan will:

- Identify management objectives.
- Identify the management options.
- Develop management actions.
- Include an Implementation Plan.

In addition to the works to be carried out within the individual sub-catchments, the following is to be

completed over the course of the project as a whole:

- Summarise past design strategies and extent to which they were implemented.
- Identify shortcomings/failings in previous strategies.
- Implement recommendations of the Gap Analysis and Stormwater Drainage Study.
- Monitor water quantity and quality of water entering the Wangara Sump.

Targets / Timeframes

Continue to carry out monitoring and data collection to inform future potential upgrade projects.

Ensure ongoing maintenance and monitoring of stormwater infrastructure within the Wangara Industrial Area to improve water quality entering the wetlands from Wangara.

Project Partners

Nil

Contaminated Sites

Project Description

Historical and existing land uses may result in contamination of soils throughout the Yellagonga catchment. For example, the previous use of persistent pesticides or inappropriate disposal of industrial compounds may have an adverse effect on the quality of the groundwater entering the wetlands.

Lot 9005 Motivation Drive, Wangara has been classified as "*Possibly contaminated, investigation required"* by the DWER. Other suspected sites in the Yellagonga catchment on the Wanneroo side are yet to be classified by the DER.

Site investigations, involving sampling and analysis, were completed in August 2019 by environmental consultants for the City of Wanneroo owned contaminated site at Lot 9005 Motivation Drive, Wangara. The investigation reporting is being finalised for provision to the Contaminated Site Auditor for assessment and reporting to the DWER.

Project Objectives

- Identify any contaminated sites owned or managed by the CoW in the Yellagonga catchment.
- Remediate City owned or managed contaminated sites in the Yellagonga Catchment.

Scope

The project will:

- Collate classification of City owned or managed potentially contaminated sites in the Yellagonga catchment.
- Engage consultants to conduct sampling and analysis of contaminated sites classified by the DWER as requiring further investigation.
- Develop plans for remediation works as necessary.

Targets / Timeframes

~~It is anticipated that the site investigation and~~ An Auditors Report for Lot 9005 Motivation Drive ~~will be~~was finalised and provided to the DWER in May ~~by the end of the first quarter of~~ 2021. Priority actions have been established for the City to undertake including further monitoring to be carried out into the future.

Project Partners

Department of Water and Environmental Regulation

Conservation Maintenance and Capital Works

Project Description

The City of Wanneroo has over 140 conservation reserves under its control including Coastal reserves, numerous Wetland reserves and Bushland reserves. In all approximately 2,500 hectares of land are under management. In 2003, a Biodiversity Assessment was carried out on 94 conservation reserves in the City of Wanneroo, highlighting the management needs of these reserves to maintain or improve biodiversity values.

It was recognised that in order to manage the CoW's conservation areas in an environmentally responsible manner that staffing numbers needed to increase and formalised procedures be developed to reflect these environmental responsibilities.

The Capital Works component of this project will include the installation of infrastructure such as fencing and controlled access, wetland bank stabilisation, control of exotic flora species and planting and revegetation works.

The maintenance of reserves within the Yellagonga catchment includes pest and weed management, fire management, and extensive revegetation works.

Project Objectives

- Ensure that natural areas are maintained and enhanced.
- Improve and maintain habitat for local wildlife.
- Protect unique and diverse flora for future generations.
- Rehabilitate key areas of the Regional Park and its catchments.

Scope

The project will:

- Maintain and improve biodiversity values of conservation reserves and other natural areas managed by the City of Wanneroo within the Regional Park and associated catchments.
- Investigate resourcing opportunities that meet the above objectives.
- Ensure constant improvement on existing maintenance schedules and arrange regular programmed visits to all sites.
- Rehabilitate key areas managed by the City of Wanneroo within the Regional Park and surrounding catchments by undertaking the following:
    - Revegetation.
    - Pest and weed control.
    - Habitat creation and development of fauna protection areas.

Targets / Timeframes

Maintenance Schedules for Conservation Reserves are to be reviewed monthly and aim to ensure that Conservation Reserves in the Yellagonga Catchment are attended to weekly to ensure hazards are identified and actioned in a timely manner.

Project Partners

Nil

Local Planning Framework

Project Description

The City's Local Planning Framework refers to the various planning instruments which collectively guide the future land use and development in the City. The main elements of the current Framework are the District Planning Scheme No.2 (DPS 2), Local Planning Policies (LPP's) and Structure Plans prepared under DPS 2.

A new Framework is now being prepared that involves the preparation of a Local Planning Strategy, review of DPS 2 and its associated LPP's, and a review of a number of other City strategies and policies which are now considered dated.

Project Objectives

- To provide input into the preparation of the new Local Planning Framework aimed at ensuring that the new Framework has proper regard to, and includes appropriate measures for, the protection of the environmental values of Yellagonga Regional Park, particularly in respect to the planning and control of land use and development in the surface and groundwater catchment of the Yellagonga wetlands.

Scope

The Local Planning Framework will assist in reporting on the ability of new developments to meet the City's community aspirations and promises as set out in the Local Planning Framework. The key elements of the new Framework are:

- New Local Planning Strategy.
- New Local Planning Scheme No. 3.
- New and revised Local Planning Policies.

Targets / Timeframes

To have final versions of the Local Planning Scheme No. 3 and the Local Planning Strategy submitted to the ~~endorsed by the~~ Western Australian Planning Commission for endorsement by the end of ~~June~~ 202~~1.~~3. However, this is approximate and actual timing of the projects will depend on a range of factors.

Project Partners

Department of Planning, Lands and Heritage

Planning Framework for the East Wanneroo Structure Plan Area

Project Description

~~In September~~In November 202019~~, the WAPC released~~ approved the ~~draft~~ East Wanneroo District Structure Plan (DSP) subject to the approval of the ~~. This was supported by an Integrated Water Management Framework, which is a precursor to the preparation of a~~ District Water Management Strategy (DWMS). The DWMS was subsequently approved in March 2021 and ~~is to~~ involves more detailed groundwater modelling for the East Wanneroo area. ~~and is to be prepared prior to approval of a final DSP.~~ It is clear from the groundwater modelling undertaken to date that urban infill of this area (involving displacement of existing growers/ irrigators) will cause a significant rise in groundwater levels, unless appropriately managed.

This affects a broad area encompassing the DSP area, including the land to the west through to the Yellagonga wetlands, and it will be important that consideration is given to the possible implications of any proposed water management strategies on the Yellagonga wetlands.

Project Objectives

- To provide input into the preparation of the Planning Framework for the EWSP area, particularly its water management strategies, aimed at ensuring that the new framework has proper regard to, and includes appropriate measures for, the protection of environmental values of the Yellagonga Regional Park.

Scope

Key elements of the new Planning Framework which the above input will be important for are:

- New land use zonings under the Regional and Local Planning Schemes.
- New District Structure Plans.
- New Local Structure Plans.
- Environmental studies and Management Plans, in particular the water management strategies, prepared in support of, and in order to alleviate impacts of the above planning elements.

Targets / Timeframes

Rezoning of areas from their existing land uses to Urban under the Metropolitan Region Scheme (MRS) should occur by ~~late 2022December 2021, with~~. Aapproval of District Structure Plans in the East Wanneroo area ~~to be completed by~~occurred in November 2020 subject to the approval of the DWMS which was approved mid-2021. ~~December 2020~~. ~~However, this is approximate and actual timing of the projects will depend on a range of factors.~~

Project Partners

Department of Planning, Lands and Heritage

Appendix 1 – Key Achievements of the YICM Plan 2015-2019

Joint Projects

- Water Quality Monitoring and Improvement Program
  - Surface water of the Yellagonga Wetlands has been sampled on a monthly basis (during the wet season and less frequently in the dry) since 2010 to determine nutrient and metal levels to collate regular water quality data and assess the condition. Groundwater has been sampled since 2014.
  - Annual reporting of issues and recommendations to executive management.
  - Recommendations to research major pollutant source points and to improve water quality have been investigated or implemented to determine nutrient and metal levels.
  - The two Cities in collaboration with the DBCA, DWER and ECU commenced the Smart Monitoring and Management – Yellagonga Wetlands which aims to leverage smart technology to better manage and protect the Yellagonga wetlands. This project is supported by funding from the Australian Government's Smart Cities and Suburbs Program and is due for completion in late 2020.
- Midge Steering Group Partnership Research
  - Midge larvae sampling at Lake Joondalup and Lake Goollelal was conducted on a weekly basis from July/August – February/March from July 2015 - March 2021. Water level and temperature were recorded for each sampling event.
  - Spot treatments of Lake Goollelal using S-Methoprene occurred in 2016, 2017, 2018, and 2019, with between *ca* 5%- 30% of the lake being treated each season.
  - The two Cities and DBCA maintained records of midge complaints received from residents.
  - Edith Cowan University engaged to undertake a study from 2018/2019 – 2019/2020 relating to adult midge emergence, providing information on emergence and distribution of nuisance swarms, compliment midge larvae monitoring and identify the effectiveness of the pesticide S-Methoprene.
  - Nuisance midge fact sheet maintained on the websites for both Cities from 2017, and information on managing midge was provided via media releases in 2017 to 2020.
- Acid Sulphate Soils
  - The production of the *Acid Sulfate Soil Management Framework for Site Goollelal* by Syrinx Environmental providing ASS management monitoring guidelines and recommendations for future reference should concerns of ASS exposure arise.
  - On-going monitoring of potential ASS impacts on water quality through the Water Quality Monitoring and Improvement Program.
  - The risks associated with disturbing ASS continue to be highlighted where applicable *e.g.* raising concern with the Water Corporation regarding their Groundwater Replenishment Scheme Beenyup pipeline project to be installed through the Yellagonga Catchment.
- Vegetated Bund Construction (completed)
  - A feasibility study was undertaken exploring strategies to improve the water quality of

Southern Lake Joondalup (including the viability of a vegetated bund). This study was delivered by consultant Essential Environmental in liaison with the DBCA Regional Parks Unit.

- Feasibility Study report *Option Analysis and Recommendations for Improved Nutrient Management* did not recommend installation of a vegetated bund, however it identified revegetation as beneficial to improve the uptake of nutrients as well as provide habitat and enhance biodiversity.
- The Vegetated Bund Construction project is now complete and further initiatives to improve water quality, quantity and vegetation at the site will be undertaken through the Water Quality Monitoring and Improvement Program, Water Conservation Project and the Local Biodiversity Project.

- Water Conservation Project
  - Initial research undertaken (*e.g.* identification of residential and commercial monitoring bores) to guide a collaborative Yellagonga Catchment Working Group community and industry water efficiency education program.
  - The draft City of Joondalup Water Plan 2016-2021 was completed in 2016. Key projects relevant to the Yellagonga Wetlands include:
    - New projects: Groundwater Classification Project; Water Efficiency Database; Weather Station Project and Leak Detection Project.
    - Existing projects: Low Rainfall Irrigation Management Plan; Irrigation Infrastructure Management; Review of Nutrient Management Practices; Stormwater Drainage Program; Stormwater Management Policy and Parks Redevelopment Program.
  - Progress of projects within the current City of Joondalup Water Plan 2012-2015 and City water conservation measures relevant to the Yellagonga Wetlands such as:
    - The CoJ has been operating within the allocation limits and license conditions of the DWER extraction licenses as identified in the City of Joondalup Groundwater Monitoring Program.
  - Two draft plans; Yellagonga Catchment Water Conservation Action Plan and draft Yellagonga Water Education Plan, were developed and presented to the Yellagonga Catchment Working Group Subcommittee (YCWGS).

- Local Biodiversity Project
  - Flora surveys were completed at six priority sites covering approximately 278Ha of remnant vegetation within the Park.
  - A Rakali (*Hydromys chrysogaster*) survey undertaken in May 2018 at Lake Goollelal led by the DBCA in partnership with the City of Joondalup.
  - The *Revegetation Management Plan – South Lake Joondalup* was developed to guide weed control, and revegetation activities for this area.
  - Approximately 5ha of revegetation with local provenance species was implemented.
  - Priority weed control undertaken based on recommendations from flora surveys. Weed control was undertaken by the DBCA-RPU, the Cities of Joondalup and Wanneroo, and through the engagement of a contractor using working group funds.
  - Contribution towards fox control within the Park undertaking and additional four (4) weeks of control in 2020 and three weeks in 2021. Under the tri-agreement between

the DBCA, and the Cities of Joondalup and Wanneroo four (4) weeks of fox control are undertaken annually through the engagement of a contractor.

- Strategic Partnerships
    - The South Lake Joondalup - Beenyup Channel revegetation project was delivered successfully in partnership with key stakeholders including DBCA, Friends of Yellagonga Wetlands, and Woodvale Waters Friends of Beenyup Channel Group.
    - The Cities have liaised with, and sought expertise from, state government agencies, universities and industry to obtain information on best practice in wetland conservation including:
        - Coordinating the collaborative government agency Yellagonga Smart Monitoring and Management Project for advanced monitoring technologies in the wetlands to guide conservation measures.
        - Liaison with DWER and UWA on a study sampling Lake Goollelal surface water to identify human waste associated with septic tank leaching.
    - Progress of the YICM Plan implementation is reported to the quarterly Yellagonga Regional Park Community Advisory Committee meetings. Collaborative planning on relevant conservation issues for the Park is also undertaken with this committee.

City of Joondalup Individual Projects

- Yellagonga Ecotourism Community Awareness Program
    - Responsible Pet Ownership Campaign
        - 'Dogs on lead' signs installed
        - 'Feral and Wandering Cats' sign installed
        - Increased patrols by City Rangers along West side of the Park to police dogs off lead
        - *Dog Ownership*, and *Responsible Cat Ownership* brochures produced by City Rangers.
    - Prevention of Hand Feeding Wildlife Campaign
        - *What Happens if I Feed Wild Birds?* brochures distributed
        - *Please Do Not Feed the Wildlife* signs up-graded at Neil Hawkins Park
    - Yellagonga School Program.
    - Water Quality Awareness Program
    - Business Awareness Program
- Yellagonga Ecotourism
    - Yellagonga EcoTourism events are incorporated into the City's *Think Green* events calendar, Environmental News and Events E-Newsletter, and relevant advertising.
    - Activities were also delivered through the Environmental Education Program, *e.g.* Nightstalk Fauna tours, Noongar bush tucker tours, BirdLife WA workshops.
- Stormwater Management Plans
    - The City of Joondalup completed retrofitting of all stormwater outfalls entering Lakes Joondalup and Goollelal within the City's boundaries by 2010.

- Duffy Terrace Catchment works were completed in February 2020 to capture and infiltrate (at source) part of the overall catchment, reducing nutrient discharge to Walluburnup Swamp (via the Duffy Terrace outlet). Previous works in this catchment in 2009 included the installation of pollutant trap and settling basin to treat the Duffy Terrace outlet.

- Local Biodiversity
  - Biodiversity linkages reflecting plant communities and soil types between the Yellagonga Wetlands and the coast have been planted through the Iconic Landscaping Project.
  - Assistance and funding have been provided to BirdLife WA as part of their Connecting Urban Communities with Nature Project, with works having been undertaken to enhance green corridor links to the Park.
  - Pathogen sampling and mapping was undertaken at priority sites identified within the Pathogen Management Plan 2013 – 2016. This Plan was reviewed and a Pathogen Management Plan 2018 – 2028 for internal operational use was completed in 2018.
  - A Pathogen Treatment Program was undertaken in spring 2018, with vegetation within 30 sites treated.
  - A Bushfire Risk Management Plan 2018 – 2023 was produced for internal operational use with treatment strategies relevant to the Park identified to be implemented in liaison with the DBCA and DFES.
- Conservation Maintenance Schedule
  - Conservation maintenance of the City managed sites within the Park, Neil Hawkins Park (including 4.7Ha of bushland south oh Neil Hawkins Park) and Picnic Cove, included weed mapping, ongoing weeding, planting, fencing and litter removal.
  - Continued co-funding of six-monthly fox control program in partnership with the CoW and DBCA.
  - Continued support of the Friends of Yellagonga Regional Park.
- Climate Change Strategy 2014 – 2019
  - Delivery of the Think Green Energy Program to promote energy conservation and climate change awareness to the community.
  - The City's Stormwater Management Policy updated to include recognition of climate change.
  - Energy and Water Audits undertaken making recommendations on water and energy conservation.
  - Significant progress towards implementation of the Coastal Adaptation Planning and Implementation Project.
  - Implementation of the Coastal Monitoring Program and the completion of a Baseline Monitoring Report to be used for future comparative analysis.
  - Continuation of the Renewable Energy Program.
- Review of the City's Local Planning Strategy and Local Planning Scheme
  - The City of Joondalup's Local Planning Strategy was adopted by Council at its July 2014 Meeting and was endorsed by the Western Australian Planning Commission in November 2017.

- Local Planning Scheme No.3 (LPS3) was approved by the Minister for Planning in October 2018 and is now in operation.
- The majority of the land that was included in Schedule 5 of DPS2 are now included as 'Environmental Conservation,' giving those areas greater standing as they are now specifically set aside for local conservation.

City of Wanneroo Projects

- Conservation Maintenance and Capital Works
  - Continued management of key sites around the Yellagonga wetlands including weed control and revegetation works.
  - Continued co-funding of six-monthly fox control program in partnership with the CoW and DBCA.
  - Continued support of the Friends of Yellagonga Regional Park.
- Contaminated Sites
  - Commencement of on-site investigations of ground-water and soil to determine the extent of contamination of Lot 9005 Motivation Drive Wangara.
- Stormwater Management Plans
  - Upgrades of stormwater infrastructure have continued throughout the eastern side of the Wangara Industrial area.
  - Commencement of a 12 month monitoring program of key stormwater infrastructure within the Wangara Industrial area.
- Yellagonga Ecotourism and Community Awareness Program
  - In 2019 the City of Wanneroo commenced its Light Industry Program which aims to reduce contaminants entering groundwater and stormwater systems from non-residential land uses such as light industry and commercial areas through routine inspections of the Wangara Industrial Area. Between March 2017 and June 2021, a total of 255 inspections were conducted in the Wangara industrial area.
- Local Biodiversity
  - The City of Wanneroo's revised Local Biodiversity Plan (2018/19 – 2023/24) was adopted by Council on11 December 2018. The Local Biodiversity Plan (LBP) sets out a comprehensive list of actions that aims to protect and enhance biodiversity throughout the City.
- Planning Framework for the East Wanneroo Structure Plan Area
  - Rezoning of 2,200 hectares of land in East Wanneroo to 'Urban Deferred' under the Metropolitan Region Scheme was completed in September 2018. In addition, a draft District Structure Plan (DSP) was released for comment in September 2019 and was approved in mid-2021 ~~is expected to be finalised in the second half of 2020~~. The draft DSP is supported by an 'Integrated Water Management Framework' which is a precursor to a District Water Management Strategy which should provide a better indication as to how water levels in the Yellagonga wetlands might be affected by the urbanisation of the East Wanneroo DSP area.

Appendix 2- Strategic Context

Local Context

City of Wanneroo

The Strategic Community Plan 2017/18 – 2026/27 is the City of Wanneroo's long-term vision capturing the aspirations of the community and describing the City's objectives. It also provides strategic guidance to the City regarding priority focus areas and direction and informs the City's Corporate Business Plan. This is also the key document for Council to track and report back to the community on progress. The Plan includes four pillars, one of which is 'Environment'. The aspiration identified for the Environment pillar is for *'A healthy and sustainable natural and built environment'*.

The development and implementation of the Yellagonga Integrated Catchment Management Plan 2021-2026 will help the CoW achieve this aspiration. Other CoW strategic documents, policies and local laws that are relevant to the YICM Plan 2021-2026 are listed in Table 7.

Table 7 City of Wanneroo local law and policy relevant to the YICM Plan 2021-2026

Local Biodiversity Plan 2018/19-2023/24 Implementation of the Local Biodiversity Plan will help integrate biodiversity protection into land use planning, commit to ongoing action and new projects to improve biodiversity conservation.
Local Environment Strategy (LES) 2019 The LES sets out the high level framework for all of the City's strategic environmental planning initiatives and promotes a balance between growth and the protection and enhancement of the natural and built environments.
Smart Growth Strategy 2005 Developed to more effectively manage growth in the City, in both new and existing suburbs. The strategy has six key principles, one of which is Long Term Health of the Environment.
Local Planning Policy 4.1: Wetlands (2010) The objectives of the Policy are to ensure development within the City of Wanneroo appropriately protects and manages the environmental attributes of wetlands and also recognises the value and benefit of wetlands to the local environment and community.
Feral Animal Control Program The feral animal control program aims to improve and protect biodiversity within the City with a focus on feral rabbits and foxes. The program is undertaken in line with relevant legislation and is carried out in strategically selected City-managed conservation areas including areas within and adjacent to the Yellagonga Regional Park.
Local Planning Policy 4.8: Tree Preservation Policy (2006) To provide a mechanism to protect significant trees of the City within the following specified areas: vacant land and bushland which will be subject to future development; and existing and proposed public open space reserves.
Cats Local Law 2016 and Dogs Local Law 2016

Provide for the regulation, control and management of the keeping of animals within the City of Wanneroo. The effect of this local law is to establish the requirements with which owners and occupiers of land within the district must comply in order to keep animals and provides the means of enforcing the local law.

City of Joondalup

Joondalup 2022: Strategic Plan 2012–2022 is the City's long-term strategic planning document; outlining its commitment to achieving the vision and aspirations of its community and regional stakeholders. One of its key focus areas is the natural environment which contains the aspirational outcome:

The City is a global leader in adaptive environmental management. It works closely with the community to protect and enhance the natural environment, while celebrating and showcasing its natural assets to the world.

The development and implementation of the Yellagonga Integrated Catchment Management Plan 2021-2026 will help the CoJ achieve this aspirational outcome. Other CoJ strategic documents, policies and local laws that are relevant to the YICM Plan 2021-2026 are listed in Table 8.

Table 8 City of Joondalup Local Law and Policy Relevant to the YICM Plan 2021-2026

Strategic Community Plan 2012-2022 This Plan highlights the focus on preservation, conservation and accessibility of the City's natural assets and the importance of engaging with the community and regional stakeholders.
Environment Plan 2014-2019 Guides the City's strategic response to local environmental pressures. The purpose of the Plan is to ensure that the City's operations are delivered in an environmentally sustainable manner and that the City takes measures to effectively influence positive environmental behaviours within the community.
City Water Plan 2016-2021 Management of the City's water resources in a sustainable manner in order to decrease water consumptions, increase efficiency, and improve water quality.
Climate Change Strategy 2014-2019 Provides guidance to the City's climate change management activities and has a dual purpose of both mitigation (to continue to reduce greenhouse gas emissions to minimise the severity of climate change) and adaptation (to implement strategies to ensure the City is prepared and able to adapt to current and future impacts of climate change).
Bushfire Risk Management Plan 2018- 2023 The Plan aims to provide a coordinated and efficient approach towards the identification, assessment, and treatment of assets exposed to bushfire related risk within the City of Joondalup.
Pathogen Management Plan 2018-2028 Guides the management of pathogens within the City to minimise the risk of pathogen introduction

and spread.
Weed Management Plan 2016 Provides strategic ongoing weed management of the City's natural areas, parks, and urban landscaping areas.
Sustainability Policy The objective of the policy is to outline the City's commitment to integrating sustainable practices into all local government functions and services.
Stormwater Management Policy The objective of the policy is to ensure stormwater is managed to protect environmental, social and economic values and to facilitate the integration of water sensitive design principles into planning and development within the City of Joondalup.
Animals Local Law 1999* and *Animals (Amendment) Local Law 2010 Provides for the regulation, control and management of the keeping of animals within the City of Joondalup. The effect of this local law is to establish the requirements with which owners and occupiers of land within the district must comply in order to keep animals and provides the means of enforcing the local law.

Regional Context

Table 9 Regional Policy Relevant to the YICM Plan 2021-2026

Bush Forever (2000) Department of Planning The aim is to provide a policy and implementation framework that will ensure bushland protection and management issues in the Perth Metropolitan Region are appropriately addressed and integrated with broader land use planning and decision-making. Yellagonga Regional Park is designated a Bush Forever site (299).
Bushland Policy for the Perth Metropolitan Region (State Planning Policy No.2.8) (2010) The aim of the policy is to provide a policy and implementation framework that will ensure bushland protection and management issues in the Perth Metropolitan Region are appropriately addressed and integrated with broader land use planning and decision-making.
Draft Gnangara Sustainability Strategy (2009) A cross-government initiative working on an action plan that will ensure the sustainable use of water for drinking and commercial purposes and to protect the environment.
Gnangara: Groundwater Areas Allocation Plan (2009) This water allocation plan aims to balance abstraction of groundwater with the need to retain water in the ground to meet ecological, social, and cultural needs, and provide for public and private use in the future. Note: the new plan is due to be released for comment in late 2021.

State Context

Table 10 State Policy and Legislation Relevant to the YICM Plan 2021-2026

Environmental Protection Act 1986
Provides for the prevention, control and abatement of pollution and environmental harm, for the conservation, preservation, protection, enhancement and management of the environment and for matters incidental to or connected with the foregoing.
Biodiversity Conservation Act 2016
Provides for the conservation and protection of wildlife.
Planning and Development Act 2005
Provide for a system of land use planning and development in the State and for related purposes.
Biosecurity and Agriculture Management Act 2007
The Act provides effective biosecurity and agriculture management for the State
Bushfires Act 1954
The Act makes for the provision for diminishing the dangers resulting from bushfires and for the prevention, control, and extinguishment of bushfires.
Cat Act 2011
The Act makes provision for the control and management of cats and promotes and encourages the responsible ownership of cats.
Dog Act 1976
The Act makes provisions for the control of dogs in public and private spaces and promotes responsible dog ownership.
Fish Resources Management Act 1994
The Act is the primary State legislation regulating the management of, and utilisations and conservation of fish (which includes all aquatic organisms except reptiles, birds, mammals, and amphibians) and their habitat.
Water Resources (State Planning Policy 2.9) (2006)
Provides clarification and additional guidance to planning decision-makers for consideration of water resources in land use planning strategy.
Better Urban Water Management Framework (2008)
Facilitates better management of urban water resources by ensuring an appropriate level of consideration is given to the total water cycle at each stage of the planning system and provides guidance on the implementation of State Planning Policy 2.9 Water Resources.
Securing Western Australia's water future – A position paper (2013)
Sets out a proposed legislative and policy framework to help deliver new water management solutions in Western Australia.

National Context

Table 11 National Policy and Legislation Relevant to the YICM Plan 2021-2026

Environment Protection and Biodiversity Conservation Act 1999
Is the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places.
Threat abatement plan for disease in natural ecosystems caused by *Phytophthora cinnamomi*, Commonwealth of Australia (2014)
This national threat abatement plan came into force on 31 January 2014 and addresses the key threatening process 'Dieback caused by the root-rot fungus *Phytophthora cinnamomi*, which is listed under the Commonwealth EPBC Act.
Australia's Biodiversity Conservation Strategy 2010 – 2030, Commonwealth of Australia (2010)
The Strategy is a guiding framework for biodiversity conservation for all sectors - government, business and the community. The Strategy sets out priorities which will direct efforts to achieve healthy and resilient biodiversity and provide us with a basis for living sustainably.
Australia's Biodiversity and Climate Change. A strategic assessment of the vulnerability of Australia's biodiversity to climate change. Commonwealth of Australia (2009)
Is an assessment of the vulnerability of Australia's biodiversity to climate change, commissioned by the Australian Government to help increase our understanding of how to help Australia's rich biodiversity adapt to climate change.
Australia's Native Vegetation Framework, COAG (2012)
This Framework is a joint initiative of the Australian, state and territory governments and outlines a coordinated national approach to native vegetation management and provides a mechanism through which the native vegetation management commitments agreed to by all Australian governments can be progressed.

International Context

Table 12 International Legislation Relevant to the YICM Plan 2021-2026

***Japan Australia Migratory Birds Agreement (Australia Treaty Series 1981 No.6)* (JAMBA)**
The JAMBA agreement lists terrestrial, water and shorebird species which migrate between Australia and Japan. The agreement requires the parties to protect migratory birds and includes provisions for cooperation on the conservation of threatened birds.
***China Australia Birds Agreement (Australian Treaty Series 1988 No.22)* (CAMBA)**

The CAMBA agreement lists terrestrial, water and shorebird species which migrate between Australia and China. The agreement requires the parties to protect migratory birds.

***Republic of Korea-Australia Migratory Bird Agreement 2007* (ROKAMBA)**

The ROKAMBA formalises Australia's relationship with the Republic of Korea in respect to migratory bird conservation and provides a basis for collaboration on the protection of migratory shorebirds and their habitat.

***The Convention on the Conservation of Migratory Species of Wild Animals* (1983) (Bonn Convention)**

Is an intergovernmental treaty that aims to conserve terrestrial, aquatic and avian migratory species throughout their range. Migratory species which are native to Australia and are included in the appendices to the Bonn Convention.

***The Convention on Wetlands of International Importance (1971)* (Ramsar Convention)**

Is an intergovernmental treaty that provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources. Australia currently has 65 wetlands of international importance listed under the Ramsar Conventions (Yellagonga is not one of them).

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Summary of Submissions with Administration's Response

Theme/ Issue	Summary of Issue/ Explanation	Administration Response
Wording, terminology, and formatting.	Wording isn't always consistent, and technical information isn't always presented in an easy to understand format. A number of corrections to spelling, terminology, referencing and formatting have also been identified.	Wording and terminology has been updated throughout the document to reflect the advised changes from a number of submissions.
Infrastructure	There is a need for a diverse range of infrastructure in and around the park, with a particular focus on well-maintained pathways and bird watching facilities.	While pathways are provided and maintained, with the intention that they will extend around the perimeter of the Park, modern bird watching facilities are a relatively recent addition. The City of Wanneroo is currently investigating a number of locations for bird watching facilities.
Fauna Management	Efforts made on feral animal control need to be increased, in particular foxes and domestic cats, as well as some introduced bird species. Fox control in particular seems to be of high concern due to their noticeable impact on native fauna. Further focus needs to be placed on monitoring and protection of the Snake-necked Turtle, which is currently in decline in the Park and may be at risk of local extinction.	While management of feral fauna within the Regional Park remains the responsibility of the land owner and Park Manager (being the Department of Biodiversity Conservation and Attractions (DBCA)), additional fauna management is conducted throughout the park through the implementation of the YICM Plan. The Local Biodiversity Project within the YICM Plan contributes resources to additional fox control events throughout the year which aim to compliment the fox control already being carried out by the DBCA and both Cities. It is proposed that additional conservation work (including investigation into nest protection) in relation to the Snake-necked Turtle is also undertaken as part of this project.
Revegetation and weed management	Revegetation works need to continue and possibly be enhanced through addition of more sites and greater resourcing. Typha was identified as a key concern and	Substantial revegetation is carried out through the Local Biodiversity Project within the YICM Plan, which aims to continue such activities. Revegetation is jointly organised,

	should be removed where possible, and other weeds should be identified and removed where possible.	resourced and carried out by both Cities and the DBCA as a part of this project and includes planting, weeding, watering, and general maintenance of revegetation sites. As part of the Local Biodiversity Project, flora surveys, including weed mapping) have also been undertaken which have informed priority weed removal activities within the Park.
Strategic Framework	The YICM Plan should look to align closely with the DBCA's strategic framework for the management of the Park. As part of that strategic management framework, the DBCA's Yellagonga Regional Park Management Plan (YRPMP) should be reviewed and updated. The relative responsibilities of local and state government needs to be made clear, including the responsibilities for on- ground management and approval of activities within the Park (including activities such as the recently proposed mountain bike trail and associated facilities).	The YRPMP provides a high level framework to the management of the Park, and its implementation and review remains the responsibility of the DBCA. The YICM Plan is the responsibility of the Cities of Wanneroo and Joondalup with technical support, funding and in-kind contributions being provided by the DBCA where appropriate. The YICM Plan aims to compliment management activities and strategies contained within the YRPMP. New activities proposed within the Park (such as the proposed mountain bike trail) are outside of the scope of the YICM Plan. It is important to note that the YRPMP and the YICM Plan, although they share general principles for the protection of the Yellagonga wetlands, are separate and unrelated documents. Administration has notified the DBCA of the communities request for the YRPMP to be updated.
Ground and surface water levels	Future predicted water levels are a concern for the health of the wetlands, particularly in relation to the proposed urbanisation of East Wanneroo and the unpredictability of climate change. Current predictions (from the East Wanneroo District Water Management Strategy (DWMS)) indicate a significant ground water level rise as a direct result of development in East	On advice from relevant agencies including the Department of Water and Environmental Regulation (DWER), the YICM Plan is proposed to be updated to include all relevant and up to date data on current and future potential ground and surface water levels. Importantly, YICM Plan projects such as the Water Quality Monitoring and Improvement Program, and the Water

	Wanneroo. This could have adverse impacts on the health of the wetlands. Currently, the YICM Plan does not adequately address these threats, and does not accurately present the current and future potential water levels in the catchment. Projects within the YICM Plan need to adequately consider the potential threats to the wetlands health as a result of rising water levels.	Conservation Project have proposed amendments that include actions relating to threats to wetland health as a result of surface water rise. These include but are not limited to conducting a water balance study of the wetlands, investigating opportunities into retrofitting stormwater infrastructure, and investigating the potential for additional infrastructure to deal with increased water levels where appropriate. Options for the management and treatment of excess ground water as a result of the urbanisation of the East Wanneroo are yet to be finalised and will be determined as part of the development of the area. The surface water and groundwater management systems will be designed to protect wetlands and ensure there is no adverse environmental impact within the East Wanneroo area and surrounds.
Community Engagement	The YICM Plan should place greater emphasis on community engagement and education, including engagement with community groups and environmental experts.	The Yellagonga Community Awareness Program contained within the YICM Plan aims to engage the community throughout the Plans implementation. Additionally, the implementation of the YICM Plan is made possible through ongoing engagement and collaboration with agencies and community groups including but not limited to: • Yellagonga Regional Park Community Advisory Committee • DBCA • DWER • Friends of Yellagonga • Environmental Consultants
Resourcing	Adequate resourcing needs to be provided for the ongoing management of the Park. The DBCA should be appropriately funded so that adverse impacts to the Park	Resourcing for DBCA conservation management is outside the scope of the YICM Plan, however, YICM Plan projects aim to complement existing projects being carried out by other

	are minimised, and natural assets and conservation values of the Park are enhanced.	agencies including the DBCA where they can. Although funding may be limited in areas, effective collaboration between agencies ensures that available resources are allocated appropriately.

PS02-10/21 Consideration of Actions Relating to Developer Contributions Arrangements

File Ref: 5734V07 – 21/407833
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:

1⇩. Attachment 1 - DCP Actions October 21 21/407930

Tax Invoice/Quotation or Credit Note Request									Recommendation
Item	**Landowner**	**Cell or DCP Area**	**Address**	**Approval**	**Credits**	**Contributions**	**Payable/ Receivable**	**Comment**	**It is Recommended that Council:**
1	G&S Industries	9	C/- Acumen Development Solutions 18 Lyall Street SOUTH PERTH WA	154885	$ -	$ 179,682.00	Tax Invoice	WAPC subdivision approval (WAPC154885). Deposited Plan 421597.Condition of subdivision approval requiring payment on a per lot basis for 6 residential lots at the rate of $29,947 per lot.	**1. Approves the preparation of a Tax Invoice to G&S Industries for the amount of $179,682**
2	Stockland WA Development Pty Ltd	Alkimos Eglinton DCP	Level 12 Durack Centre 263 Adelaide Tce PERTH WA 6000	158049		$ 121,934.81	Tax Invoice	WAPC subdivision approval (WAPC158049). Surveyor pre-cal plan (Amberton Beach Stage 8C). Condition of subdivision approval requiring payment on a square metre basis over 12,037m2 of residential land at the rate of $10.13 per square metre.	**2. Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of $121,934.81**
3	Stockland WA Development Pty Ltd	Alkimos Eglinton DCP	Level 12 Durack Centre 263 Adelaide Tce PERTH WA 6000	157367 &160579		$ 91,879.10	Tax Invoice	WAPC subdivision approval (WAPC157367 and 160579**).** Surveyor pre-cal plan (Amberton Beach Stage 12). Condition of subdivision approval requiring payment on a square metre basis over 9,070m2 of residential land at the rate of $10.13 per square metre.	**3. Approves the preparation of a Tax Invoice to Stockland WA Development Pty Ltd for the amount of $91,879.10**
Net Total					**$ -**	**$ 393,495.91**			

Approval Services

PS03-10/21 Consideration of Local Planning Policy 4.6: Signs Following Advertising

File Ref:	4093 – 21/361479
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	3

Issue

To consider adopting the revised Local Planning Policy 4.6: Signs following public advertising.

Background

Administration commenced a review in 2018 of Local Planning Policy 4.6: Signs (LPP 4.6). On 15 June 2021, following completion of the policy review, draft LPP 4.6 was presented to Council and adopted for advertising.

The purpose of this report is for Council to formally adopt the modifications to LPP 4.6 following closure of the advertising period.

A copy of the modified LPP 4.6 for adoption by Council is included as **Attachment 1**.

For reference, a copy of the current LPP 4.6 with track changes to reflect the proposed wording modifications is included as **Attachment 2**.

Detail

The current LPP 4.6 is considered to generally operate effectively with a format and structure that allows for signs to be easily assessed, whilst also offering exemptions for a number of small scale signage. This avoids unnecessary and onerous approval requirements for businesses and an administrative burden on the City.

Most of the existing provisions within LPP 4.6 have been retained, however they have either been reordered within the policy or have been subject to minor wording modifications. The proposed changes include the addition of graphics to illustrate the various sign types, introducing a new sign type to address Variable Message Signs (VMS), providing a definition of an advertising sign and introducing provisions and assessment criteria applicable to digital signage.

A comprehensive list of the opportunities identified through the policy review process and the subsequent modifications proposed are included as **Attachment 3**.

Consultation

Public consultation was undertaken in accordance with Part 2 Division 2 of the Deemed Provisions of DPS 2 for a period of 42 days by way of the following:

- Notification in the Wanneroo Times; and
- Publishing draft LPP 4.6 on the City's website and making it available for viewing at the City's Civic Centre.

No submissions were received on the modifications proposed to LPP 4.6 during the public consultation period.

Comment

The modifications proposed to LPP 4.6 for adoption are the same as those considered by Council on 15 June 2021, when the policy was presented to Council for consent to advertise. These changes were discussed in detail in Administrations previous report to Council (PS04-06/21).

The modifications to LPP 4.6 were prepared following comprehensive consultation with Council Members and are considered to improve the legibility of the policy and suitably address the consideration of digital signage as a modern advertising platform. The updates also ensure the policy reflects the current statutory and legislative framework. It is acknowledged that signage is an evolving matter with varying levels of acceptance within the community, with the policy changes representing a fair and balanced approach to the management and assessment of signage applications and control of signage proliferation throughout the City.

It is therefore recommended that Council adopt the amended Local Planning Policy 4.6: Signs, as set out in **Attachment 1**.

Statutory Compliance

The review of Local Planning Policy 4.6: Signs has been prepared in accordance with Division 2 – Local Planning Policies of the Deemed Provisions which outlines the procedures for how a local government may amend a local planning policy.

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

3.3 - Plan, develop and activate employment locations

Risk Management Considerations

Risk Title	**Risk Rating**
CO-C01 Compliance Framework	Moderate
Accountability	**Action Planning Option**
Executive Manager Governance and Legal	Manage

Risk Title	**Risk Rating**
CO O01 Relationship Management	Moderate
Accountability	**Action Planning Option**
Director Corporate Strategy and Performance	Manage

The above risks relating to the issues 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

The review of Local Planning Policy 4.6: Signs has been undertaken by Administration to ensure that the City achieves its strategic goals and by conforming to current statutory and legislative provisions through the use of local planning policies.

Financial Implications

The inclusion of additional exemptions for digital signage will have a negligible financial implication.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **Pursuant to Clause 4(3)(b)(i) of the Deemed Provisions of City of Wanneroo's District Planning Scheme No. 2 PROCEEDS with Local Planning Policy 4.6: Signs, included as Attachment 1; and**
2. **Pursuant to Clause 4(4) of the Deemed Provisions of District Planning Scheme No. 2 PUBLISHES notice of its adoption of Local Planning Policy 4.6: Signs in accordance with Clause 87 and FORWARDS a copy of the adopted policy to the Department of Planning, Lands and Heritage for information.**

Attachments:

1⇩.	*Attachment 1 - Modified LPP 4.6: Signs for Adoption*	*21/384414*
2⇩.	*Attachment 2 - LPP 4.6 with Track Changes*	*21/364263*
3⇩.	*Attachment 3 - Summary of Modifications to LPP 4.6*	*21/364287*

Attachment 1

Planning and Sustainability
Local Planning Policy 4.6

Advertising Signs

City of Wanneroo

Owner	Planning and Sustainability
Implementation	October 2021
Next Review	October 2025

PART 1 - POLICY OPERATION

Policy Development and Purpose

This policy has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and is to be read in conjunction with the City of Wanneroo's (the City) District Planning Scheme No. 2 (DPS 2).

The purpose of this policy is to provide a framework for the design, placement and assessment of advertising signs (signs) within the City.

Advertising Sign: *means a sign in the form of a type specified below for the purpose of advertising or promoting a business or its products, and includes estate signage.*

Objectives

1. To ensure that the visual quality and character of particular localities and transport corridors are not eroded;
2. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;
3. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;
4. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their number, colours, height, prominence, visual impact, size, content and relevance to the premises on which they are located;
5. To reduce and minimise clutter; and
6. To promote a high standard of design and presentation in outdoor advertising.

Exemptions

If a sign complies with one of the following it is exempt from the need to obtain development approval:

- All the relevant provisions of this policy, in accordance with clause 61(1) of the Deemed Provisions,
- Signs within a signage panel previously approved by the City, in accordance with clause 61(1) of the Deemed Provisions; or
- All the relevant provisions of Schedule 4 of DPS 2, *refer Attachment 1*.

**The exemptions specified above do not apply to signage proposed in a digital format, unless specifically exempt under the digital signage exemptions contained within Part 2 of this Policy.*

PART 2 - GENERAL POLICY PROVISIONS

General Development Standards

1. In general, advertising signs shall:
   - Not contain any offensive material[1];
   - Not be affixed to boundary walls or fences;
   - Not extend beyond the boundary of the lot on which they are situated;
   - Relate to the site on which they are located; and
   - Integrate with the building design, particularly through the provision of signage panels within the building facades, wherever possible.
2. A sign that fits within the definition of more than one sign type shall be assessed against the criteria the City considers most applicable.
3. The area of a sign is to be measured as the greatest horizontal dimension multiplied by the greatest vertical dimension, excluding any support structures.

Signage Strategy

A signage strategy is an overall plan for a development site or structure plan area and shall be submitted with an application for development approval when:

- The sign/s relate to a subdivision or development estate which proposes more than ten lots;
- The sign/s relate to a display home or village; or
- The number of signs for a development site (existing and proposed) exceeds a total of four.

A signage strategy should incorporate the location, type, size and design of all existing and proposed signs, depicted on site and elevation plans. Justification should be provided on the need for the number and design of signs proposed, having regard for the relevant policy provisions and objectives.

Digital Signage

The City may consider applications for digital signage in the following circumstances:

1. Pylon Signs and Wall Signs associated with schools, tafes or colleges, outdoor recreation (e.g. golf course), places of worship and tourist locations[2];
2. On Commercial zoned land identified as a Neighbourhood Centre or above under DPS 2 or an applicable structure plan, or Business zoned land within an Integrated Business Centre[3], limited to the following:

- One Pylon Sign per street frontage;
- One Wall Sign per street frontage; and
- One Window Sign per tenancy.

1. *Offensive material is content deemed by the City to be objectionable, violent, insulting, obscene or defamatory to most people, or a particular group of people.*
2. *Tourist location: refers to places where visitors typically visit for the natural, cultural or historic value while also offering leisure and amusement at a regional or sub-regional level and is determined at the discretion of the City.*
3. *Integrated Business Centre: refers to a continuous area of Business zoned land greater than 10,000m^2.*

Exemptions

The following digital signage is exempt from requiring development approval:

- Pylon Signs associated with a school, tafe or college located on a Local Distributor road or lower, where the proposal complies with the relevant policy provisions outlined in Parts 1-3.
- Window Signs within a Commercial or Business zone, where the proposal complies with the relevant policy provisions outlined in Parts 1-3.

Assessment Considerations

- Unless outlined above, applications for digital signage are required to obtain development approval and will be assessed against the most applicable sign type to which the sign relates (Part 3), as well as all other relevant policy provisions.
- Digital Pylon and Wall signage infrastructure on Business or Commercial zoned land shall be located and designed for reciprocal use by all tenancies within a Centre. This is to ensure signage is designed and located to maximise its community benefit and minimise visual clutter.
- Applicants are required to provide information on the proposed luminance of a digital sign. At the request of the City, an applicant may be required to provide a Lighting Impact Assessment to demonstrate that the signs luminance does not affect the amenity of nearby sensitive land uses.
- Digital signage is not permitted to display third party advertising material in accordance with Part 2 of this policy.
- Digital signage applications may also be required to demonstrate they are safe from a road safety perspective. Applicants should contact the City to determine if any road safety information or assessment is required prior to formally submitting an application.

Third Party Signage

Notwithstanding the above, the City may consider an application for third party digital signage in the following circumstances:

Activity Centres

A Wall or Pylon Sign located within a Strategic, Secondary or District Centre. In such circumstances the signage should be located centrally within the Centre and integrated with the built form.

The signage should also be oriented towards a pedestrianised environment, be designed to complement the character of the Centre, not detract from any existing signage and add visual interest and amenity to the locality, in addition to satisfying all other applicable standards of this policy.

Regional Transport Corridors

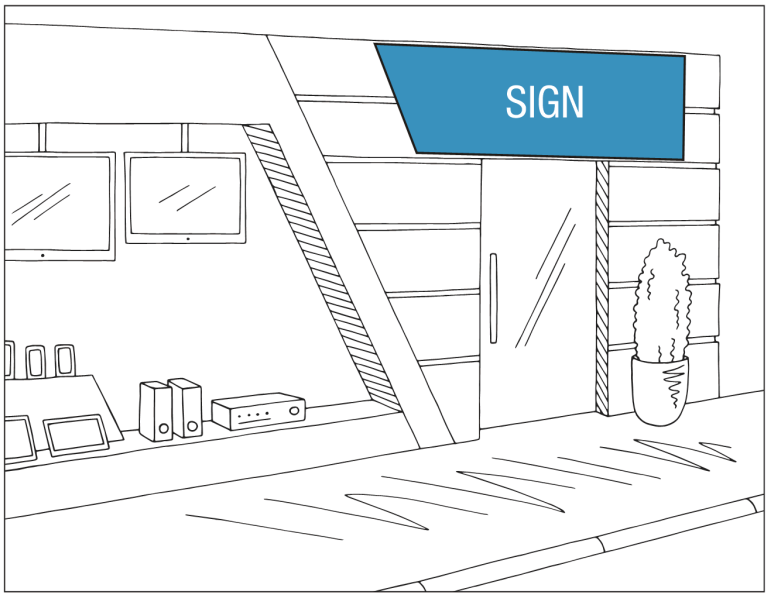
A Pylon Sign located within, or directly adjacent to, a Primary or Other Regional Road reserve. In such circumstances the sign should not be visible from any existing or proposed public open space (local or regional) or sensitive land uses, and shall not detract from the character and amenity of the locality.

In addition, the proposal will require support from the owner/manager of the transport corridor and demonstrate that it does not conflict with any traffic signals or create a road safety issue, in addition to satisfying all other applicable standards of this policy.

PART 3 - SPECIFIC POLICY PROVISIONS / ON BUILDING SIGNS

Wall Sign

A sign that is painted or affixed on the front, side or rear elevation of a building or structure, but does not project more than 300 millimetres out from the wall.



Wall signs should -

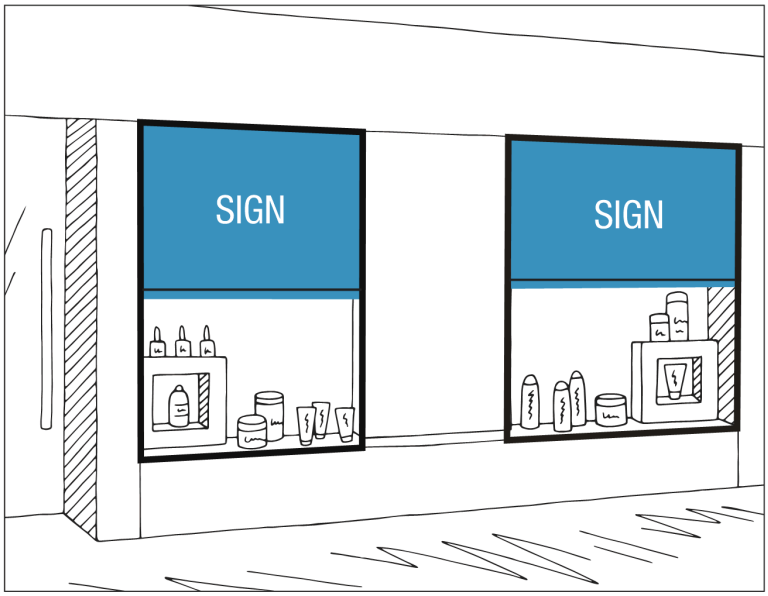
- Be limited to maximum of one sign per tenancy, per street frontage.
- Not extend laterally beyond either end of the wall or protrude above the top of the wall.
- Not exceed 25 percent in aggregate area on any one wall to a maximum of 8 square metres.
- Be integrated with the building design.

For wall signs proposed on a 'Residential' zoned lot used predominantly for non-residential purposes, the following applies:

- Limited to one sign per lot.
- Limited to 1.2 square metres in area.

Window Sign

A sign which is fixed either to the interior or exterior of the glazed area of a window, any part of which is visible from outside the building.



- A window sign should not cover more than 50 percent of the glazed area of any one window or exceed 10 square metres in aggregate area per tenancy.
- Where a window sign is proposed, the balance of the window shall be constructed of permeable glazing to maintain an active building frontage and presentation to the street.

Verandah Sign

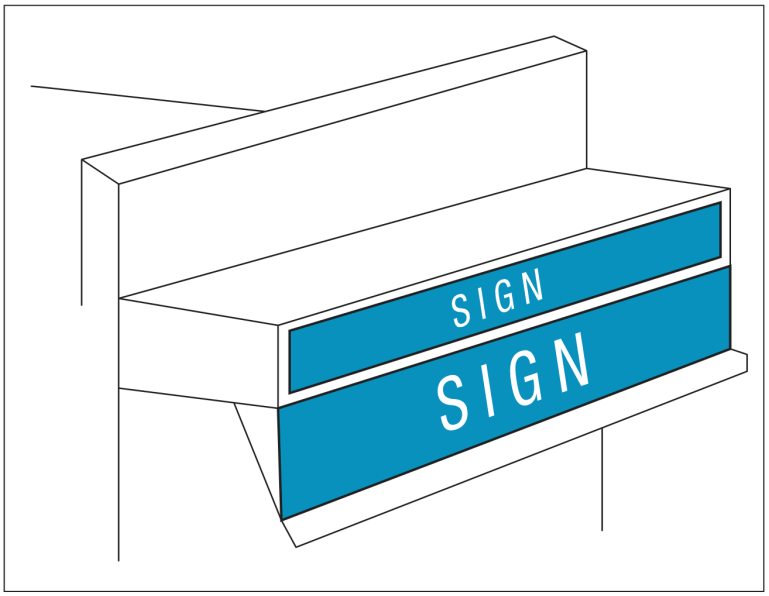
A sign affixed on or under a verandah and includes signs affixed to cantilever awnings and balconies.

Signs on the underside of a verandah should -

- Not exceed 2.4 metres in length.
- Not exceed 400 millimetres in height.
- Not be located within 1 metre of another such sign on the underside of the same verandah.
- Be positioned at right angles to the building façade.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.
- Not project beyond the edges of the verandah.

Signs on the fascia of a verandah should not -

- Exceed 400 millimetres in height.
- Project beyond the edges of the verandah.

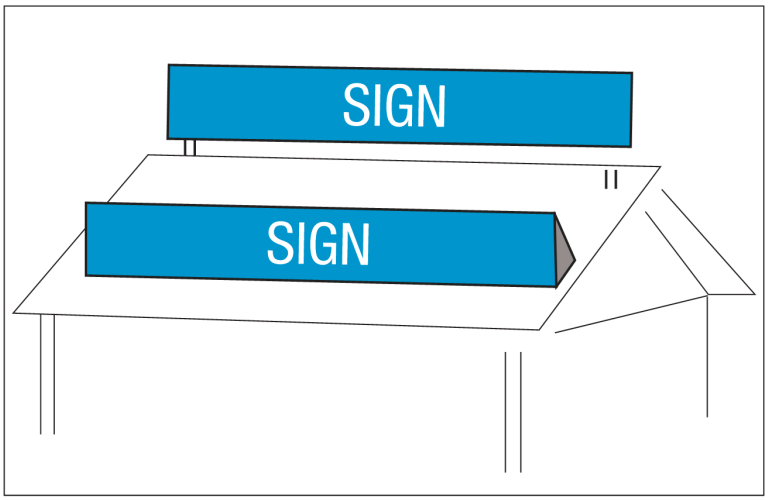


Signs affixed to the top of a verandah are generally not supported given the potential negative impact on visual amenity.

Roof Sign

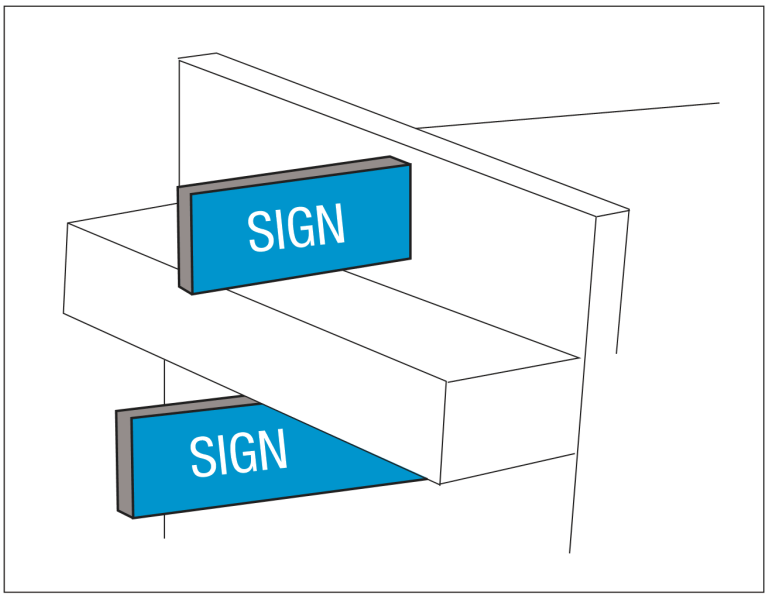
A sign located on a roof or protruding from the normal roof line of a building.

Roof signs are generally not supported given the potential negative impact on visual amenity.



Projecting Sign

A sign that projects 300 millimetres or more from the wall of a building.

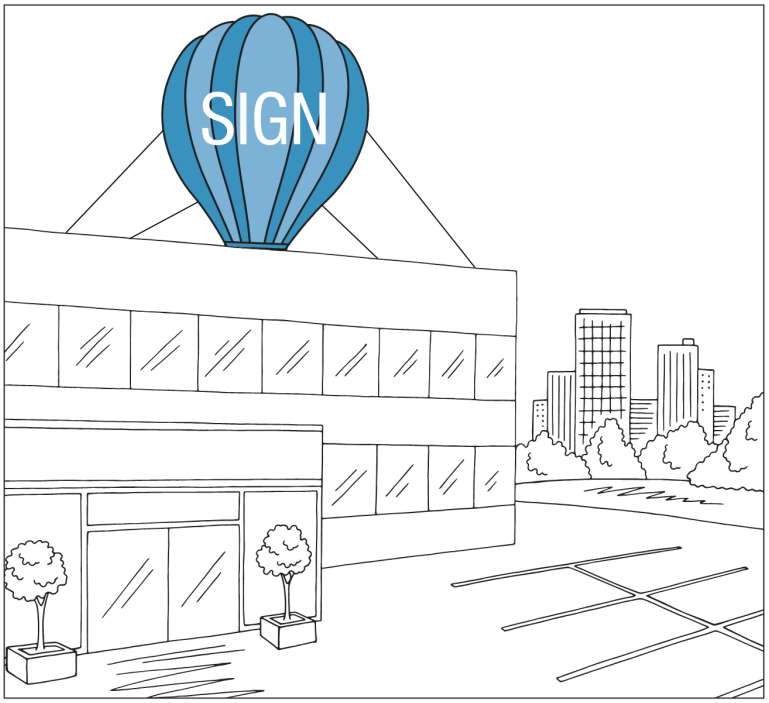


Projecting signs should -

- Be limited to maximum of one sign per tenancy or one for every 40 metres of linear street frontage.
- Not project more than 1 metre from a wall and not exceed 1.5 square metres in area.
- Not be placed within 2 metres of either end of the wall to which they are attached.
- Not project above the top of the wall to which they are attached.
- Provide a clear headway under the sign of not less than 2.75 metres, measured from floor level.

Inflatable Sign

A sign that is painted, stencilled or attached to an inflated device, such as a balloon.



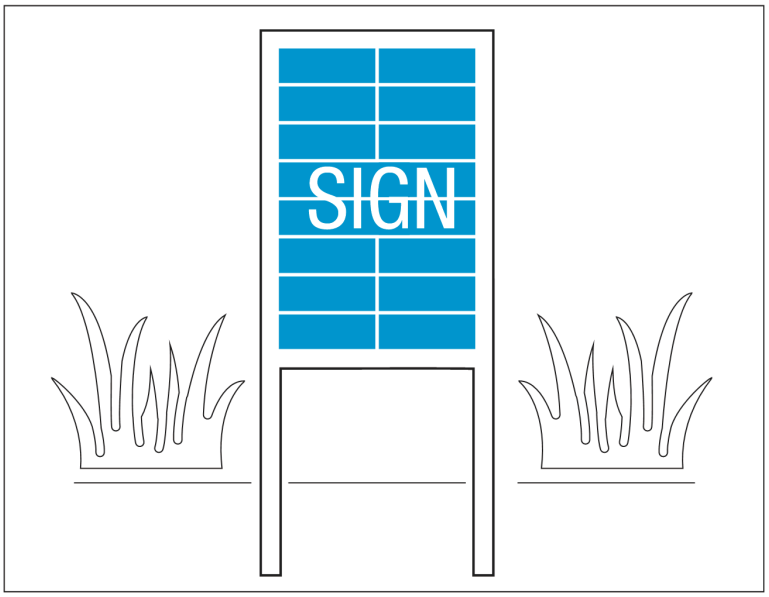
Inflatable signs should not -

- Exceed 7 metres in diameter or 9 metres in height, and are permitted above roof height.
- Be displayed for more than 14 days in aggregate for any one calendar year.

PART 3 - SPECIFIC POLICY PROVISIONS / OFF BUILDING SIGNS

Pylon Sign

A sign supported on one or more poles to which infill panels may be added, that is not attached to a building.



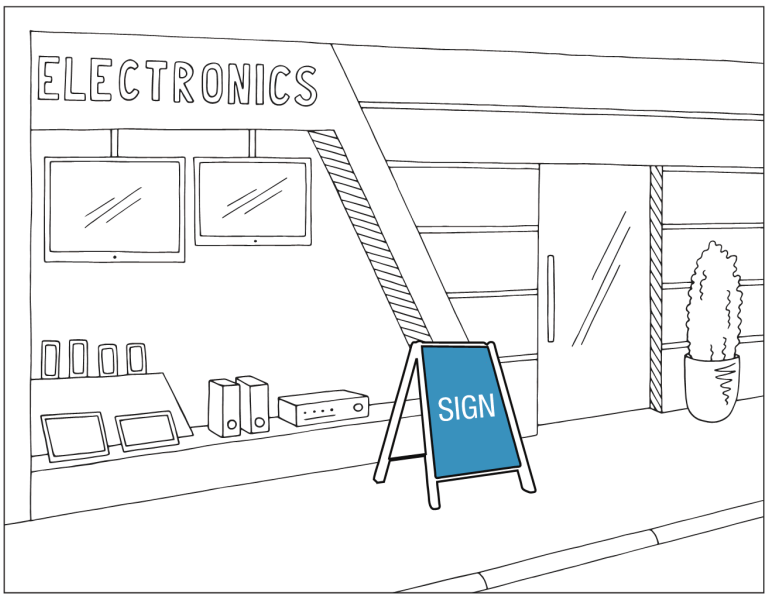
Pylon signs should -

- Be limited to a maximum of one per street frontage or one for every 40 metres of linear street frontage.
- Not exceed 6 metres in height by 2.5 metres in width.
- Be located centrally within the lot and no closer than 3 metres to a side boundary.

Individual pylon signs will not be supported for individual tenancies where multiple units exist or are proposed to exist on a lot. In this instance, a pylon sign shall be designed to provide one infill panel for each unit on the lot and may be increased in height to 8 metres.

Portable Sign

A sign that is not attached to a building or other structure.



Portable signs should -

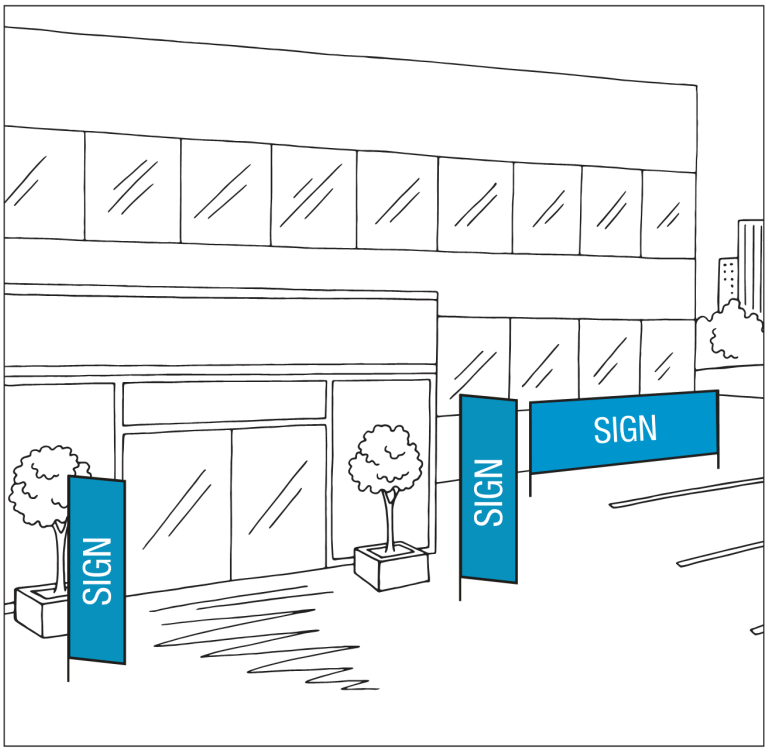
- Not exceed one sign per tenancy.
- Only be displayed during normal operating hours of the business to which they relate.
- Not exceed dimensions of 1.2 metres in height or length, with an area of not more than 0.6 square metres.
- Be located on private property.
- Be secured and stabilised.
- Be placed so they do not obstruct pedestrian walkways, present a hazard to motorists or pedestrians, or obstruct car parking bays

Banner Sign

Any temporary sign in the form of a sign made of a light weight, non-rigid material, such as cloth, canvas or similar fabric that relates to the promotion of a specific event.

Banner signs should -

- Only be displayed for up to one week prior to a promotional event or offer.
- Be removed immediately following the promotional event or offer.
- Not exceed dimensions of 1 metre in height and 3 metres in length.
- Not be displayed for a period of time greater than six weeks.
- Be restricted to promoting no more than four promotional events per year.
- Be limited to a maximum of one per site.

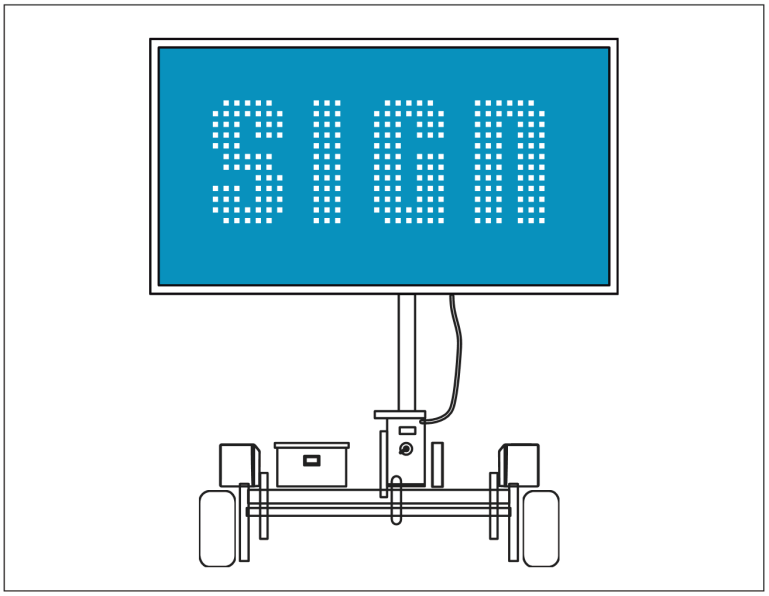


Variable Message Sign (VMS)

A digital messaging sign that is typically mounted on a trailer and displays advertising material which could change at regular intervals.

VMS signs are generally not supported within 20 metres of a road reserve as measured from the boundary of a lot, given the distraction they cause to drivers and potential negative impact on visual amenity.

VMS signs may be considered in a temporary manner in conjunction with a community event.



Rural Producer Sign

A sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land.

Rural Producer signs should -

- Be limited to a maximum of one per street frontage of any lot.
- Not exceed 3 square metres in area or 3 metres in height.
- Show only the name and address of the occupier of the land and name of the property.
- Only advertise goods or products produced, grown or lawfully manufactured upon the land.



PART 3 - SPECIFIC POLICY PROVISIONS / ESTATE DEVELOPMENT SIGNS

Entry Statement

A fence or wall constructed in masonry or other material, to identify the entrance of an estate and may include, but not be limited to, a sign indicating the estate name and locality, sculptures, flagpoles and flags.

- Entry statements should be located entirely within private property.
- Where an entry statement contains an estate name, it should include the approved locality name in at least equal prominence.
- All ongoing maintenance of an entry statement shall be at the cost of the developer and shall be removed prior to completion of the estate, unless otherwise agreed by the City.
- All entry statements are required to obtain development approval from the City.



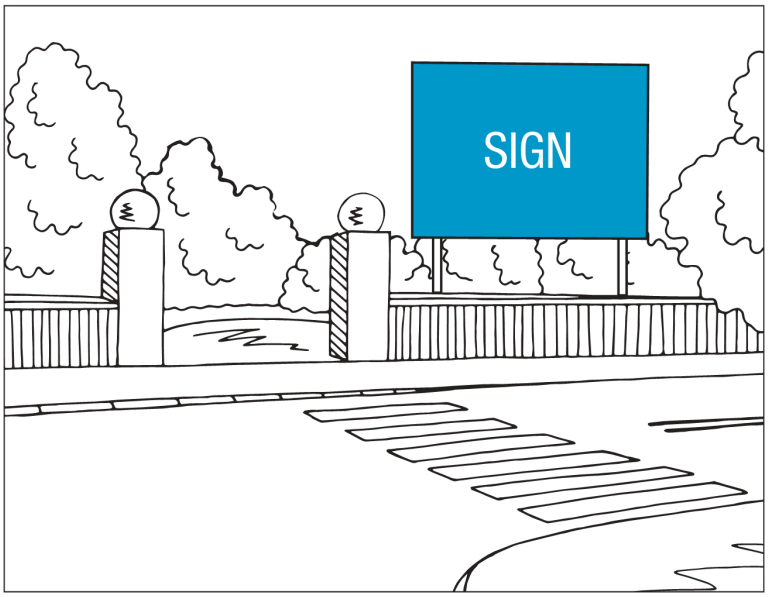
Estate Signage

A sign erected on a lot within an estate displaying information such as the estate name, the plan of subdivision or development, the estate features or sales and real estate agency contact details.

- Estate signs should be located entirely within the estate to which they relate, at justified strategic points to avoid proliferation.
- A maximum of two signs are permitted visible from the perimeter of the estate.
- All estate signs are required to obtain development approval from the City and may only be considered in the context of an overall Signage Strategy.
- All development approvals issued by the City for estate signage will include a condition of approval limiting the time the approval remains valid, as determined by the City.

Dimensions -

- Estate signs in the form of a billboard, mounted on one or more support poles, should not exceed six metres by three metres.
- Where estate signage is not in the form of a billboard it will be assessed against the most applicable sign type within this policy, as determined by the City.



**** Estate signage may only be located on City managed land at the discretion of the City's Property Services.***

Off-site Sign -

In addition, the City may grant approval for one off-site sign within one kilometre of an estate if considered necessary to assist with directing the public to the estate.

The sign should be located entirely on private property with the consent of the landowner, and should avoid conflict with other signs.

Sea Containers -

The use of sea containers for signage purposes is generally not supported and will only be considered when:

- The signage is incidential to the use of the sea container; and
- The signage relates to the estate in which it is located.

Display Home Sign

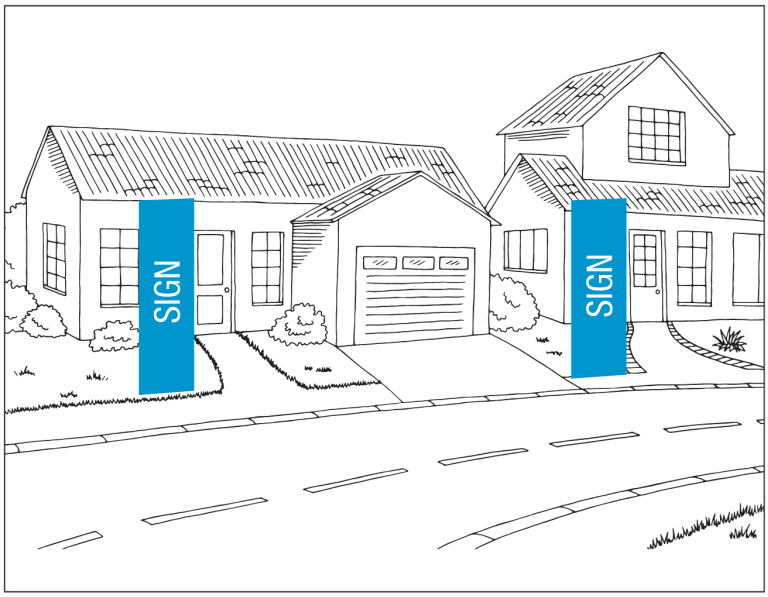
A sign advertising a home or homes on display for public inspection.

Display Home signs should -

- Be limited to one sign per display home.
- Not exceed 6 metres in height by 2.5 metres in width.
- Not be illuminated
- If located adjacent to a lot used for residential purposes, be located a minimum 3 metres from the boundary of the residential lot.
- Be removed within 10 days of the closure of the display home.

In addition to the above, one integrated Display Home sign may be permitted where multiple builders exist provided the sign:

- Does not exceed 6 metres in height by 2.5 metres in width.
- Is designed to provide one infill panel for each builder in the display home centre.
- Is removed within 10 days of the closure of the display home centre.
- Obtains development approval from the City.



**** An integrated display home centre sign may only be located on City managed land at the discretion of the City's Property Services.***

Attachment 1

SCHEDULE 4 (CLAUSE 61(1) OF THE DEEMED PROVISIONS) - EXEMPTED ADVERTISEMENTS

(a) All signs or advertising devices for which a licence is required under the Council's Signs Local Law and where the sign or advertising device does not exceed the design requirements of the City's Signs Local Planning Policy; *AMD 52 GG 16/6/06*

(b) a sign erected or maintained in accordance with an Act;

(c) a property disposal sign not exceeding 2m^2 erected on private property or immediately adjacent to the front boundary, where it is not possible to erect it on private property; *AMD 52 GG 16/6/06*

(d) a plate not exceeding 0.2m^2 in area erected or affixed on the street alignment or between that alignment and the building line to indicate the name and occupation or profession of the occupier of the premises;

(e) a direction sign;

(f) a sign used solely for the direction and control of people, animals or vehicles or to indicate the name or street number of a premises, if the area of the sign does not exceed 0.2m^2;

(g) an advertisement affixed to or painted on a shop window not exceeding 50% of the glazed area of any one window or 10m^2 in aggregate area per tenancy, whichever is the lesser, by the occupier thereof and relating to the business carried on therein; *AMD 52 GG 16/6/06*

(h) a sign displaying solely the name and occupation of any occupier of business premises painted on a window or wall of those premises providing that the sign does not exceed 1.2m^2 in area and a height of 600mm;

(i) a sign within a building unless:
  (i) it is clearly visible from a public place outside the building;
  (ii) it is exempted under any other paragraph of this sub clause; or
  (iii) it is considered objectionable by the local government;

(j) a sign not larger than 0.6m x 0.9m on an advertising pillar or panel approved by or with the consent of the local government for the purpose of displaying public notices for information;

(k) a building name sign on any building, where it is of a single line of letters not exceeding 300mm in height, fixed to the facade of the building;

(l) newspaper or magazine posters, provided they are displayed against the outside wall of the business premises from which the newspapers or magazines are sold;

(m) a rural producer's sign measuring up to 3m in height and 3m^2 in area, which is the only sign on the lot on which it is erected; *AMD 52 GG 16/6/06*

(n) a sign erected by the local government, or with the approval of the local government, on land under the care, control and management of the local government;

(o) a sign erected and maintained on street furniture, bus shelters or seats in accordance with the terms and conditions of a contract between the local government and the company responsible for those signs;

Attachment 1

(p) a maximum of 4 garage sale signs, each not greater than 0.25m^2, advertising the sale of second hand domestic goods in domestic quantities, not being part of a business, trade or profession and only being displayed on the day of the sale and on no more than 2 occasions for the same lot in each 6 month period;

(q) a sign or signs erected in accordance with a special event permit issued under the City of Wanneroo Signs Local Law;

(r) a sign painted on a kerb, adjacent to a property depicting the house number and in accordance with specifications approved by the local government;

(s) a sign erected by the local government for the purpose of:

  (i) encouraging participation in voting (but not in favour of any candidate, political party, group or thing) at a local government election, provided that the signs are erected no more than 5 weeks prior to the election; or

  (ii) indicating the name and location of a polling place for an election.

(t) an election sign which is: *AMD 52 GG 16/6/06*

  (i) erected on private property with the approval of the owner of that property, where such approval has been obtained prior to the erection of the election sign;

  (ii) not in excess of 0.75m^2 in area per property, except a corner property which may display one sign facing each thoroughfare of the corner;

  (iii) erected not more than 28 days prior to the date of the election to which it relates;

  (iv) erected in accordance with the restriction provisions of Clause 16 of the Signs Local Law 1999;

  (v) removed within 7 days of the date of the election.

(u) a sign permanently affixed or painted on a vehicle to identify a company, business, service or product supplied or sold by that company. *AMD 52 GG 16/6/06*

The above signs are exempt from the requirement to obtain Development Approval except where the signs contain any illumination or radio; animation or movement in its design or structure; reflective; retro-reflective or fluorescent materials in its design or structure.

Attachment 2

City of Wanneroo Policy Manual

Advertising Signs Local Planning Policy 4.6

~~***Policy Owner*** Planning and Development Directorate~~

~~***Distribution***: All Employees~~

~~***Implementation***: 26 April 2005 Council Meeting Item PD09-04/05~~

~~***Next Review Date:*** April 2007~~

Objectives

~~The key objective~~ The purpose of this policy is to provide a framework for the ~~guidance on~~ design, ~~and~~ placement and assessment of advertising signs (signs) ~~the common forms of~~ within the City.

This~~e~~ policy has been prepared under Schedule 2, Part 2 of the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and is to be ~~to support and be~~ read in conjunction with the City~~'s~~ of Wanneroo's (the City) District Planning Scheme No. 2 (DPS 2). ~~and Signs Local Laws. In particular DPS2 contains the following objectives for the control of advertisements within the City:~~

1. To ensure that the visual quality and character of particular localities and transport corridors are not eroded;

2. To achieve advertising signs that are not misleading or dangerous to vehicular or pedestrian traffic;

3. To minimise the total area and impact of outdoor advertising commensurate with the realistic needs of commerce for such advertising;

4. To prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of their number, colours, height, prominence, visual impact, size, content and relevance to the premises on which they are located;

5. To reduce and minimise clutter; and

6. To promote a high standard of design and presentation in outdoor advertising.

~~**Statement**~~

~~***Area***~~

~~This policy applies to the whole of the City of Wanneroo.~~

~~***Design Requirements***~~ ***General Development Standards***

City of Wanneroo Policy Manual

~~The following design requirements relate to the range of signs commonly used with the City.~~

~~Where words and expressions are used in this policy they shall have the respective meanings given to them in DPS2 and the City's Signs Local Law. Where a particular type of~~ A sign that fits ~~could fit~~ within the definition of more than one sign type shall be assessed against the criteria the City considers most applicable. ~~the requirements for the more specific sign type shall apply.~~

The ~~size~~ area of a sign is to be measured as the greatest horizontal dimension multiplied by the greatest vertical dimension, excluding any support structures.

In general advertising signs shall:

- not contain any offensive material;
- not be affixed to boundary walls or fences ~~or walls~~;
- not extend beyond the boundary of the lot on which they are situated~~, except as otherwise provided by this policy~~;
- ~~bear relevance~~ Relate to the site on which they are located~~, except as otherwise provided for in this policy~~; and
- integrate with the building design, particularly through the provision of signage panels within the building facades, wherever possible.

On Building Signs

Wall Sign

A ~~Wall sign means a~~ sign that is painted or affixed on the front, side or rear elevation of a building or structure, but does not project more than 300~~mm~~ millimetres out from the wall.

Wall signs ~~shall~~ should:

- be limited to a maximum of one sign per tenancy, per street frontage;
- not extend laterally beyond either end of the wall or protrude above the top of the wall;
- not exceed 25~~%~~ percent in aggregate area on any one wall to a maximum of 8~~m²~~ square metres; and
- be integrated with the building design.

~~A~~ For ~~W~~wall signs proposed on a ~~if located within a~~ 'Residential' zoned lot~~and attached to a building~~ used predominantly for non residential purposes, ~~shall~~ the following applies:

- ~~be~~ limited to a maximum of one sign per lot; and
- ~~not~~ limited to ~~exceed~~ 1.2~~m²~~ square metres in area.

~~A Wall sign, if located within a Residential zone and attached to a building used predominantly for residential purposes, shall:~~

- ~~be limited to a maximum of one sign per lot; and~~
- ~~not exceed 0.2m2 in area.~~

Projecting Signs

A ~~Projecting~~ sign ~~means a sign~~ that projects 300~~mm~~ millimetres or more from ~~a~~ the wall of a building.

Projecting signs ~~shall~~ should:

- be limited to a maximum of one per tenancy or one for every 40 metres of linear street frontage;
- not project more than 1~~.0m~~ metre from ~~the~~ a wall and not exceed 1.5~~m2~~ square metres in area;
- not be placed within 2~~.0~~ metres of either end of the wall to which they are attached; and
- not project above the top of the wall to which they are attached.

Verandah Signs

A ~~Verandah sign means a~~ sign affixed on or under ~~above~~ a verandah ~~fascia or under a verandah~~ and includes signs affixed to cantilever awnings and balconies.

Signs on the underside of a verandah ~~shall~~ should:

- not exceed 2.4 metres in length;
- not exceed 400~~mm~~ millimetres in height;
- not be located within 1~~.0~~ metre~~s~~ of another such sign on the underside of the same verandah;
- be positioned at right angles to the building facade;
- be fixed to provide a clear headway under the sign of not less than 2.75 metres, measured from floor level; and
- not project beyond the edges of the verandah.

Signs on the ~~verandah~~ fascia ~~shall~~ of a verandah should not:

- ~~not~~ exceed 400~~mm~~ millimetres in height;
- ~~not~~ project beyond the edges of the verandah.

Signs affixed to the top of a verandah ~~fascia, cantilever awning and balconies~~ are generally not supported ~~*not permitted* within the City~~ given the potential negative impact on visual amenity.

Window Signs

A ~~Window sign means a~~ sign which is fixed either to the interior or exterior of the glazed area of a window, any part of which is visible from outside the building.

A Window sign ~~shall~~ should not cover more than 50~~%~~ percent of the glazed area of any one window or exceed 10~~m2~~ square metres in aggregate area per tenancy.

Roof Signs

A ~~Roof sign means~~ a sign located on a roof or protruding from the normal roof line of a building.

Roof signs are *generally not supported* ~~within the City~~ given the potential negative impact on visual amenity.

Inflatable Signs

~~An *"Inflatable sign"* means a~~ A sign that is painted, stencilled or attached to an inflated device, such as a balloon.

Inflatable signs ~~shall~~ should not:

- Exceed 7~~.0~~ metres in diameter or 9~~.0~~ metres in height ~~above roof height~~, and are permitted above roof height.
- ~~Not~~ be displayed for more than 14 days in aggregate for any one calendar year

~~Prior to erection of an inflatable sign the advertiser shall supply to the Council, a certificate from a structural engineer certifying that the connection of the inflatable object to the building or lot is of a structurally sound design~~.

Off Building Signs

Banner Signs

~~*A "Banner"* means~~ any temporary sign in the form of a sign made of a light weight, non rigid material, such as cloth, canvas or similar fabric that relates to the promotion of a specific event.

Banners sign ~~shall~~ should:

- Only be displayed for up to one week prior to ~~the~~ a promotional event or offer.
- be removed immediately following the promotional event or offer.
- not exceed dimensions of 1~~.0m~~ metre ~~and 3.0m~~ in height and 3 metres in length.
- not be displayed for a period of time greater than six ~~(6)~~ weeks.

- be restricted to promoteing no more than four ~~(4)~~ promotional events per year.

- ~~No more than one banner per site will be permitted.~~ Be limited to a maximum of one per site.

Portable Signs

A ~~portable sign means an advertising~~ sign that is not attached to a building or other structure ~~and may be either portable or fixed in nature.~~

Portable Signs ~~shall~~ should:

- not exceed one ~~fixed~~ sign per tenancy.~~street frontage on any one lot and one portable sign per tenancy.~~ Portable signs shall only be displayed during normal business hours of the business to which they ~~sign~~ relate~~s~~;
- ~~have a maximum vertical or horizontal~~ Not exceed dimensions of 1.2 metres in height or length, with ~~and~~ an area of not more than 0.6~~m2~~ square metres;
- be located ~~entirely~~ on private property;
- be secured and stabilised; and
- be placed so that they do not obstruct pedestrian walkways, present a hazard to motorists or pedestrians, or obstruct car parking bays.

Pylon Signs

A ~~Pylon sign means a~~ sign supported on one or more poles ~~and not attached to a building and includes a detached sign framework, supported on one or more poles~~ to which sign infills may be added, that is not attached to a building.

Pylon signs ~~shall~~ should:

- be limited to a maximum of one per street frontage or one for every 40 metres of linear street frontage;
- not exceed 6~~.0~~ metres in height by 2.5 metres in width;
- ~~not exceed 2.5 metres measured horizontally across the face of the sign; and~~
- be located centrally within the lot and no closer than 3~~.0m~~ metres to a side boundary.

Individual pylon signs will not be supported for individual tenancies where multiple units exist or are proposed to exist on a lot. ~~The pylon sign/s shall be designed to provide one infill panel for each unit on the lot~~ In this instance, a pylon sign shall be designed to provide one infill panel for each unit on the lot and may be increased in height to 8 metres.

Rural Producers Sign

A ~~Rural Producers sign means a~~ sign erected on land lawfully used for rural purposes which advertises goods or products produced, grown or lawfully manufactured on the land within the boundaries of which the sign is located.

A Rural Producers sign ~~shall~~ should:

- be limited to a maximum of one per street frontage of any lot;
- not exceed 3~~m2~~ square metres in area or 3 metres in height; and
- show only the name and address of the occupier of the land, name of the property. ~~and~~ ~~o~~Only advertise goods or products produced, grown or lawfully manufactured upon the land.

Estate Development Signs

Entry Statements

~~An Entry Statement means a~~ A fence or wall constructed of masonry or other material~~s~~, to identify the entrance of an estate and may include, but not be limited to, a sign indicating the estate name and locality, sculptures, flagpoles and flags.

Entry Statements shall be located entirely within private property.

Where an entry statement contains an estate name, it shall also include the approved locality name depicted in at least equal prominence.

~~The estate developer is to enter into an agreement with the City at the engineering approval stage, to ensure that the developer takes on all responsibility for all ongoing maintenance of the entry statement and that it is removed by the developer at a predetermined time linked to the completion of the sales at the estate, unless alternative arrangements are agreed to by the City.~~ All ongoing maintenance of an entry statement shall be at the cost of the developer and shall be removed prior to completion of the estate, unless otherwise agreed by the City.

~~Entry statements will only be considered in the context of an overall Signage Strategy.~~

Estate Signs

~~An Estate sign means a~~ A sign erected on a lot within a subdivision or development estate, displaying information about the estate such as the estate name, the plan of subdivision or development, the estate features, sales and real estate agency contact details.

~~Estate signs shall:~~

- ~~be~~ Estate signs should be located entirely within the estate to which they relate, at justified strategic access points to avoid proliferation. ~~and may be located on public land within that estate;~~
- Estate signs in the form of a billboard, mounted on one or more support poles, should not exceed six metres by three metres. ~~, mounted on one or more support poles;~~
- ~~be located at justified strategic points within the estate to avoid unnecessary proliferation of estate signs;~~
- ~~where~~ A maximum of two signs are permitted visible from the perimeter of the estate. ~~subdivision or development estate be limited to a maximum of two signs;~~ and
- ~~be removed within 30 days of 95% of the lots or buildings within the estate being sold.~~

~~Estate Signs will only be considered in the context of an overall Signage Strategy.~~

In addition~~,~~ ~~to the above requirements~~ the C~~ity~~~~ouncil~~ may grant ~~temporary~~ approval (~~up to 12 months)~~ for ~~the erection of no more than~~ one ~~(1)~~ off site ~~estate~~ sign within one kilometre of an estate if considered ~~where it is satisfied that the proposed sign is~~ necessary to assist ~~in~~ with directing the public to the estate. ~~towards a removed subdivision or land development estate and provided that the sign:~~

- The sign should ~~can~~ be located entirely on private property, with the consent of the ~~relevant~~ landowner~~/s;~~ and should avoid conflict with other signs.
- ~~is generally located within 1km of the land development estate or subdivision and is in close proximity to the nearest road intersection;~~
- ~~avoids conflict or competition with other land development estates or subdivisions; and~~
- ~~content is predominately for directional purposes.~~

Display Home Signs

A ~~Display Home sign means a~~ sign advertising a home or homes on display for public inspection.

Display Home signs ~~shall~~ should:

- be limited to one sign per display home;
- not exceed 6~~.0~~ metres in height ~~or~~ by 2.5 metres in width~~measured horizontally across the face of the sign; and~~
- ~~where~~ If located adjacent to a lot used for residential purposes, be located ~~at least~~ a minimum 3~~.0~~ metres from the boundary of the residential lot.
- not be illuminated; and
- be removed within ~~30~~ 10 days of the closure of the display home ~~centre~~.

In addition to the above, one integrated Display Home ~~Composite~~ Sign may be permitted ~~on public land adjacent to a display home centre,~~ where multiple builders exist ~~or are proposed to exist in the centre~~ provided ~~that~~ the sign:

- does not exceed 6~~.0~~ metres in height ~~or~~ by 2.5 metres in width ~~measured horizontally across the face of the sign;~~
- is designed to provide one infill panel for each builder ~~on the lot~~ in the display home centre.
- ~~only promotes the display home centre, its opening hours and the building companies represented within the centre; and~~
- ~~The sign~~ is removed within ~~30~~ 10 days of the closure of the display home centre.

~~A display home composite sign will only be considered in the context of an overall Signage Strategy for the centre.~~

City of Wanneroo Policy Manual

Variation to Standards

It is the intention of this Policy that signs that comply with the standards herein will be exempt from the need to obtain planning approval, unless expressly stated that a Signage Strategy is required. Variations sought to the standards outlined above (design or number) or for signs not included within this Policy may be considered in the context of a Signage Strategy.

Signage Strategyies

A Signage Strategy means is an overall plan for the whole of the a development site or structure plan and shall be submitted with an application for development approval when: area, showing the location, type, size and design of all existing and proposed signs, as well as the outline of any buildings, landscaping, car parking areas, vehicular access points etc.

A Signage Strategy will be required to be submitted on application for planning approval for:

- All new buildings where multiple tenancies are proposed;
- Signs for subdivision or development estates which propose more than ten lots;
- Signs for display homes, villages or centres;
- Signage where the total number of signs (existing and proposed) on the site exceeds a total of four.
- Involving a variation to the requirements of this policy;

The signage strategy should incorporate explain the location, type, size and design of all existing and proposed signs, depicted on site and elevation plans. Justification should be provided on and demonstrate the need for the numberextent and design of signs proposed, having regard to for relevant policy provisions and the objectives. of this policy and should seek to integrate the signage with the building design, particularly through the provision of signage panels within the building facades. Recognising that specific uses may not be known at the planning approval stage, it is not necessary to include specific signage content in the signage strategy.

Once approved, all subsequent sign applications will be assessed against previously approved signage strategies. Modifications to the signage strategy to permit additional signage will be subject to a further approval and will need to be further justified.

Responsibility for Implementation

Manager Approval Services
Manager Planning Services

Attachment 3

Matters Considered in the Review of Local Planning Policy 4.6: Signs

Corresponding Section of LPP 4.6	Opportunities Identified From Review of LPP 4.6	Actions and Matters Considered in Draft Amendments to LPP 4.6
Part 1 – Policy Operation: Exemptions	The 'Variation to Standards' section does not cover signage contained within Schedule 4 of DPS 2 or signage contained within an integrated signage panel that has been approved by the City.	Modify the exemptions section to include the following: • Signs that comply with the relevant provisions of Schedule 4 of DPS 2; and • Signs proposed within an integrated signage panel with an existing development approval from the City. This is consistent with the recent changes to clause 61 of the *Planning and Development Regulations 2015*.
Part 1 – Policy Operation: Exemptions	Considerations for advertising signage are contained within both the current Policy and DPS 2, which can be confusing for both Administration and applicants when looking for signage information.	The exemptions section has been updated to include reference to Schedule 4 of DPS 2. Whilst Schedule 4 does include sign types that are not expressly advertising signage, this review does not include undertaking a scheme amendment to DPS 2. It is considered to be the best possible outcome to have all advertising signage considerations in one document for ease of reference.
Part 1 – Policy Operation	The Policy does not clearly outline that it is only applicable to advertising signage, including estate signage. This has caused confusion as to when the Policy should be applied.	The following modifications have been made to clarify that the Policy relates to advertising signage only: • The title of the Policy has been changed from Signs to Advertising Signs; • The purpose of the Policy is outlined as being applicable to advertising signs only; and • A definition of an advertising sign has been included.
Part 1 – Policy Operation Part 2 – General Development Standards	Policy provisions of a general nature that apply to all signage are outlined at both the front and back of the document, separated by the sign specific Policy provisions. This layout makes it easy for an applicant to overlook the provisions at the back of the document.	To improve the structure, all the content of a 'general' nature has been captured at the front of the Policy within Part 1 - Policy Operation and Part 2 - General Development Standards. This ensures applicants have regard for the general Policy requirements before considering the applicable sign specific provisions.
Part 1 – Policy Operation: Exemptions and Part 2 - General Development	The Variation to Standards and Signage Strategy sections require a signage strategy for any sign that does not comply with the Policy. Signage strategies are not considered applicable for most proposals and can be captured as	Delete the provisions that require a signage strategy for any application that proposes a variation to the standards of the Policy.

Standards	a typical Development Application.	
Part 2 – General Development Standards	The Policy does not have any considerations or provisions related to digital advertising signage.	The Policy has been updated to include provisions related to digital advertising signage following input from Council Members, and is discussed further in the body of the report.
Part 2 – General Development Standards	The General Development Standards state that signage should not contain any offensive material. Following presentation of the Policy to Council Members via Forum in 2019, a definition of 'offensive material' was requested for clarity.	A definition of 'offensive Material' has been included within Part 2 of the Policy.
Part 2 – General Development Standards	In referencing the dimensions of a sign the Policy states the 'size' of a sign and not the 'area', which has led to applicant's querying whether this provision relates to the measurement of a signs overall area, or only the height and width.	The provision relating to the dimensions of a sign have been modified from 'size' to 'area' for clarity. The 'size' (height and width) of a sign is addressed individually within Part 3 of the Policy.
Part 3 – Specific Policy Provisions	Each sign type is defined only by a description, which can be difficult to interpret.	The Policy has been updated to include both a description and illustration of each different sign. This will assist applicants and Administration in determining which sign type is most applicable to a proposal.
Part 3 – Specific Policy Provisions	Variable Message Signs (VMS) have become a more common form of advertising platform in recent times. The current Policy does not have a sign type that appropriately defines a VMS and any associated development standards.	The Policy has been updated to include VMS as a new sign type. After discussion with the City's Traffic Services it was determined that VMS' should not be located within the vicinity of a road reserve as they are distracting for drivers. In addition, they typically detract from the amenity of an area given their trailer mounted design. A provision has therefore been included for VMS' to not be located within 20 metres of a lot boundary.
Part 3 – Specific Policy Provisions: Estate Signage and Display Home Centre Signage	The Policy allows estate signage and display home centre signage to be located on public land, however it lacks clarity in outlining that signage on land managed by the City is still at the discretion of the City, as the responsible 'Manager' of the asset.	The provisions for both estate signage and display home centre signage have been updated to include a caveat stating that it is at the discretion of the City's Property Services to locate signage on City managed land.
Part 3 – Specific Policy Provisions: Estate Signage	The existing provision that estate signage is removed within 30 days of 95% of the lots or buildings being sold is confusing, difficult for the City's Compliance	This provision has been removed and replaced with a provision that all applications for estate signage must include a condition that time limits the length of the approval. Planning will

	Services to enforce and provides no certainty to the City on the length of the approval being issued.	determine the length of the approval with regard for factors such as the nature and scale of the proposal, extent of development within the estate and market conditions.
Part 3 – Specific Policy Provisions: Estate Signage	Estate signage has only one prescribed dimension (6m x 3m), however developers typically use a variety of different sign types within an estate. It is not practical to assess estate signage against the prescribed standard if a different sign type is more applicable.	Include a provision that when estate signage is not in the form of a billboard it is assessed against the most applicable sign type within the Policy. This will ensure the criteria the sign is considered against is the most applicable.
Part 3 – Specific Policy Provisions: Estate Signage	Following the initial presentation of the Policy to Council Members in 2019 via Forum, clarity was requested on the use of sea containers for signage purposes.	Typically, a sea container is considered a separate structure that requires development approval (unless exempt). Any signage on the walls of an approved sea container are subsequently assessed as a 'Wall Sign'. However, sea containers have been approved in very limited circumstances within developing estates, without an alternative purpose. For clarity, a provision has been included that estate signage is only supported on a sea container when it is incidental to the approved use of the structure (i.e. for storage purposes) and must relate to the estate in which it is located.
Part 3 – Specific Policy Provisions: Display Home Centre Signage	Display home centre signage must be taken down within 30 days of the display home centre closing. This is considered a substantial amount of time to remove a sign.	This provision has been revised so that display home centre signs are removed within 10 days.

PS04-10/21 Consideration of Amendment No. 190 to District Planning Scheme No. 2 Following Advertising

File Ref:	42086 – 21/358252
Responsible Officer:	Director Planning and Sustainability
Disclosure of Interest:	Nil
Attachments:	3

Issue

To further consider Amendment No. 190 to the City's District Planning Scheme No. 2 (DPS 2) following a public advertising period.

Background

The preparation and operation of the City's structure plans is undertaken pursuant to the Deemed Provisions of the City's DPS 2 (**Deemed Provisions**). The Deemed Provisions are established through Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (**the Regulations**). The Deemed Provisions define and set out the purpose of a structure plan as follows:

> ***structure plan*** *means a plan for the coordination of future subdivision and zoning of an area of land*

Many of the City's structure plans are necessary planning instruments to guide ongoing subdivision and zoning of land. However, the City has a growing number of structure plans that are either already or will shortly become redundant, as their subject areas are subdivided and built out.

The Western Australian planning framework intends that once a structure plan has achieved its purpose of guiding the zoning and subdivision of land, the land would be zoned under a local planning scheme (such as DPS 2) via a scheme amendment, a process referred to as 'normalising'. Considerations could also be made at that time for a structure plan to be entirely revoked, if it is no longer needed to serve its initial purpose to guide the subdivision and initial development of land.

Council at previous meetings has already resolved to request the WAPC revoke various other structure plans, and to initiate coinciding amendments to DPS 2 to normalise the zoning of affected land. In previously reporting to Council, Administration discussed the staged approach that will be progressively undertaken toward 'normalising' and revoking structure plans that are no longer required. Amendment No. 190 to DPS 2, being the subject of this Report, is intended to support the revocation of the Wangara Industrial Extension Area Agreed Local Structure Plan No. 96 (ASP 96). This forms part of the structure plan revocation and normalisation programming being progressed by Administration.

Council resolved to prepare (or initiate) Amendment No. 190 to DPS 2 at its 11 May 2021 meeting (PS05-05/21). The full resolution is included in **Attachment 1**. Amendment No. 190 has now subsequently been advertised for public comment.

Detail

As outlined in Administration's previous Report for Amendment No. 190 to DPS 2 (PS05-05/21), Administration considers that ASP 96 is ready for revocation, as it has completed its function in guiding subdivision in its respective area.

To revoke ASP 96, normalisation needs to first occur under DPS 2. Normalisation would occur through the changes to DPS 2 which Amendment No. 190 is proposing.

A Scheme (Amendment) Map, which shows the extent of normalisation required to the DPS 2 Map, is provided in **Attachment 2**. With regard to the DPS 2 map, Amendment No. 190 is proposing to:

- Rezone land zoned Industrial Development in the eastern part of the ASP 96 area to 'Service Industrial Zone', 'General Industrial Zone' and 'Local Scheme Reserve – Parks and Recreation' in DPS 2, to coincide with the current zoning and reserve designations depicted in the ASP 96 mapping;
- Reclassify an existing public open space area on Supreme Loop, Gnangara from the 'General Industrial Zone' to 'Local Scheme Reserve – Parks and Recreation'; and
- Realigning the Restricted Uses boundary to capture the land to be rezoned from Industrial Development to General Industrial, which would limit land uses capable of approval in the zone. The restricted permissibility of land uses in this General Industrial Zone is outlined in **Attachment 3**.

Administration also notes an anomaly in DPS 2, in that a reserve for drainage located immediately outside the ASP 96 area (located at Lot 51 (1721) Ocean Reef Road, Gnangara) has no zone in DPS 2. To address this anomaly, Amendment No. 190 to DPS 2 proposes to classify this land parcel as 'Local Scheme Reserve – Public Use'. This is also shown on the Scheme (Amendment) Map in **Attachment 2**.

To facilitate the revocation of ASP 96, text changes also need to be made to DPS 2. Schedule 2 – Section 2 of DPS 2 currently contains written conditions in respect to the restricted uses capable of approval in the General Industrial Zone within the ASP 96 area. Conditions pertain to:

- The formulation of a structure plan prior to subdivision and development; and
- For ASP 96, subdivision and development to be in accordance with WAPC Planning for Bush Fire Protection Guidelines.

Both conditions referred to above are considered redundant, particularly as subdivision has now occurred and bushfire planning requirements are now covered through State Planning Policy 3.7: Planning in Bushfire Prone Areas. Therefore, Amendment No. 190 proposes to remove these conditions from Schedule 2 of DPS 2, whilst retaining the list of land uses still permissible in this General Industrial Zone.

Consultation

In accordance with Council's 11 May 2021 resolution, Amendment No. 190 was referred to the Environmental Protection Authority (EPA) for comment. On 24 June 2021, the EPA advised that a determination or decision will not be provided for the amendment.

Amendment No. 190 was then advertised for a period of 42 days between 15 July and 27 August 2021 by way of an advertisement in the local newspaper, letters to affected landowners and occupiers, a notice in the Council offices and the City's website. The City received no submissions.

Comment

Administration has identified that subdivision has been completed on the land within ASP 96; and as such, that structure plan could be revoked. As discussed in the previous Report (PS05-05/21), although there are still vacant land parcels in the ASP 96 area (created through subdivision), there are adequate controls through DPS 2 and Local Development Plans (over portions of the ASP 96 area) that can guide any remaining development.

The Regulations (Regulation 35A) make provision for when an amendment to a local planning scheme affects a structure plan area, the amendment must include a statement that when the amendment takes effect:

(a) the approval of the structure plan is to be revoked; or
(b) the structure plan is to be amended in accordance with the statement; or
(c) the approval of the structure plan is not affected.

In this case, and in light of the Regulations and Council's previous resolution (PS05-05/21), the Amendment No. 190 documentation already includes a statement that on its approval, the WAPC's approval of ASP 96 will be revoked.

Pursuant to Clause 28(3) and Clause 29A(1) of the Deemed Provisions, it is the WAPC that may revoke its approval of a structure plan. In other words, the City has no ability to revoke structure plans, but rather must request the WAPC undertake that process. Administration did previously advise in its previous Report (PS05-05/21) that such a request should be made pursuant to a Council resolution, when Amendment No. 190 is presented back to a future Council Meeting following advertising. Administration still considers that Council should resolve to request the WAPC revoke ASP 96.

Statutory Compliance

Amendment No. 190 to DPS 2, being prepared to facilitate a revocation of the Wangara Industrial Extension Area Agreed Local Structure Plan No. 96, is being processed in accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Following the Minister for Planning's approval of Amendment No. 190 to DPS 2, the revocation of the Wangara Industrial Extension Area Agreed Local Structure Plan No. 96 can occur pursuant to the deemed provisions for local planning schemes, provided in Schedule 2 of 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

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 WAPC acknowledges in its Structure Plan Framework document (the Framework) that it may revoke its approval of a structure plan under the Deemed Provisions. One of the most common circumstances stated in the Framework is when a local planning scheme is amended to include a zoning over the land covered by the structure plan, following the finalisation of the subdivision of the land.

Financial Implications

The costs of preparing and processing Amendment No. 190 to DPS 2, as well as preparing the subsequent request to the WAPC to revoke ASP 96, can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **NOTES that no submissions were received in respect of Amendment No. 190 to District Planning Scheme No. 2;**

2. **Pursuant to Regulation 50(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, SUPPORTS Amendment No. 190 to District Planning Scheme No. 2 without modification;**

3. **AUTHORISES the Mayor and the Chief Executive Officer to SIGN and SEAL Amendment No. 190 to District Planning Scheme No. 2 documents in accordance with the City's Execution of Documents Policy;**

4. **Pursuant to Regulation 53(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES the advertised Amendment No. 190 to District Planning Scheme No. 2 to the Western Australian Planning Commission; and**

5. **REQUESTS the Western Australian Planning Commission revoke the City of Wanneroo's Wangara Industrial Extension Area Agreed Local Structure Plan No. 96, pursuant to Schedule 2, Clause 29A(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015;* after the Minister for Planning approves Amendment No. 190 to District Planning Scheme No. 2.**

Attachments:

1⇩.	*Attachment 1 - Detail of Council Resolution from 11 May 2021 Meeting*	*21/360251*
2⇩.	*Attachment 2 - Scheme Amendment Map - Amendment No. 190 to DPS 2*	*21/143874*
3⇩.	*Attachment 3 - Table for Council Report - Land Use Permissibility in the General Industrial Zone*	*21/144254*

Council Resolution from 11 May 2021 Meeting

PS05-05/21 – Preparation of Amendment No. 190 to DPS 2 and Revocation of Wangara Industrial Extension Area Agreed Local Structure Plan No. 96

That Council:-

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, PREPARES Amendment No. 190 to City of Wanneroo District Planning Scheme No. 2, to amend the local planning scheme by:

   a) Rezoning various lots within the Wangara Industrial Extension Area Agreed Local Structure Plan No. 96 from 'Industrial Development' to 'Service Industrial' and 'General Industrial', as shown on the Scheme (Amendment) Map (included in Attachment 1 of this Report);

   b) Reclassifying Lot 912 (12) Accomplish Way, Gnangara (on DP: 404867) and Lot 911 (31) Supreme Loop, Gnangara (on DP: 404867) from Industrial Development Zone to 'Local Scheme Reserve – Parks and Recreation', as shown on the Scheme (Amendment) Map (included in Attachment 1 of this Report);

   c) Reclassifying Lot 904 (35) Supreme Loop, Gnangara (on DP: 400353) from General Industrial Zone to 'Local Scheme Reserve – Parks and Recreation', as shown on the Scheme (Amendment) Map (included in Attachment 1 of this Report);

   d) Reclassifying Lot 51 (1721) Ocean Reef Road, Gnangara (on DP: 57145) from 'No Zone' to 'Local Scheme Reserve – Public Use', as shown on the Scheme (Amendment) Map (included in Attachment 1 of this Report);

   e) Realigning the Restricted Use (2.3) boundary as shown on the Scheme (Amendment) Map (included in Attachment 1 of this Report) to:
      i. Incorporate various lots bounded by Boom Street, Accomplish Way, Forward Street and Fortitude Boulevard, Gnangara; and
      ii. Exclude Lot 904 (35) Supreme Loop, Gnangara (on DP: 400353); and

   f) Amending Schedule 2 – Section 2 of District Planning Scheme No. 2 to delete all provisions pertaining to Item No. R3 and replacing those provisions with the following:

NO		STREET/ LOCALITY	PARTICULARS OF LAND	RESTRICTED USE AND CONDITIONS (WHERE APPLICABLE)
R3	2-3	59 Sydney Road Gnangara; 1701 Ocean Reef Road, Gnangara; and 139 Sydney Road, Gnangara	Lot 700 (on DP: 64625); portion Lot 50 (on DP: 57145); portion Lot 10 (on D: 83662)	'P' Uses – Auction Room Car Park Car Wash Dry Cleaning Premises Industry – General Industry – Light Landscape Supplies

				Laundry Motor Vehicle Repairs Salvage Yard Storage Yard Transport Depot Vehicle Sales/Hire Premises Warehouse Woodyard 'D' Uses – Bakery Caretaker's Dwelling Convenience Store Factory Unit Hire Service Lunch Bar Mast or Antenna Milk Depot Open Air Display Park Road House Service Station Smash Repair Station Telecommunications Infrastructure Trade Display Vehicle Wrecking

2. Pursuant to Regulation 35A(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 190 to District Planning Scheme No. 2 include the following statement:

   Approval of the City of Wanneroo's Wangara Industrial Extension Area Agreed Local Structure Plan No. 96 is to be revoked when this amendment is approved and takes effect.

3. Pursuant to Regulation 34 and Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 190 to District Planning Scheme No. 2 is a standard amendment for the following reasons:

   a) *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;*

   b) *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment; and*

   c) *an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.*

4. Pursuant to Section 81 of the *Planning and Development Act 2005*, REFERS Amendment No. 190 to District Planning Scheme No. 2 to the Environmental Protection Authority;

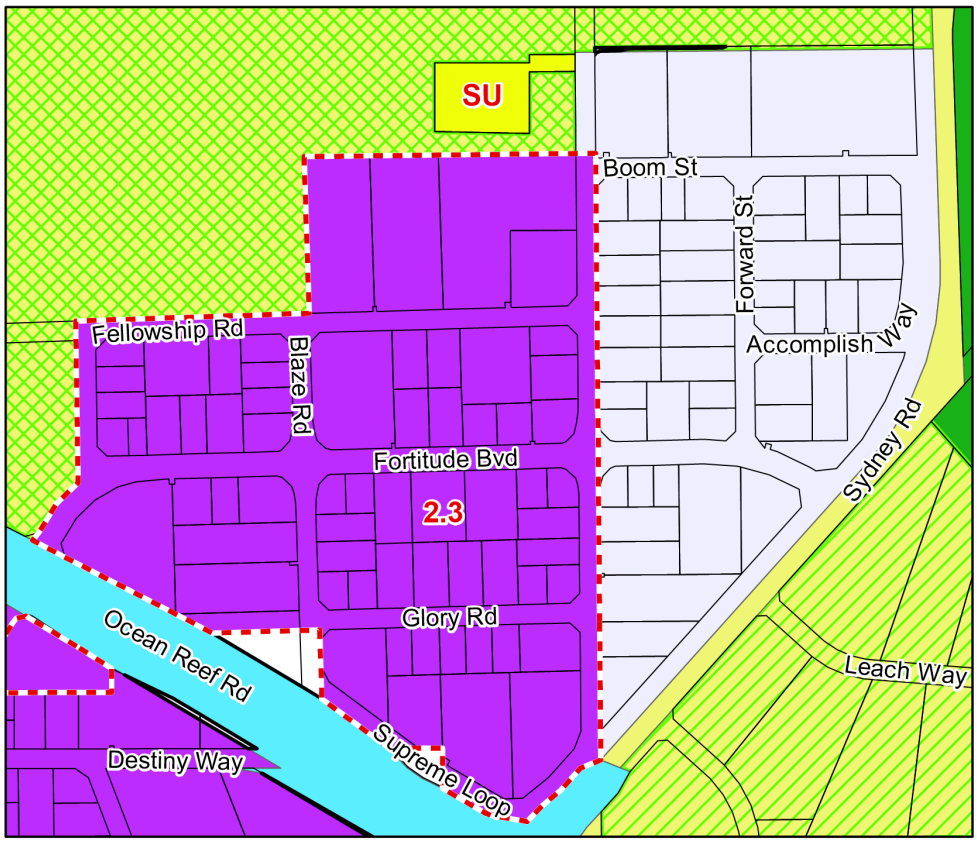
5. Subject to approval from the Environmental Protection Authority, ADVERTISES Amendment No. 190 to District Planning Scheme No. 2 for a period of not less than 42 days pursuant to Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

6. NOTES that a further Report will be presented to a future Council Meeting, following advertising of Amendment No. 190 to District Planning Scheme No. 2, seeking resolution in respect to the following:

   a) whether to not support or support Amendment No. 190 (with or without modification) and to provide the advertised Amendment No. 190 to the WAPC; and

   b) subject to Council supporting Amendment No. 190, requesting the WAPC consider revoking the Wangara Industrial Extension Area Agreed Local Structure Plan No. 96.

CITY OF WANNEROO
DISTRICT PLANNING SCHEME No. 2
AMENDMENT No. 190



EXISTING ZONE

Metres

0 50 100 200 300 400

Normalisation of the Wangara Industrial Extension Area Structure Plan and DPS2

LEGEND

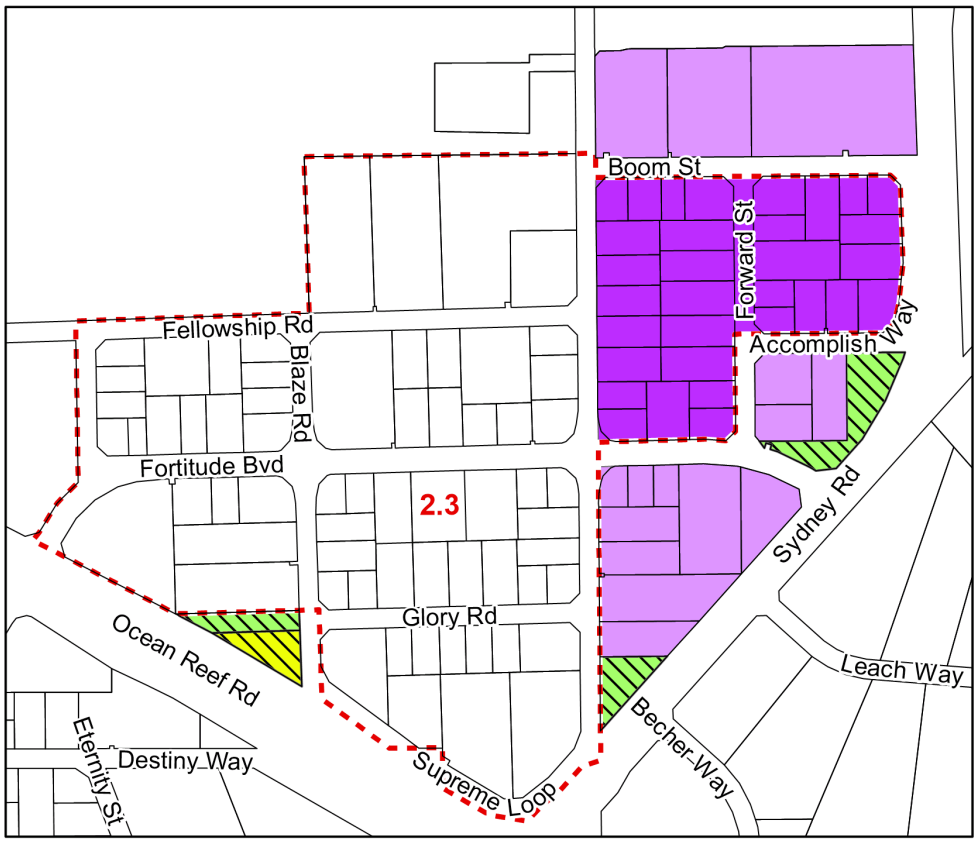
MRS RESERVE

- PUBLIC PURPOSE
- SU - SPECIAL USES
- OTHER REGIONAL ROADS
- PARKS & RECREATION

ZONE

- GENERAL INDUSTRIAL
- GENERAL RURAL
- INDUSTRIAL DEVELOPMENT
- NO ZONE
- RURAL COMMUNITY
- SPECIAL RURAL
- 2.3 RESTRICTED USE

N W E S



LEGEND

- GENERAL INDUSTRIAL
- PARKS & RECREATION
- PUBLIC USE
- SERVICE INDUSTRIAL
- 2.3 RESTRICTED USE

City of Wanneroo

Produced by Customer & Information Servic
08/04/2021

SCHEME (AMENDMENT) MAP

Land Use Permissibility in the General Industrial Zone

Under Table 1 of DPS 2 in Normal Circumstances	Restricted Uses Permissible in the ASP 96 Area under Schedule 2 – Section 2 of DPS 2
Permitted (or 'P') Uses	
Auction Room Car Park Car Wash Dry-Cleaning Premises Fuel Depot Industry – General Industry – Light Landscape Supplies Laundry Milk Depot Motor Vehicle Repairs Salvage Yard Storage Yard Transport Depot Vehicle Sales/Hire Premises Warehouse Woodyard	Auction Room Car Park Car Wash Dry Cleaning Premises Industry – General Industry – Light Landscape Supplies Laundry Motor Vehicle Repairs Salvage Yard Storage Yard Transport Depot Vehicle Sales/Hire Premises Warehouse Woodyard
Discretionary (or 'D') Uses	
Abattoir Bakery Caretakers Dwelling Concrete Batching Plant Convenience Store Factory Unit Hire Service Industry – Extractive Industry – Hazardous Industry – Rural Lunch Bar Mast or Antenna Open Air Display Park Roadhouse Service Station Smash Repair Station Telecommunications Infrastructure Trade Display Vehicle Wrecking	Bakery Caretaker's Dwelling Convenience Store Factory Unit Hire Service Lunch Bar Mast or Antenna Milk Depot Open Air Display Park Road House Service Station Smash Repair Station Telecommunications Infrastructure Trade Display Vehicle Wrecking

PS05-10/21 Proposed Amendment No. 195 to District Planning Scheme No. 2

File Ref: 42945 – 21/407225
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider a submission received during public advertising of Amendment No. 195 to District Planning Scheme No. 2 (**DPS 2**) and adoption of that amendment.

Background

Council at its meeting held on 15 June 2021 resolved to prepare Amendment No. 195 to District Planning Scheme No. 2, to amend the local planning scheme by:

- Inserting a new clause 3.5.3 under Part 3 – Zones as follows:-

  '3.5.3 The minimum lot size in a Mixed Use zone shall be 300m^2.'

It was also resolved that:

- Pursuant to Section 81 of the *Planning and Development Act 2005*, REFERS Amendment No. 195 to District Planning Scheme No. 2 to the Environmental Protection Authority;
- Subject to approval from the Environmental Protection Authority, ADVERTISES Amendment No. 195 to District Planning Scheme No. 2 for a period of not less than 42 days pursuant to Regulation 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015;* and
- NOTES that a further Report will be presented to a future Council Meeting, following advertising of Amendment No. 195 to District Planning Scheme No. 2, seeking resolution in respect to whether to support (with or without modification) or not support Amendment No. 195.

Detail

The need for an amendment to DPS 2 was identified through the process of considering and adopting Local Planning Policy No. 4.27: Mixed Use Zones (**LPP 4.27**). LPP 4.27 was adopted by Council at its meeting held on 15 June 2021. Originally it was proposed to insert a minimum lot size provision into LPP 4.27 but advice received from the Department of Planning, Lands and Heritage (**DPLH**) during the consultation process stated that in order for a minimum lot size requirement to have greater statutory weight it would need to be included in DPS 2. The proposal to prepare an amendment to DPS 2 was subsequently supported by Council as noted above.

Consultation

In accordance with the Council's decision, the amendment was referred to the Environmental Protection Authority (**EPA**). On 26 July 2021, the City received advise from the EPA that the scheme amendment did not warrant an environmental assessment.

A public advertising period was carried out between 26 July and 10 September 2021 by way of an advertisement in a local newspaper, a notice in Council offices and the City's website and referral to DPLH. The City received one submission objecting to the amendment. The

submission was made by the same Town Planning Consultants who made a submission on LPP 4.27 when it was advertised for public comments. The submission raises the same issues as those considered by Council when LPP 4.27 was advertised. The submission is discussed further below in the report.

Comment

The intent of a minimum lot size is to protect Mixed Use zones from being subdivided into small lots to be used for Single House development only, which may preclude other uses in the future. Once subdivided into smaller residential lots in separate ownership, land assembly to create larger lots required to support a mix of land uses becomes more complex and costly.

While a minimum lot size will not preclude the residential use of mixed use zoned properties, it will ensure that lots are of sufficient size to enable a mix of uses and non-residential uses to be accommodated in the future.

As noted above, one submission was received following the consultation period on Amendment No. 195 to DPS 2. The submission acknowledges the importance of implementing appropriate development controls within Mixed Use zones, but objects to the proposed amendment and expresses concern about unintended consequences on land use, sustainability and built form. The concerns state that a minimum lot size may sterilise the use of land, will promote large single storey houses and reduce the number of people who reside within a walkable catchment of activity centres. The concerns are discussed in further detail in **Attachment 1** to this report which is a schedule of the matters raised in the submission and includes Administrations response and recommendation to the matters raised.

The introduction of the LPP and Amendment No. 195 has come about as it had become apparent that many of the City's Mixed Use zones were not being developed as intended. Rather they were only being developed solely with single house or grouped dwellings, contrary to the objectives of the zone to provide opportunity for integrated developments with a mix of land uses. The introduction of a minimum lot size provision seeks to protect the intention and assist in achieving the objectives of the Mixed Use zone. Together with the recently adopted LPP 4.27, the minimum lot size provision provides a platform and the tools necessary to enable Mixed Use zones to be developed for the purpose they are intended.

Statutory Compliance

Amendment No. 195 has been processed in accordance with the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.

In accordance with Regulation 50(2), Council is required to consider any submission received within 60 days after the end of the submission period and under Regulation 50(3) must pass a resolution to either:

(a) Support the amendment without modification;
(b) Support the amendment with modification to address issues raised in the submission; or
(c) Not support the amendment.

The submission period ended on 10 September 2021 and therefore Council is require to pass a resolution by 10 November 2021.

Under Regulation 53, after passing the resolution, the City must provide the WAPC with the advertised amendment together with a schedule of submissions containing the submitters name and address and Council's recommendation and response to the submission with particulars of any modifications recommended to the amendment.

Administration recommends that Council supports Amendment No. 195 in accordance with Regulation 50(3)(a) without modification.

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

3.3 - Plan, develop and activate employment locations

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

The cost 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. **Pursuant to Regulation 50(3)(a) of the Planning and Development (Local Planning Schemes) Regulations 2015 SUPPORTS Amendment No. 195 to District Planning Scheme No. 2 WITHOUT MODIFICATION to insert a new clause 3.5.3 under Part 3 – Zones as follows:-**

   '3.5.3 The minimum lot size in a Mixed Use zone shall be 300m^2.'

2. **Pursuant to Regulations 53(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, PROVIDES the advertised amendment document to the Western Australian Planning Commission together with the schedule of submissions; and**

3. **ADVISES the submitter of Council's decision.**

Attachments:

1⇩. Attachment 1 - Summary of Submission Table on Amendment No. 195 21/416560

Amendment No. 195 to District Planning Scheme No. 2
Schedule of Submissions following consultation

Summary of submission			
Submission	**Matter raised**	**Administration response**	**Recommendation**
1. CLE Town Planning and Design on behalf of LWP Group Pty Ltd	The submission states that it acknowledges the importance of implementing appropriate development controls within Mixed Use zones, but is concerned about unintended consequences on land use, sustainability and built form. The specific issues are discussed below.	Noted	N/A
	The submission states that mandating a minimum lot size of 300m^2 is flawed for the following reasons: • Undermine the provision of density objectives which support the sustainability of activity centres, by effectively applying a R30 density code to areas which otherwise may be coded R 60 or higher; • Possible sterilisation of land during a short-medium term timeframe where residential activation is critical to support adjoining activity centres;	The intention of a minimum lot size provision is to prevent lots being subdivided into small lots for single house development only, which may preclude other uses. Density objectives are not undermined because Mixed Use zones were always intended to have a range of uses and if some or all of those are non-residential, then it is to be expected that there would be less residential development and therefore potentially fewer residents. There is no evidence that a minimum lot size will sterilise land.	No modification to Amendment No. 195

	• Promotes large single storey house on 300m^2 lots, resulting in poor and inappropriate built form outcomes within or adjoining activity centres;	The provision does not promote or mandate single houses. Single houses do not necessarily equate to poor or inappropriate built form.	
	• Reduces the likelihood of delivering building height greater than single storey;	The provision does not preclude the development of buildings with a height greater than single storey.	
	• Large single house residential development does not facilitate or promote mixed use or home office/business land uses any more than what could be provided on a smaller lot;	Assumes that only large single house will be delivered. Even if that was the case, residential built form does not preclude non-residential uses. In addition, the City's recently adopted Local Planning Policy No. 4.27: Mixed Use Zones makes provision for all buildings to have a designated room to be provided that facilitates non-residential uses being able to be incorporated. There are examples in the City where lot sizes of approximately 300m^2 have been developed with integrated mixed uses. These lots accommodate both residential and non-residential uses and space for some car parking on site. Lot of 300m2 are therefore considered a practical minimum size to be able to sufficiently accommodate residential, non-residential or mixed use development	
	• Reduces the number of people who reside within a walkable catchment to activity centres;	As Mixed Use zones were always intended to have a range of uses and if some or all of those are non-residential, then it is to be expected that there would be less residential development and therefore potentially fewer residents.	

	• Reduce the frequency of informal social interactions and subsequently the vibrancy of centres after hours.	Social interactions are not exclusively associated with residential density.	

PS06-10/21 DA2021/1401 - METRONET Yanchep Rail Extension - Alkimos Station - 100K Romeo Road Alkimos

File Ref: DA2021/1401 – 21/379875
Responsible Officer: Director Planning and Sustainability
Disclosure of Interest: Nil
Attachments: 5

Issue

To consider a development application (DA2021/1401) for the Alkimos Station precinct including a train station, car parking areas, bus interchanges, pedestrian and cycling infrastructure and facilities at 2570 Marmion Avenue, Alkimos and 100 Romeo Road, Alkimos (subject site).

Applicant	Urbis c/- Public Transport Authority
Owner	Western Australian Planning Commission and DevelopmentWA
Location	2570 Marmion Avenue, Alkimos and 100 Romeo Road, Alkimos
Site Area	127.2555 ha
DPS 2 Zoning	Railways, Urban Development, Other Regional Roads

Background

The Western Australian Planning Commission (Commission) considered and granted approval for the 'Phase 1' Alkimos station development at its meeting in December 2020, which was issued by the Commission on 7 January 2021. The approved plans have been provided at **Attachment 2**.

As part of that process, Council considered the initial Alkimos Station application along with Eglinton and Yanchep stations at its meeting held on 5 October 2020 prior to Administration forwarding its comments to the Commission in line with the Planning Control Area (PCA) requirements of the '*Planning and Development Act 2005'.*

A summary of the key comments provided to the Commission on 'Phase 1' is provided below:

"1. There is opportunity, to create a stronger sense of place and for the design themes nominated for each station could be made more prominent and obvious in the architecture to better reflect the characteristics of the local areas in which these are situated.

2. Administration recommends that there should be a separation distance between the stations and the car parks/bus interchanges to allow for development opportunities which would be activated by the public transport patrons.

3. There is an opportunity for public art, ideally commissioned by local artists, to be incorporated into the developments to tell local stories and further foster a sense of place, local distinctiveness, belonging and community well-being.

4. Future landscaping designs in the railway precincts should complement the station precincts' roles as community gathering points. The retention and transplanting of existing natural vegetation and native species should be encouraged, as well as the

planting of a diversity of trees, including large canopy trees where they provide shade, visual amenity and contribute to the use of the space.

5. *The alignment of the principal shared path networks, particularly for Yanchep and Alkimos should be addressed."*

It was noted by Administration that the above recommendations were not incorporated into the final design of the Alkimos station approved by the Commission. Administration has included the above recommendations where they apply to this new application. Further comment on this is provided under the 'Details' section of this report.

A new application for development approval has been submitted to the Commission for the 'Phase2' design of the Alkimos Train Station. The proposed plans are included at **Attachment 3.**

The proposed Alkimos Station forms part of the wider METRONET Yanchep Rail Extension (YRE) project which will deliver an extension of the existing rail line, north of the current station at Butler.

The primary components of the YRE project include the construction of three new train stations at the key locations of Alkimos, Eglinton and Yanchep. Each of the proposed new train stations also include a bus station for public transport connectivity, Park & Ride, Kiss & Ride and infrastructure for other active transport modes including walking and cycling.

At the time of approval of the initial Alkimos Station application, the funding for key infrastructure components intended for the 'Phase 2' design of the station had not been confirmed and therefore were not included in the initial approval of the station. These components consist of:

- The Brindabella Bridge;
- The Tuart Drive Bridge; and
- The capping structure over portion of the rail line to the south of the station.

Funding for those additional items was subsequently confirmed by DevelopmentWA in November 2020 and can now be incorporated into the scope of works through this application.

The inclusion of the additional infrastructure within this revised design allows for the construction of the 'Phase 2' design for the Alkimos Station for day 1 operation of the rail. This outcome avoids the need for the staged delivery of the Alkimos Station.

As a result of the inclusion of this infrastructure into the design, this application comprises a range of amendments to the initial design of the Alkimos Station and surrounding infrastructure such as public paths, bridges and car parking areas. Details of these specific amendments and Administration's comments on them have been included under the 'Details' section of this report.

Statutory Compliance

The *Planning and Development Act 2005* outlines the planning process for a PCA, and stipulates that the Development Application is to be lodged with the local government who then forwards the application and its recommendation to the WAPC within 30-days of receiving it.

The Commission is the decision-making body for applications located within PCAs. Section 6 of the *Planning and Development Act 2005* provides exemptions for the requirement to obtain planning approval under the relevant local planning scheme for 'public works' or the taking of land associated with that public work. The application meets the Section 6 exemption, and therefore does not require approval under Administration District Planning Scheme No. 2.

The deadline for Administration comments was 22 September 2021. However, the Commission has agreed to postpone this deadline to 15 October 2021 so that Administration Council could have an opportunity to review the final recommendations prior to forwarding them to the Commission.

Administration provided its preliminary comments and conditions (**Attachment 1**) to the Commission without prejudice in order to satisfy the referral deadline of 22 September 2021 for development within a Planning Control Area under the *Planning and Development Act 2005*.

As agreed by the Commission, the Commission's report deadline is being pushed from 11 October 2021 to the 15 October 2021 in order to allow the information contained within **Attachment 1** to be endorsed by Council.

Consultation

Administration is only providing comment to the Commission under the provisions of the *Planning and Development Act 2005*, therefore no formal advertisement has been undertaken by Administration.

As part of the assessment process METRONET agreed to co-ordinate public advertising of the development application for a period of 14 days between Thursday 26 August 2021 and Thursday 9 September 2021, which included:

- landowner letter – limited mailout – landowners within and immediately abutting the planning control area;
- Information published on the Commission's Website;
- Notice in the Wanneroo Times; and
- Copies of development application report available at the Commission's and City's offices.

Design Review Panel

As part of the previous application process, Administration referred the 'Phase 1' Alkimos Station Development Application to the Design Review Panel (DRP) on 21 September 2020 for design advice and recommendations.

As part this application, Administration re-referred the application to the DRP so that they may provide an update on the previous design advice given.

The DRP supports the many positives of funding and implementing all the infrastructure for the ultimate design for Alkimos Station, and with improvements in some areas such as the creation of more viable development sites for future development.

However, the DRP provided some key objections to the modifications proposed, which are addressed in more detail in each of the relevant sections below.

Detail

The Alkimos station is proposed to be constructed within the core of the activity centre planned within the Central Alkimos Agreed Structure Plan No. 95 bound by Marmion Avenue, Romeo Road and the new future Mitchell Freeway.

As there is no mechanism to apply to amend an existing approval under the Metropolitan Region Scheme, this application must include the entirety of the development in its scope and

again seeks approval for all aspects of the Alkimos Station, including station building, bus interchange area and supporting infrastructure.

The majority of these works remain relatively unchanged in this development application. For that reason, the scope of the assessment and Administration comments focus on the modified works.

Table 2 below provides a summary of the scope of modifications from Phase 1 to Phase 2 and includes Administration comment. The City has also highlighted the physical changes on the proposed plans at **Attachment 3**.

Works and brief summary	**Phase 1 DA**	**Phase 2 DA**	**Officer Comment**
Brindabella Parkway Bridge	Not part of scope	Within scope	No objection. Brindabella Bridge will connect to Brindabella Parkway, and will provide an east – west vehicular connection across the station precinct. Further comment provided under 'Developer Bridges and Capping'.
Tuart Drive Bridge	Not part of scope	Within scope	No objection. Tuart Drive Bridge will connect to Tuart Drive, and will provide a secondary east – west vehicular connection across the station precinct. Further comment provided under 'Developer Bridges and Capping'.
Capping Structure	Not part of scope	Within scope	No objection. The capping structure will provide a platform to accommodate future development adjacent to Tuart Drive. It will provide an opportunity for future development on the capping to connect the town square to the future Alkimos Aquatic & Recreation Centre. Further comment provided under 'Developer Bridges and Capping'.
Car Park 1	Approved	Modified to east of railway line.	No objection. Car Park 1 was originally approved to the west of the station. Due to the vehicle access availability from the east, the design now proposes the Car park 1 to the east of the station. Further comment provided under 'Car Parking and Vehicle Access'.

Works and brief summary	Phase 1 DA	Phase 2 DA	Officer Comment
Car Park 2	Approved	Minor change only	No objection. Further comment provided under 'Car Parking and Vehicle Access'.
Vehicle access from east	Not part of scope	Within scope	No objection. With the inclusion of the bridge infrastructure, the station now enjoys vehicle access from the east. Further comment provided under 'Car Parking and Vehicle Access'.
Station building, platforms and forecourt area	Approved	Minor change only	No objection. The station building itself remains unchanged, but additional access points to the east of the station are proposed through this application.
Kiss 'and' ride area	Approved west of railway line	Modified to east of railway line	No objection. 'Kiss-and-ride' pick-up and drop-off was originally approved to the west of the station. Due to the vehicle access availability from the east, the design now proposes the pick-up and drop-off area to the east of the station containing 25 bays.
Principle Shared Path	Within scope	Removed from scope	Object. The original PSP proposed to run through the station precinct has been removed from the scope of works. Further comment provided under 'Pedestrian Movement Network'.
Façade valance mesh screen	Within Scope	Removed from scope	Object. The revised design has removed the previously approved Mesh Valance from the elevations of the design. Further comment provided under 'Built Form'.

Car Parking and Vehicle Access

Car Parking

As the bridge infrastructure is now included within the design, access to the site from the east will now be available. 'Car Park 1' to the west of the rail line as shown on the approved plans

was intended to be an interim solution to parking until the 'Future Car Park' to the east of the station could be approved and developed.

As the 'Future Car Park' is now part of the proposal and will be available on day 1 of operation, the original 'Car Park 1' is proposed to be removed.

'Car Park 2' has remained relatively unchanged and is proposed to remain in the same location.

As discussed above, Administration referred the application to the Design Review Panel (DRP) for updated comments on the proposed amendments.

The DRP stated that modified design for 'Car Park 1' is supported due to its more regular shape and more legible layout for the car bays and access.

Administration agrees with the DRP but also suggests that the internal layout of 'Car Park 1' requires modification to reflect the pedestrian desire line through the car park from the south east corner of the car park to the traffic signals for pedestrian crossing to the station.

The DRP and Administration objects to the removal of two east-west pedestrian access paths from the 'Car Park 2' to the proposed shared path that leads through the Station. The deletion of these paths results in no defined or safe pedestrian access to the shared path, forcing pedestrians to pass between car bays.

The car parking alterations ultimately result in an overall increase in parking availability from 636 bays in the original design to 686 bays, including 661 standard bays plus 23 accessible (ACROD) bays and 2 electric car bays.

Administration recommends a detailed car parking plan be submitted to address some minor matters relating to pedestrian flow throughout the car parking areas and the future locations of accessible bays within the car parks, however on balance, Administration has no major objections to the car parking modifications.

Vehicle Access

As part of the wider Alkimos City Centre structure plan development, DevelopmentWA will be constructing new roads which will provide vehicle connectivity to the precinct including the proposed Alkimos Station. The scope of this development application does not include the construction of the local road network required for day 1 operation of the Station precinct.

The Commission has issued a subdivision approval for the subject site on 30 June 2021 which includes the road reserve widths and relevant engineering conditions for the provision of the road network surrounding the station and connecting to Marmion Avenue (please refer to **Attachment 5** for a copy of the approved subdivision plan).

This includes the following roadways which will be delivered by DevelopmentWA and will provide connectivity to the Alkimos Station precinct site:

- Brindabella Parkway from Marmion Avenue to the NSR3 Road;
- NSR1 Road from Tuart Drive to Car Park #2;
- NSR3 Road from Tuart Drive to Car Park #1; and
- Tuart Drive from NSR1 to NSR3 roads.

Administration has included a condition in its recommendation requiring the station to be provided with public road access from the surrounding local road network prior to the commencement of operation, in response to this development application.

Inclusion of the Developer Bridges and Capping Infrastructure

As discussed above, this application is a result of funding confirmation for key infrastructure components intended for the 'Phase 2' design of the station. As this infrastructure has received funding, it is now included in the design for day 1 operations of the station.

These components consist of:

- The Brindabella Bridge;
- The Tuart Drive Bridge; and
- The capping structure over portion of the rail line to the south of the station to the west of the future Alkimos Aquatic & Recreation Centre.

As Brindabella Bridge will connect to Brindabella Parkway, the applicants have indicated that it will include two lanes each way with right turn pockets and a 2.5m median, with a 2m wide shoulder cycle lane each way and a 3m wide shared path each side.

Tuart Drive Bridge will connect to Tuart Drive which is designed as a lower order road connection within the activity centre road hierarchy. As such, it will include two single lanes being 4m wide each way with no median, with a 6m wide southern verge and a 3.5m wide northern verge.

The intent of the capping structure is to provide a platform to accommodate future development adjacent to Tuart Drive. The capping structure also provides an important precinct design outcome through encapsulating the station precinct, and reducing the perception of a 'drop-down' from the bridge.

The capping will comprise an overall width of 20m, and designed as structurally capable of accommodating a three storey building.

The scope of this development application is limited to the physical construction of the capping structure. All subsequent development will be subject to a separate development application.

The capping over the rail line to the south of the station is supported as it provides a better urban design outcome for the town square, it provides a terminating vista for sightlines out of the southern station entrance and it provides an opportunity for future development on the capping to connect the town square to the future Alkimos Aquatic & Recreation Centre.

The inclusions of the above mentioned infrastructure is supported.

Pedestrian Movement Network

In the 'Phase 1' design, a Principle Shared Pathway (PSP) was proposed to the western side of the railway line, traversing through the Alkimos Station, which was intended to connect to the PSP which ran parallel to the railway line within the railway reserve.

NEWest Alliance was given direction from the Public Transport Authority to proceed with the deletion of the PSP on 21 May 2021.

At the Ordinary Council Meeting (OCM) on 7 September 2021, Council resolved to object to the deletion of the PSP from the Butler Station to the Yanchep Station (Resolution No. PS05-09/21 below):

"That Council:

1. *NOTES the change in the approach by the State Government in relation to the construction of the Principal Shared Path as part of the METRONET Yanchep Rail Extension as outlined in this report;*

2. *AUTHORISES the Mayor to write to the Minister for Transport, Planning & Ports and to the Member of Legislative Assembly for Butler, to request the State Government to construct the Principal Shared Path from Butler Station to the Yanchep Station as part of the METRONET Yanchep Rail Extension as was initially anticipated as part of this project; and*

3. *NOTES that the CEO will write to the Managing Director of METRONET, to request the State Government to construct the Principal Shared Path from Butler Station to the Yanchep Station as part of the METRONET Yanchep Rail Extension as was initially anticipated as part of this project."*

In accordance with the above resolution, the Mayor wrote separately on 20 September 2021 to both Hon. John Robert Quigley MLA and Hon. Rita Saffioti MLA to request that the State Government uphold its commitment to construct the PSP as part of the YRE project and to request a meeting to discuss the matter.

In addition, in accordance with the above resolution, the City's CEO wrote to the Managing Director of METRONET on 14 September 2021 to request that the State Government uphold its commitment to construct the PSP as part of the YRE project.

Consistent with the Council's resolution at the September OCM, Administration maintains its objection to the deletion of the PSP and has reiterated this in its comments to the Commission.

As a result of the removal of the PSP network from the railway reserve, the previously approved PSP which ran within the Alkimos Station Precinct has been replaced with a 'shared path'. The applicants have informed Administration that the shared path is intended to connect between Marmion Avenue and the respective station to be delivered as part of the wider subdivisional works. The indicative pedestrian movement throughout the station is demonstrated in **Attachment 4**.

The Department of Transport (DoT) states in the Principal Shared Path Expansion Program that *"Due to their versatility, Principal Shared Paths (PSP) are vital to encouraging the community to give riding a go. The paths can be used for long trips, but they are also suitable for less experienced riders and short trips, as well as for pedestrians."*

For Alkimos, the PSP design included a 4m wide path with 0.5m shoulders on each side (5m total as per DoT guidelines) with ramps up from the north and south of the station to integrate with the path network and allow direct access for cyclists to the Station building.

For Phase 2, a shared path is proposed which will instead connect to Marmion Avenue rather than run parallel within the railway reserve. The Department of Transport designates the use of the shared path lower down the route hierarchy for secondary and local routes only.

The Planning Report does not provide details on the design of the shared path. However, DoT standards indicate a narrower path width of 3m maximum, providing 1m clearance and allowing both passing and meeting of pedestrians and cyclists to occur simultaneously; the path is noted as suited for a recreational function.

As discussed above, the application was referred to the DRP for comment on the revisions. The DRP has stated that the removal of the Phase 1 PSP in the Alkimos Station Precinct is a notable major down grade for the following reasons:

- The Phase 1 PSP width of 4m facilitates separation of the expected faster moving commuter cyclists from pedestrians in both travel directions.
- The proposed Phase 2 shared path is lower order pedestrian connection in the route hierarchy and suitable only for secondary and local routes.
- The narrower shared path width of 3m maximum allows both passing and meeting of pedestrians and cyclists to occur simultaneously. This co-mingling of cyclists and pedestrians is likely to create an unsafe environment on the path due to long-distance commuter cyclists travelling at high speeds and having to move around and overtake pedestrians.

Administration concurs with the DRPs objection. The removal of the PSP from the project scope is not supported. The reasons for this were detailed in the report to Council on 7 September 2021, however it should be noted that this modification does not align with the community's desire for environmentally sustainable, family friendly and pedestrian friendly developments. It will force recreational cyclists and pedestrians to use the vehicular network to access the stations and move between stations which results in interactions with traffic on a major carriageway.

METRONET has advised that the shared path connections for the YRE are being reviewed as part of the holistic cycling infrastructure strategy in the northern suburbs. With investment planned for a shared path along the future Mitchell Freeway, and a shared path currently along Marmion Avenue, it was determined that a shared path along the YRE would be a duplication in the area. They have further advised that work with stakeholders is currently underway to ensure shared path connections from local communities to the Alkimos station, particularly from Marmion Avenue, are in place on 'day 1' of operations.

Administration considers that a comprehensive and safe PSP network is an important part of achieving the desired travel behaviour changes that underpin the overall transport plan for the YRE and more broadly for Administration. Whilst it is recognised that the delivery of the rail line is the primary focus of the YRE project, not providing a PSP as part of the project and linking the stations and activity centres with the overall cycle and transport network, could potentially compromise the State and City's objective of achieving a sustainable transport network.

PSP's are intended as a network of safe, connected convenient paths used for long distance trips, but also suitable for less experienced riders and short trips as well as pedestrians. The PSP along the freeway cannot be considered to be a replacement for the Rail extension PSP as that PSP ends at Romeo Road and the Alkimos Station integrates with the future urban areas surrounding it.

In addition to the above, in Administration previous comments on Phase 1 design it was recommended that the PSP network should allow for a continuous north-south movement through the station building which would be separate from the pedestrians within the station. This was recommended to avoid cyclist and pedestrian conflicts within the station building where cyclists sought to pass through the station and continue down the PSP network.

The proposed Phase 2 design does not resolve this problem with the removal of the PSP, rather, the issues remains, except the cyclists will not enjoy a dedicated path up to the station anymore. It is considered that the conflict between pedestrian and cyclist is worsened by the new design.

Administration has recommended the inclusion of the PSP within the design of this application and have recommended the prioritisation of pedestrian movement in the station forecourt in order to mitigate the potential conflict with commuter cyclists travelling north-south on the regional path network in its comments to the Commission.

Built Form

Removal of Mesh Valance

The station design is largely unchanged in its form, with the expectation of a greater amount of pedestrian entrances on its eastern façade and the notable removal of the previously approved mesh valance. The mesh valance was a 1.5m deep metal structure supported by exposed steel framing.

The applicant has stated that the removal of the valance provides a simplified, lighter and less busy structure that will not attract and hold dirt and dust or encourage insects to habitat within the framing.

The applicants have also stated that the intent of the valance was to act as a canvas for future public art however on assessment of the Public Art submissions it was deemed that the art work would be more suitably placed in other locations.

In its most recent review, the DRP has objected to the removal of the mesh valance stating that the removal of the valance on the Station building is notable as a major degradation of the station architecture. The DRP considers that the valance:

- Presented as a highly visible canvas for local identity and sense of place and was developing in its representation of some significant aspects of the cultural landscape in Alkimos and to help distinguish this station from others planned along the line;
- Provided enhanced climate protection for pedestrians and helped to reduce summer heat load on the building's wall surface and interior spaces;
- Reduced building bulk, through articulation and play of shadows on the facades, and humanised the building scale by being lowered and relative to the height of a pedestrian;
- Aided pedestrian legibility by the raised undulations indicating each of the four entries into the building; and
- Integrated the highly visible location for public artwork with the overall station design.

Administration concurs with the DRPs comments. From a place perspective, the interpretive elements of the previous station design showed a strong connection to local landscape character. The exterior design demonstrated a clear derivation from the significant parabolic dune surrounding the Alkimos City Centre and the exterior and interior dunal themes were consistent and strong.

No justification is provided as to how the revised design, without the valance, provides a positive contribution to sense of place or addresses local place characteristics.

In Administration's previous comments to the Commission for 'Phase 1', it was highlighted that there was still further opportunity to create a stronger sense of place and for the design themes nominated for each station to be made more prominent and obvious in the architecture to better reflect the characteristics of the local area.

It is noted that the final design approved by the Commission was not modified in line with this recommendation. The proposed removal of the valance under this application is contrary to Administration's previous recommendation and does not result in a design better reflecting the desired aesthetic.

The removal of the mesh valance is not supported and a recommendation to require the retention of the mesh valance has been included in Administration comments to the Commission.

Landscaping

The proposed landscaping in 'Phase 2' remains relatively unchanged. However as highlighted by the DRP for the 'Phase 1' design and again restated in their recent comments for the current 'Phase 2' design, it is recommended that the design:

- Increase the amount of soft landscape and canopy coverage; and
- Consider public infrastructure within the forecourt to enable its function as public space with high amenity for community interaction.

These comments have been included in Administration's recommendation to the Commission.

Conclusion

In light of the above, Administration is generally supportive of the modified design of the Alkimos Station as a new public transport development within the Alkimos City Centre. However this support is only subject to the recommended modifications and conditions at **Attachment 1**. Which recommends the retention of the PSP and the mesh valance to the main structure, as well as some other modifications.

It is important to note that this report focuses on specific detailed design aspects of the proposed station and surrounding infrastructure. Overall, Administration is appreciative of the State and Federal Government's commitment to the delivery of the Yanchep Rail Extension project.

The State Government's significant investment in the Yanchep Rail extension, including the development of the Alkimos station and associated infrastructure is welcomed. This significant investment in public transport will act as a catalyst for the development and activation of the emerging centre; and will provide the growing community with increased access to employment opportunities, education, health and recreational services and facilities.

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-S04 Integrated Infrastructure & Utility Planning	Moderate
Accountability	**Action Planning Option**
Director Planning & Sustainability Director Assets	Manage

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

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

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council Pursuant to Clause 115 (3) of the Planning and Development Act (2005), ADVISES the Western Australian Planning Commission that Council RECOMMENDS SUPPORT for the Development Application for the METRONET station at Alkimos subject to the modifications and conditions as outlined in Attachment 1 as summarised below:

1. **The Principal Shared Path (PSP) be reinstated as a critical part of the project;**

2. **The inclusion of east-west pedestrian paths from Carpark 2 to the north-south Shared Path;**

3. **The valance to the Station building be reinstated; and**

4. **Improvements to the forecourt area by increasing the amount of soft landscape and canopy coverage, considering public infrastructure and considering improving the landscape plan to prioritise pedestrian movement.**

Attachments:

1⇩.	*Attachment 1 - DA2021 1401 - Forward to WAPC for Determination - METRONET ~ 100K Romeo Road ALKIMOS*	*21/438714*
2⇩.	*Attachment 2 - DA2021/1401 - Previously Approved Plans - METRONET ~ 100K Romeo Road ALKIMOS*	*21/399535*
3⇩.	*Attachment 3 - DA2021/1401 - Proposed Plans - METRONET ~ 100K Romeo Road ALKIMOS*	*21/379165*
4⇩.	*Attachment 4 - DA2021/1401 - Landscaping Plan - METRONET ~ 100K Romeo Road ALKIMOS*	*21/399588*
5⇩.	*Attachment 5 - DA2021/1401 - Approved Subdivision Plan - METRONET ~ 100K Romeo Road ALKIMOS.pdf*	*21/399592*

City of Wanneroo

ATTACHMENT 1

File Ref: DA2021
Application Ref: DA2021/1401
Enquiries: Nicolas De Vecchis - 9405 5356

12 October 2021

The Secretary
Western Australian Planning Commission
Locked Bag 2506
PERTH WA 6001

Dear Sir/Madam

Proposed Development:	METRONET Yanchep Rail Extension - Alkimos Station
Property Details:	100K Romeo Road ALKIMOS
Land Parcel(s) Details:	Lot: 2000 DP: 409771
Owner(s) Details:	WA Land Authority (Landcorp)

As advised in the City's previous letter dated 26 August 2021, the City received an application for Planning Approval for the above proposal. The City's previous letter also advised that it was considering the application, and that a recommendation would be forwarded within 30 days.

Administration provided its preliminary comments and conditions to the Commission on 22 September 2021 without prejudice in order to satisfy the referral deadline of 22 September 2021 for development within a Planning Control Area under the Planning and Development Act 2005.

As agreed by the Commission, the Commission's report deadline has been pushed from 11 October 2021 to the 15 October 2021 in order to allow the below recommendations and conditions to be endorsed by the City's Council.

It is advised that this copy of the City's recommendations and conditions supersedes the preliminary comments provided on 22 September 2021. Council at its meeting on 12 October 2021 considered the development application and resolved as follows:

That Council:-

That Council Pursuant to Clause 115 (3) of the Planning and Development Act (2005), ADVISES the Western Australian Planning Commission that Council RECOMMENDS SUPPORT for the Development Application for the METRONET station at Alkimos subject to the modifications and conditions as outlined in Attachment 1. Specifically:

1. *The Principal Shared Path (PSP) be reinstated as a critical part of the project.*
2. *Recommends the inclusion of east-west pedestrian paths from Carpark 2 to the north-south Shared Path.*
3. *The valance to the Station building be reinstated as an integral part of the architectural response to the character of Alkimos.*

23 Dundebar Road, Wanneroo WA 6065 ● Locked Bag 1, Wanneroo WA 6946
Telephone (08) 9405 5000 Facsimile (08) 9405 5499 Website www.wanneroo.wa.gov.au

The design of the Train Station is to have regard to the City of Wanneroo's Council endorsed comments as outlined in the attached Council Report. This includes (but is not limited to) the following:

Removal of the Principal Shared Path (PSP)

Removal of the Phase 1 PSP in the Alkimos Station Precinct is a notable *major* down grade for the proposed primary route regional cycle path network extension from Butler to Yanchep Station.

The City reiterates its objection to the removal of the PSP network along the rail extension.

It is recommended that the PSP be included in the design of this application so that it may connect to a PSP network along the rail line.

Removal of pedestrian paths in Car Parks

Modification to Carpark 2 includes the removal of east-west pedestrian paths from the carpark to the north-south Shared Path and creates unsafe, illegible pedestrian movement between car bays.

The dedicated pedestrian paths in the carpark are recommended to be reinstated to provide legible pedestrian routes and safe and secure access to the path network and to the station.

In addition, the internal layout of 'Car Park 1' requires modification to reflect the pedestrian desire line to the south east corner of the car park and traffic signals for crossing to station.

Removal of the front valance on the Station building

Removal of the valance on the Station building is notable as a *major* degradation of the station architecture.

The valance:

- Presented as a highly visible canvas for local identity and sense of place and was developing in its representation of some significant aspects of the cultural landscape in Alkimos and to help distinguish this station from others planned along the line.
- Provided enhanced climate protection for pedestrians and helped to reduce summer heat load on the building's wall surface and interior spaces.
- Reduced building bulk, through articulation and play of shadows on the facades, and humanised the building scale by being lowered and relative to the height of a pedestrian.
- Aided pedestrian legibility by the raised undulations indicating each of the four entries into the building.
- Integrated the highly visible location for public artwork with the overall station design.

The mesh valance is recommended to be reinstated.

Forecourt area

23 Dundebar Road, Wanneroo WA 6065 ● Locked Bag 1, Wanneroo WA 6946
Telephone (08) 9405 5000 Facsimile (08) 9405 5499 Website www.wanneroo.wa.gov.au

City of Wanneroo

As stated at the City of Wanneroo's DRP for review of Phase 1, and reiterated here for Phase 2:

- Increase the amount of soft landscape and canopy coverage.
- Consider public infrastructure within the forecourt to enable its function as public space with high amenity for community interaction.
- Consider improving the landscape plan in the forecourt area by prioritising pedestrian movement in the station forecourt and mitigating the potential conflict with commuter cyclists travelling north-south on the regional path network.

Conditions:

1. A Construction Management Plan shall be submitted and approved to the specification of the City of Wanneroo and the satisfaction of the Western Australian Planning Commission prior to the commencement of site works. Once approved, the Construction Management Plan is to be implemented in its entirety.

2. A detailed landscaping plan for the subject site including quantities, densities and mulch details, shall be lodged for approval by the City prior to commencement of any development. Planting and installation shall be in accordance with the approved landscaping and reticulation plans and completed prior to operation of the development, and maintained thereafter to the satisfaction of the City of Wanneroo.

3. Lighting shall be installed along all accessways and pedestrian pathways and in all common areas and civic spaces prior to the development first being occupied and maintained thereafter to the satisfaction of the City of Wanneroo.

4. All structures which are the subject of this application are to be applied with an anti-graffiti coating prior to operation of the Train Station, and any graffiti shall be removed within 7 days of it being reported, to the satisfaction of the City of Wanneroo.

5. All storage areas, external fixtures and building plant, including air conditioning units shall be located so as to minimise any visual and noise impacts, and shall be screened from view from streets, civic spaces and adjacent properties to the satisfaction of the City of Wanneroo.

6. An Environmental Noise Assessment prepared by a qualified Acoustic Consultant shall be submitted to the City prior to commencement of works. This assessment is to include the location and selection of mechanical service plant and detail the type of car park noise emissions including the closing of car doors. All noise attenuation measures, identified by the report shall be implemented prior to operation of the Train Station, to the satisfaction of the City of Wanneroo.

7. The measures contained in Section 6; Table 6 of the 'Yanchep Rail Extension – Alkimos Station' Bushfire Management Plan prepared by Strategen-JBS&G dated 18 August 2021 (59400/132,466 (Rev 1)) will be implemented as required by Table 6. Confirmation of the works required to be completed prior to occupation shall be provided to the City through the completion of a 'Certification by Bushfire Consultant' from the Bushfire Management Plan to the City of Wanneroo's satisfaction.

8. Any damage or removal of vegetation located outside of the development area that does not form part of permanent infrastructure and incurred during the construction

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process shall be replaced or repaired at the cost of the landowner/proponent, to the satisfaction of the City of Wanneroo.

9. An onsite stormwater drainage system, sufficient to contain a 1:100 year storm event (over 24 hours) must be provided. Plans illustrating the system proposed shall be submitted prior to the commencement of works and the system shall be installed during the construction of the development, to the satisfaction of the City of Wanneroo.

10. A Signage Strategy is to be provided outlining all advertising signage that forms part of the Train Station and shall be submitted and approved by the Western Australian Planning Commission, on the advice of the City of Wanneroo. Once approved, the strategy is to be implemented and maintained thereafter by the proponent.

11. A detailed Movement Network Plan shall be submitted and approved by the Western Australian Planning Commission, on the advice of the City of Wanneroo and the Department of Transport, prior to the commencement of relevant building works. Once approved, the plan is to be implemented in its entirety.

12. A Public Art Strategy being submitted and approved to the satisfaction of the Western Australian Planning Commission, on the advice of the City of Wanneroo prior to commencement of works. Once approved, the strategy shall be implemented in its entirety and maintained thereafter by the proponent.

13. Road Safety Audits shall be submitted and approved by the Western Australian Planning Commission, to the specification of Main Roads Western Australia and on the advice of the City of Wanneroo, for all permanent road connections (including all new or modified road connections and intersections) at the detailed design stage and at the pre-opening stage.

14. A Traffic Management Plan shall be submitted and approved by the Western Australian Planning Commission, on the advice of the City of Wanneroo, prior to the commencement of site works. Once approved, the Traffic Management Plan is to be implemented in its entirety.

15. Parking areas, driveways and points of ingress and egress shall be designed and constructed in accordance with the Australian Standards for Offstreet Carparking (AS 2890) and shall be drained, sealed and marked prior to operation of the Train Station, and maintained thereafter to the satisfaction of the City of Wanneroo.

16. The station shall be provided with public road access from the surrounding local road network prior to the commencement of operation, to the satisfaction of the City of Wanneroo.

17. Prior to development works, a detailed car park plan is to be submitted and approved to the satisfaction of the City, detailing the location of Accessible Bays and pedestrian and cycle connections through the car parks. The detailed car park plan is to be implemented as part of the development works.

18. **Car Park 1** and **Car Park 2** shall be constructed prior to operation of the Alkimos Train Station.

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City of Wanneroo

Advice Notes

1. In regards to Condition 1, the Construction Management Plan is expected to include the site-specific management, mitigation and monitoring measures to manage the issues of surface water, groundwater, wetlands, vegetation and flora, geotechnical conditions, acid sulfate soils, aboriginal heritage, noise, vibration, dust and lighting or varied as agreed by the environmental authorities and/or in consultation with the City of Wanneroo and the Western Australian Planning Commission. In addition, the Construction Management Plan is to address but not be limited to the following site specific matters:
    a. A staging plan;
    b. The delivery times for materials and equipment to the site;
    c. Storage of materials and the location and type of equipment on site;
    d. Adequate measures shall be undertaken during construction to minimise any adverse impacts caused by sand drift and dust from the site;
    e. Parking arrangements for contractors and sub-contractors;
    f. Construction times;
    g. Consultation and communication strategy;
    h. Measures to minimise noise and vibration impacts on surrounding properties;
    i. Any other matter required by the City of Wanneroo.

2. In regards to Condition 2, the detailed landscaping plan is required to provide the following information:
    a. Plant legend including botanical and common names, quantity of each species;
    b. Plant species selection to include endemic species to the coastal corridor to a minimum of 50%;
    c. All planting areas are to be mulched with 75mm layer of mulch;
    d. Planting is to be set back 600mm from back of kerb on access streets;
    e. Tree spacing on verges is a minimum of 1 tree every 15 meters;
    f. No trees are to be planted in truncation areas and planting in truncation areas is to be a maximum of 600mm at mature height;
    g. All trees are to be set back a minimum of 2.5m from walls, fences, structures etc, 1.5m from crossovers and 1m from footpaths;
    h. Additional trees to be incorporated for shade canopy; and
    i. Proposed carpark drainage swales to be show typical cross sections that show drainage function, plant species, carpark kerbing (WSUD function) and proposed plant species.

3. In regards to Condition 8, this does not include vegetation required to be cleared within the approved Bushfire Management Plan.

4. In relation to Condition 11, the detailed Movement Network Plan is to include crosssections and engineering drawings to address:

    a. all new and modified road connections and intersections;
    b. access points and internal driveways;
    c. car parking areas;
    d. bus interchange;
    e. location and design of dedicated pedestrian paths and crossings facilities through the park and ride and bus interchange facility;

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f. the location of the Share Path including any 180 degree turns (switch-backs), access through the station forecourt and crossing points of roads and pedestrian pathways; and
g. design of cycling facilities, including paths and bicycle storage.

The movement network plan should respond to the findings of the road safety audit where appropriate.

Should you have any further queries, please contact Nicolas De Vecchis of the City's Planning and Sustainability Directorate on 9405 5356.

Yours faithfully

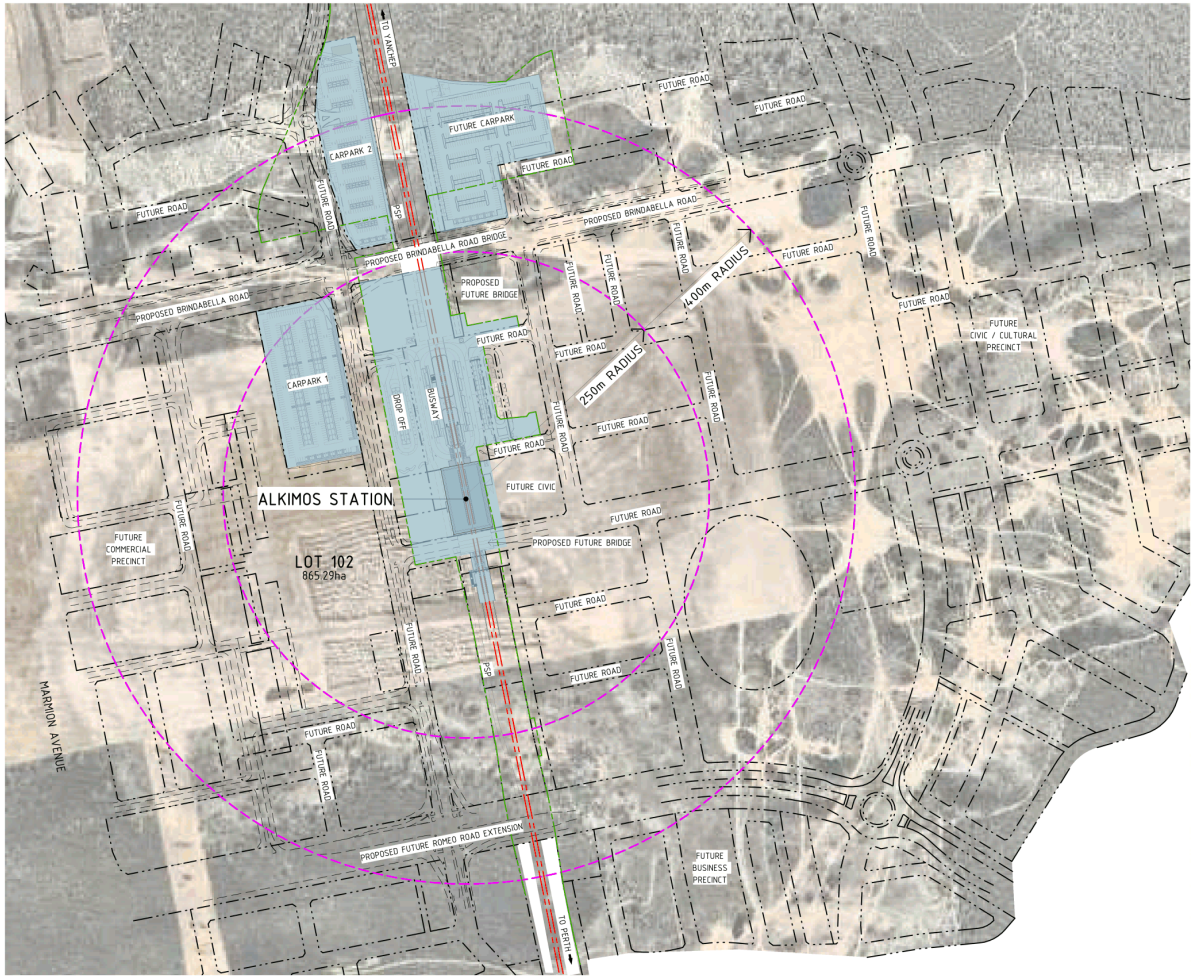
Daniel Simms
CHIEF EXECUTIVE OFFICER
CITY OF WANNEROO

Enc.

23 Dundebar Road, Wanneroo WA 6065 ● Locked Bag 1, Wanneroo WA 6946
Telephone (08) 9405 5000 Facsimile (08) 9405 5499 Website www.wanneroo.wa.gov.au

ATTACHMENT 2





SITE ANALYSIS AND CONTEXT PLAN OVERALL LAYOUT

SCALE 1 : 2500



NOTES

1. ALL FUTURE ROADS AND BRIDGES ARE SHOWN FOR INFORMATION PURPOSES ONLY.
2. PROPOSED ROAD RESERVE BOUNDARY IS SUBJECT TO CHANGE BASED ON FURTHER DESIGN AND INVESTIGATION.

LEGEND

- EXISTING CADASTRAL BOUNDARIES
- RAILWAYS RESERVE BOUNDARY
- LOT BOUNDARIES (STATION)
- BUTLER TO YANCHEP RAIL
- FUTURE ROADS BY OTHERS
- FUTURE LOT BOUNDARIES BY OTHERS
- PROPOSED ALKIMOS STATION

N

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
16-Sep-2020	30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	21.08.20	CARPARK 2 UPDATED	BP	BL	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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NEWest Alliance

TCY-CAP-YSA-AR-DRG-01

REFERENCES

SCALE : As indicated (@ A1)

DATUM : HORIZONTAL: PCG20 VERTICAL: AHD71

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CHECKED	A. WHEELER

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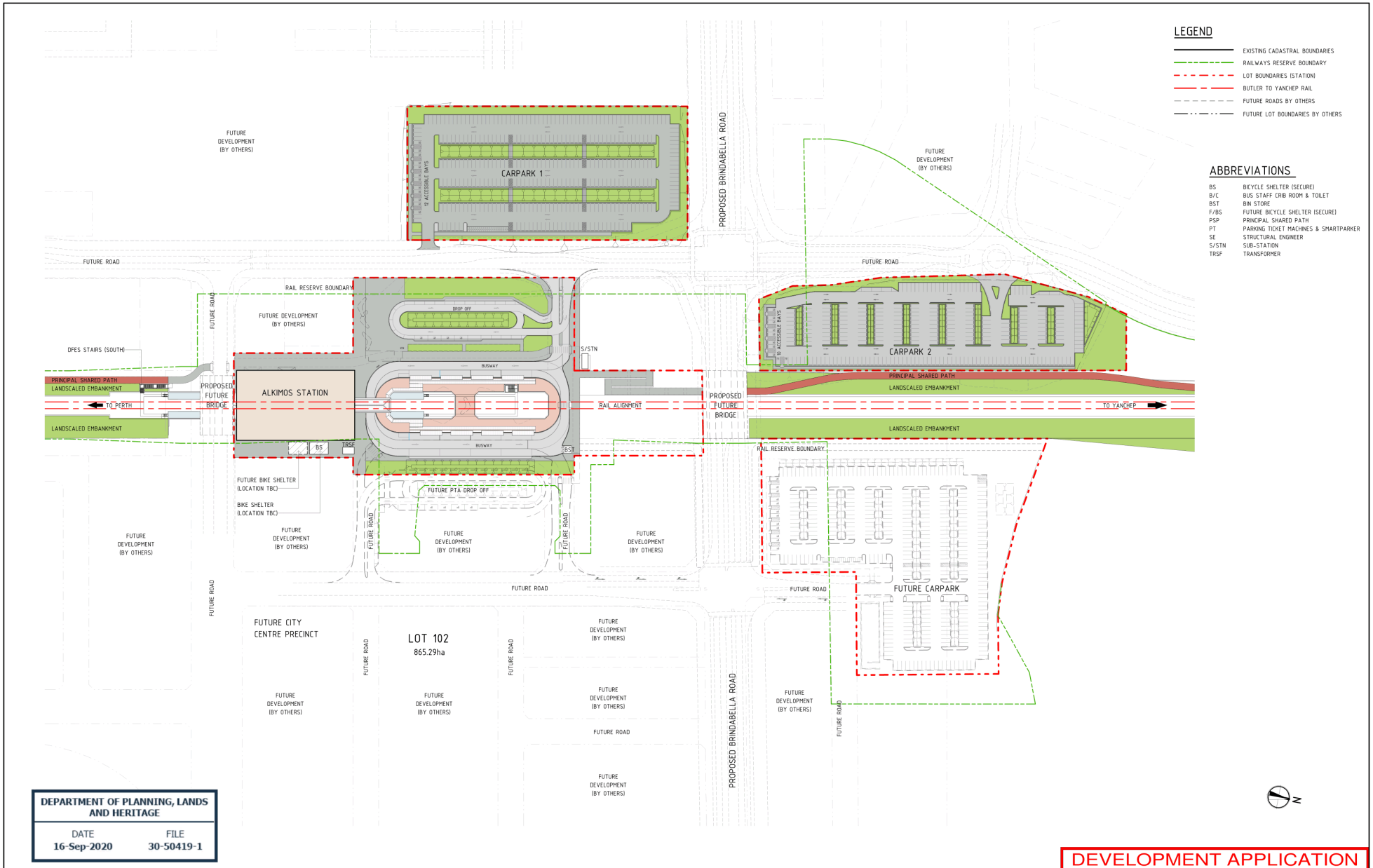
Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION

SITE ANALYSIS AND CONTEXT PLAN OVERALL LAYOUT

PTA Drawing No: REV: B



DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
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A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

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TCY-CAP-YSA-AR-DRG-02

REFERENCES

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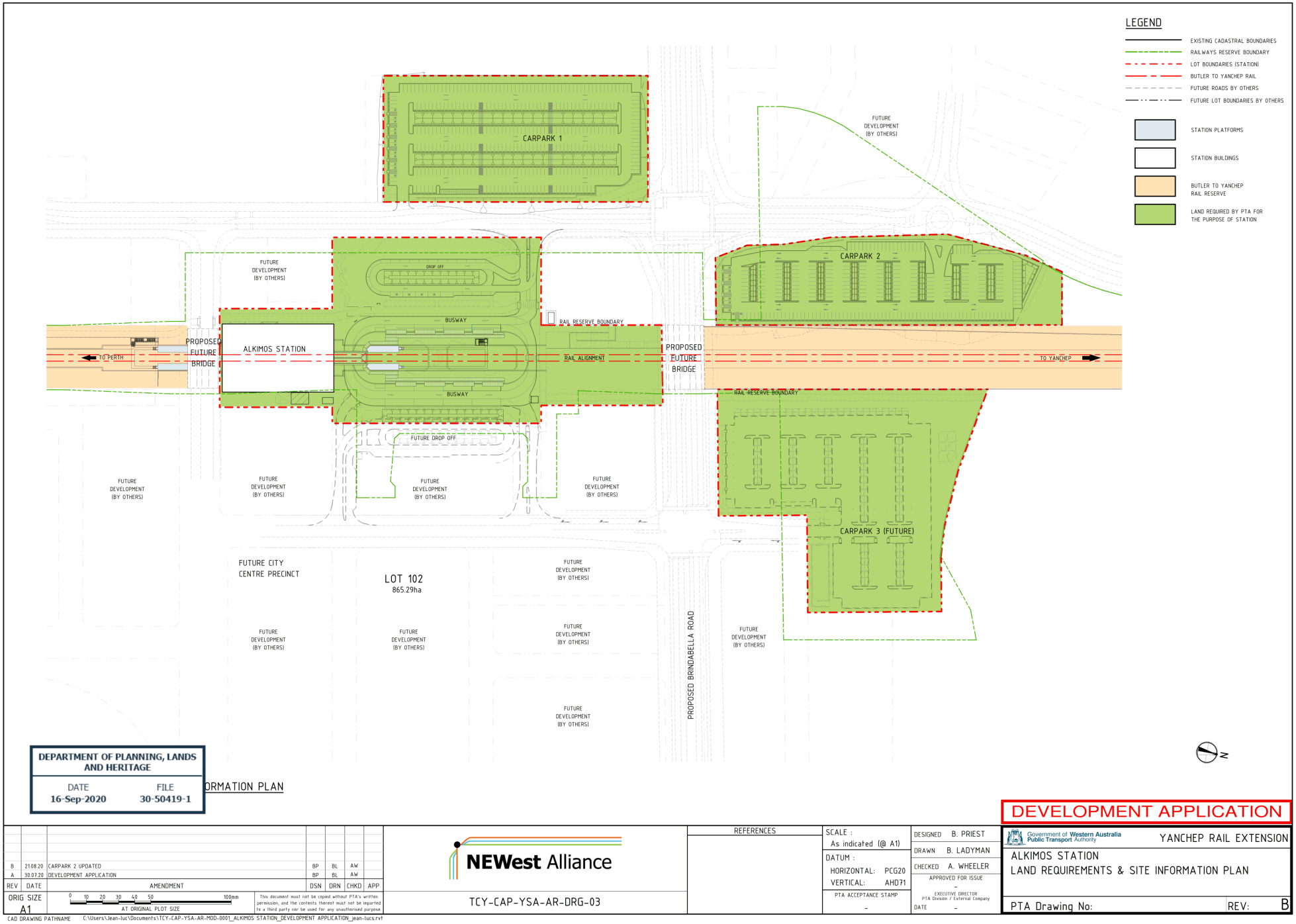
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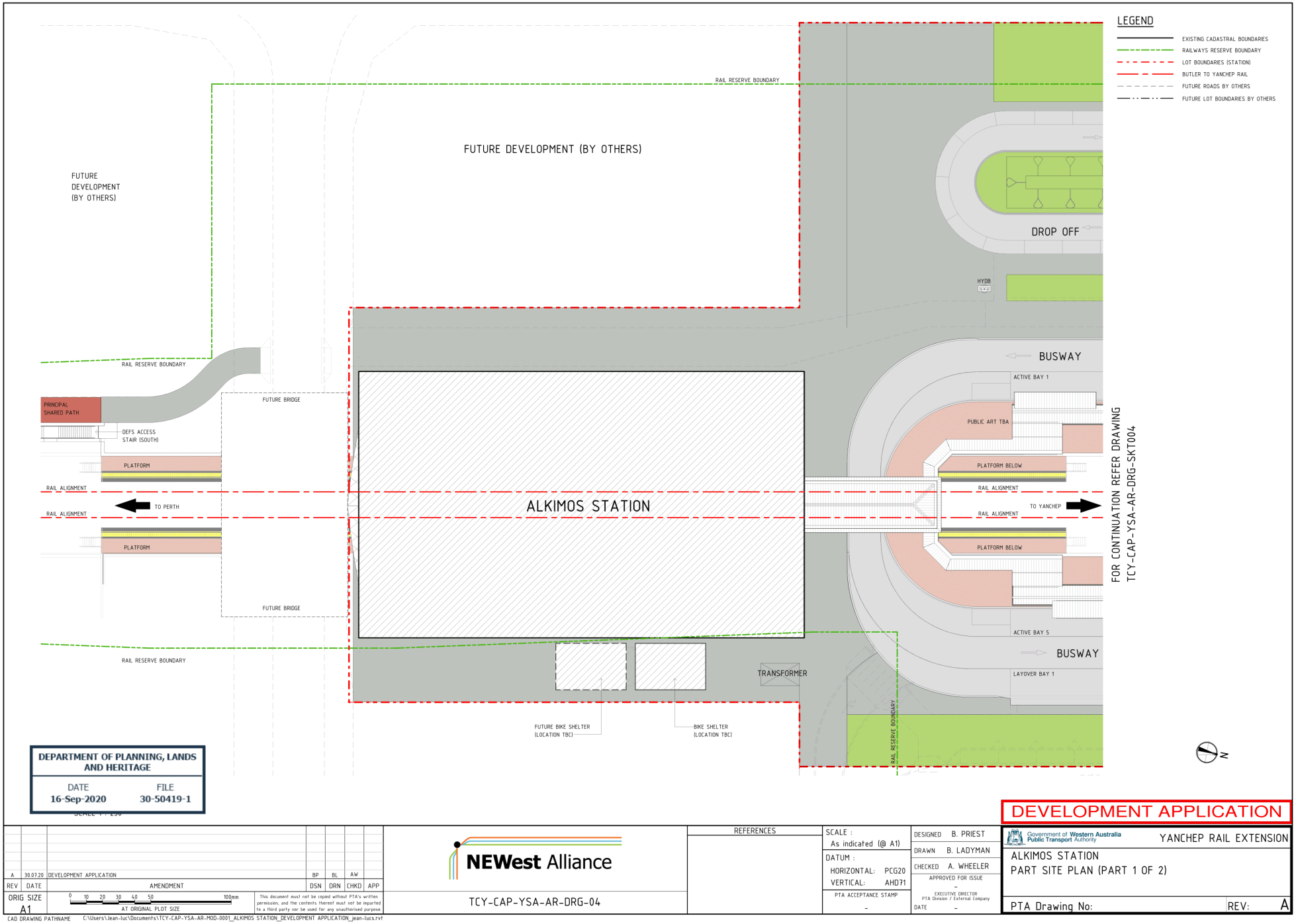
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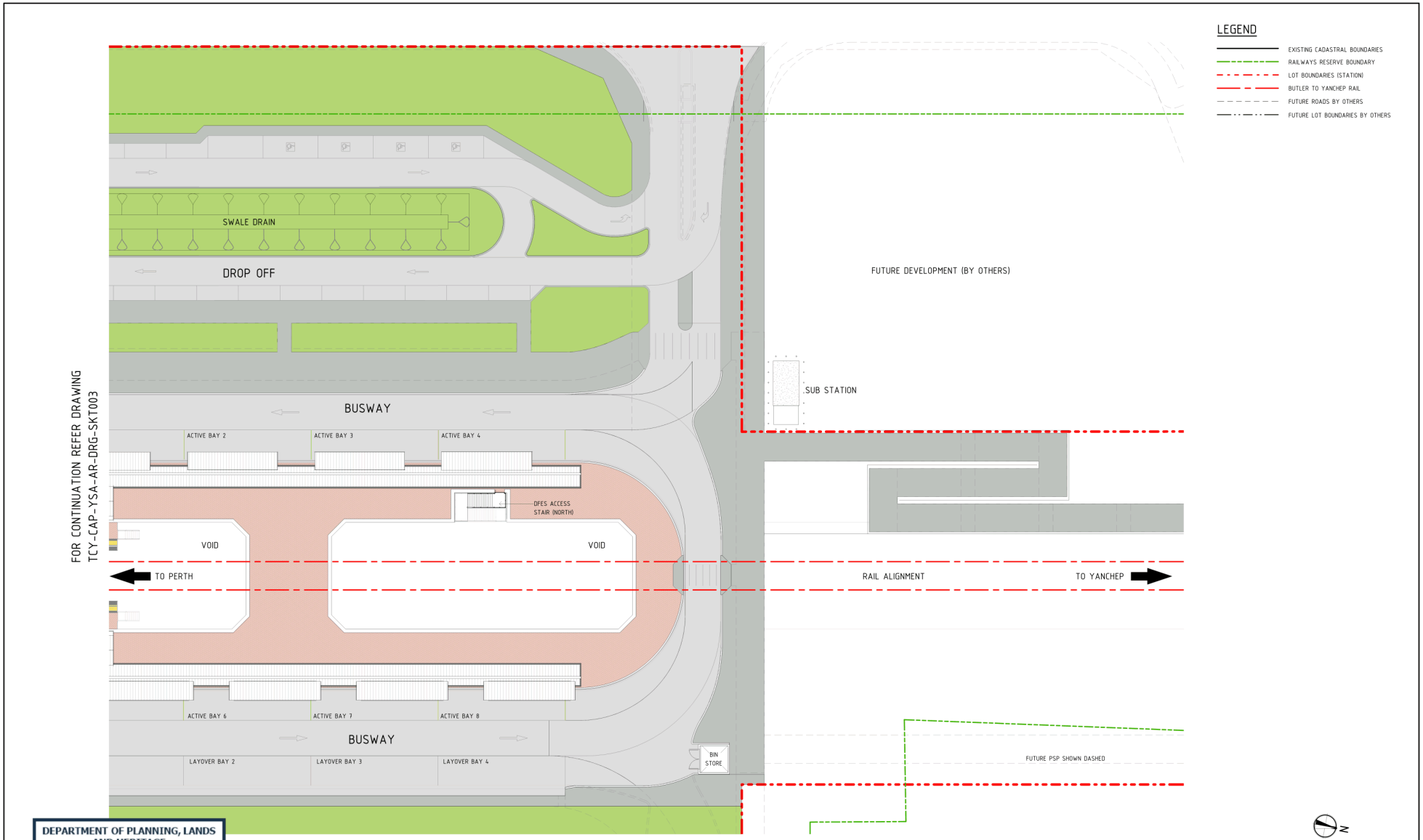
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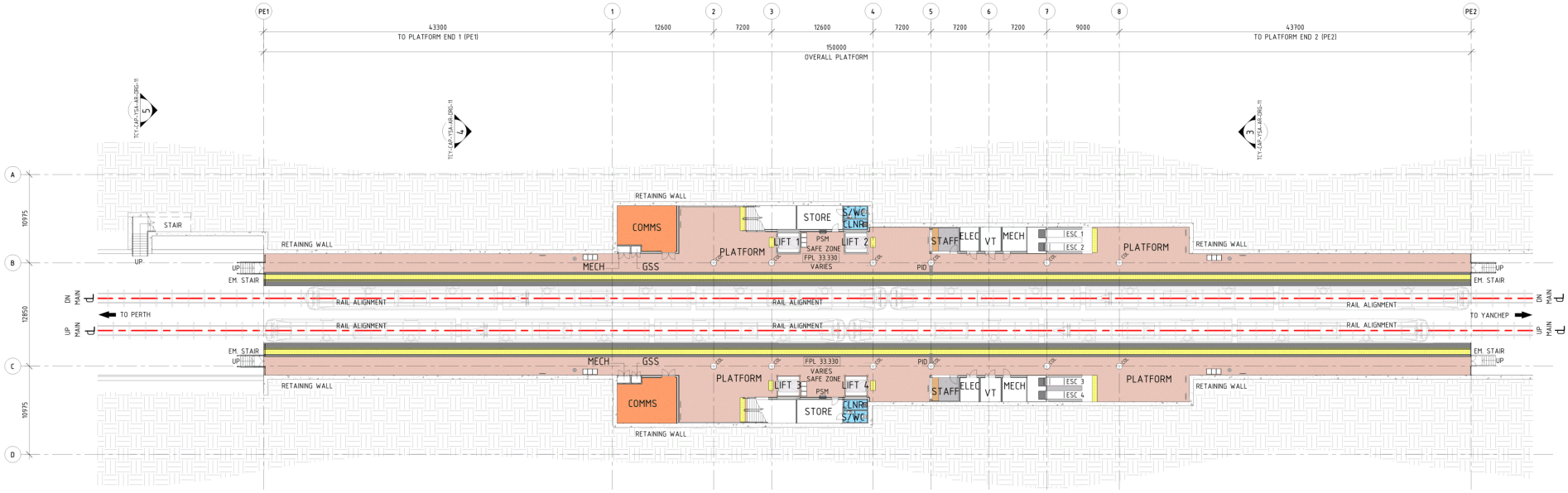
ALKIMOS STATION SITE PLAN

PTA Drawing No: REV: B


LEGEND
EXISTING CADASTRAL BOUNDARIES
RAILWAYS RESERVE BOUNDARY
LOT BOUNDARIES (STATION)
BUTLER TO YANCHEP RAIL
FUTURE ROADS BY OTHERS
FUTURE LOT BOUNDARIES BY OTHERS
STATION PLATFORMS
STATION BUILDINGS
BUTLER TO YANCHEP RAIL RESERVE
LAND REQUIRED BY PTA FOR THE PURPOSE OF STATION
CARPARK 1
CARPARK 2
CARPARK 3 (FUTURE)
ALKIMOS STATION
PROPOSED FUTURE BRIDGE
PROPOSED FUTURE BRIDGE
TO PERTH
TO YANCHEP
BUSWAY
BUSWAY
DROP OFF
FUTURE DROP OFF
RAIL RESERVE BOUNDARY
RAIL RESERVE BOUNDARY
RAIL ALIGNMENT
FUTURE DEVELOPMENT (BY OTHERS)
FUTURE CITY CENTRE PRECINCT
LOT 102
865.29ha
PROPOSED BRINDABELLA ROAD
DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1
ORMATION PLAN
DEVELOPMENT APPLICATION
B 21.08.20 CARPARK 2 UPDATED BP BL AW
A 30.07.20 DEVELOPMENT APPLICATION BP BL AW
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
LAND REQUIREMENTS & SITE INFORMATION PLAN
PTA Drawing No:
REV: B


LEGEND
EXISTING CADASTRAL BOUNDARIES
RAILWAYS RESERVE BOUNDARY
LOT BOUNDARIES (STATION)
BUTLER TO YANCHEP RAIL
FUTURE ROADS BY OTHERS
FUTURE LOT BOUNDARIES BY OTHERS
FUTURE DEVELOPMENT (BY OTHERS)
FUTURE DEVELOPMENT (BY OTHERS)
RAIL RESERVE BOUNDARY
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BUSWAY
ACTIVE BAY 1
PUBLIC ART TBA
PLATFORM BELOW
RAIL ALIGNMENT
TO YANCHEP
RAIL ALIGNMENT
PLATFORM BELOW
ACTIVE BAY 5
BUSWAY
LAYOVER BAY 1
RAIL RESERVE BOUNDARY
RAIL RESERVE BOUNDARY
PRINCIPAL SHARED PATH
FUTURE BRIDGE
OEFS ACCESS STAIR (SOUTH)
PLATFORM
RAIL ALIGNMENT
TO PERTH
RAIL ALIGNMENT
PLATFORM
FUTURE BRIDGE
ALKIMOS STATION
TRANSFORMER
FUTURE BIKE SHELTER (LOCATION TBC)
BIKE SHELTER (LOCATION TBC)
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DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
PART SITE PLAN (PART 1 OF 2)
PTA Drawing No:
REV: A


LEGEND
EXISTING CADASTRAL BOUNDARIES
RAILWAYS RESERVE BOUNDARY
LOT BOUNDARIES (STATION)
BUTLER TO YANCHEP RAIL
FUTURE ROADS BY OTHERS
FUTURE LOT BOUNDARIES BY OTHERS
SWALE DRAIN
DROP OFF
FUTURE DEVELOPMENT (BY OTHERS)
SUB STATION
BUSWAY
ACTIVE BAY 2
ACTIVE BAY 3
ACTIVE BAY 4
DFES ACCESS STAIR (NORTH)
VOID
VOID
TO PERTH
RAIL ALIGNMENT
TO YANCHEP
ACTIVE BAY 6
ACTIVE BAY 7
ACTIVE BAY 8
BUSWAY
LAYOVER BAY 2
LAYOVER BAY 3
LAYOVER BAY 4
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
PART SITE PLAN (PART 2 OF 2)
PTA Drawing No:
REV: A



PLATFORM PLAN - OVERALL

SCALE 1 : 250

FLOOR FINISHES

9650.02 VINYL TYPE 2 ANTI STATIC	2780.08 MASONRY PAVERS TO PTA's STANDARDS
9650.02 VINYL TYPE 2 ON SCREED	9650.10 TILE - PLATFORM EDGE
9300.03 CERAMIC TILES ON SCREED	9650.06 TILE - TACTILE - WARNING - 300X300

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE 16-Sep-2020 FILE 30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1

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REFERENCES

SCALE : As indicated (@ A1)

DATUM : HORIZONTAL: PCG20 VERTICAL: AHD71

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EXECUTIVE DIRECTOR PTA Division / External Company

DATE -

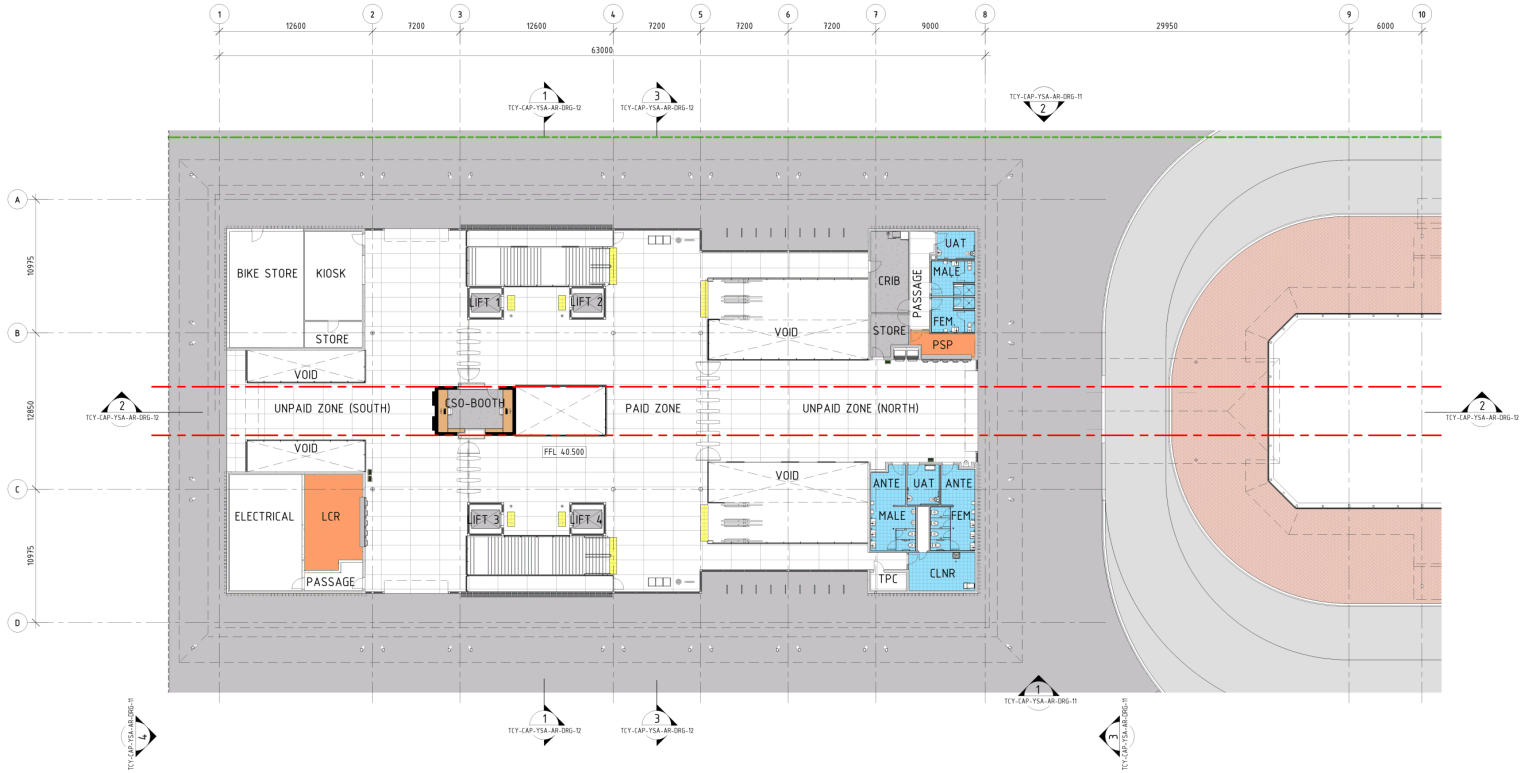
Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION

PLATFORM LEVEL PLAN

PTA Drawing No: REV: A



CONCOURSE PLAN
SCALE 1 : 200

FLOOR FINISHES

9650.02	VINYL TYPE 2 ANTI STATIC	2780.08	MASONRY PAVERS TO PTA's STANDARDS
9650.02	VINYL TYPE 2 ON SCREED	9650.10	TILE - PLATFORM EDGE
9300.03	CERAMIC TILES ON SCREED	2780.13	MASONRY PAVERS TO PTA's STANDARDS
9650.07	TILE - TACTILE - WARNING - 300X300	9300.01	MASONRY PAVERS TO PTA's STANDARDS

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020 FILE 30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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NEWest Alliance

TCY-CAP-YSA-AR-DRG-07

REFERENCES

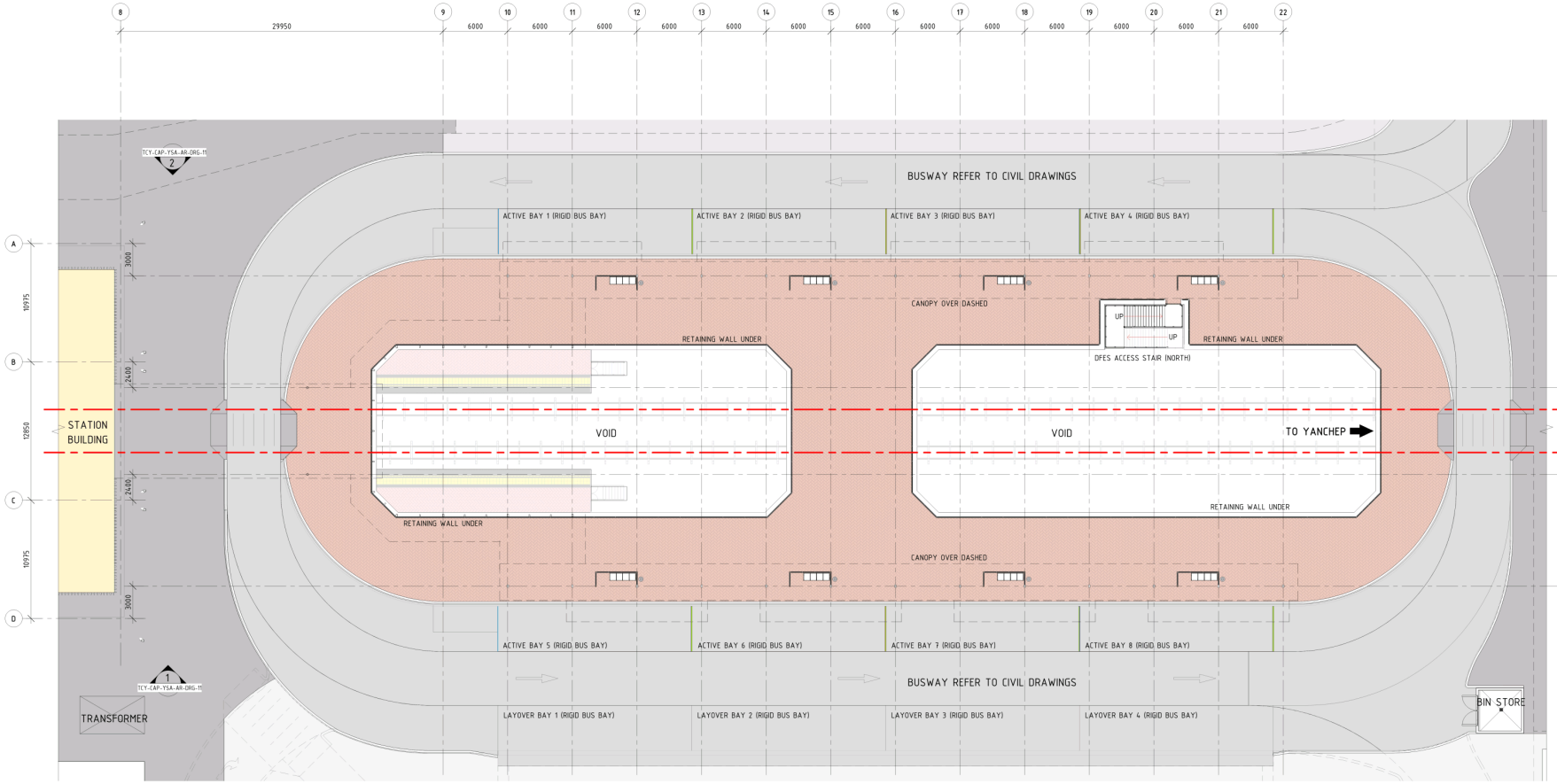
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PTA ACCEPTANCE STAMP -

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CHECKED A. WHEELER
APPROVED FOR ISSUE -
EXECUTIVE DIRECTOR PTA Division / External Company
DATE -

Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION
ALKIMOS STATION
CONCOURSE LEVEL PLAN

PTA Drawing No: REV: A



BUS INTERCHANGE OVERALL
SCALE 1 : 200

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1
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TCY-CAP-YSA-AR-DRG-08

REFERENCES

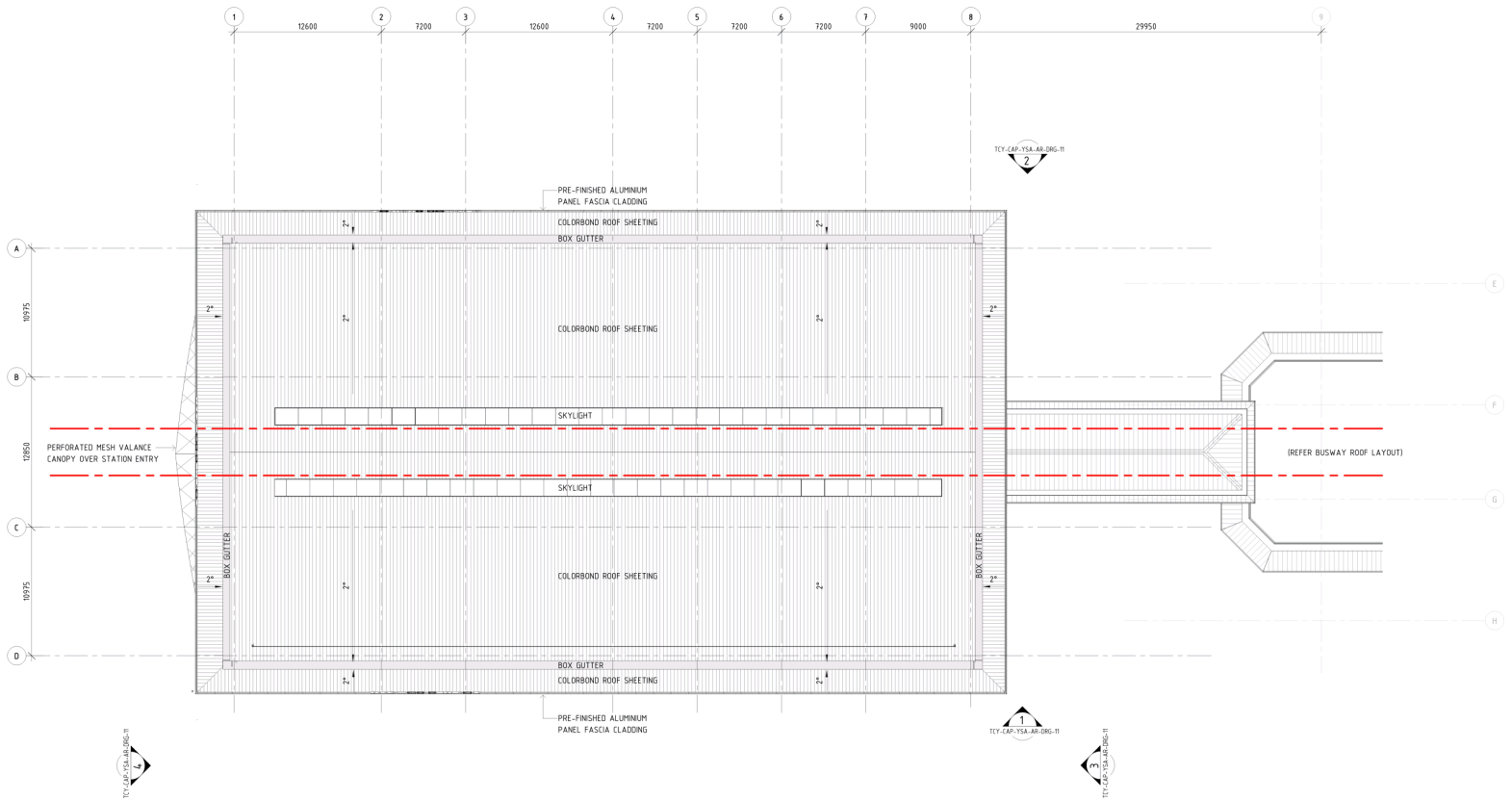
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EXECUTIVE DIRECTOR PTA Division / External Company
DATE –

Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION
ALKIMOS STATION
BUS INTERCHANGE PLAN

PTA Drawing No: REV: A



CONCOURSE ROOF PLAN
SCALE 1 : 200

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1

N

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1
0 10 20 30 40 50 100mm
AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-09

REFERENCES

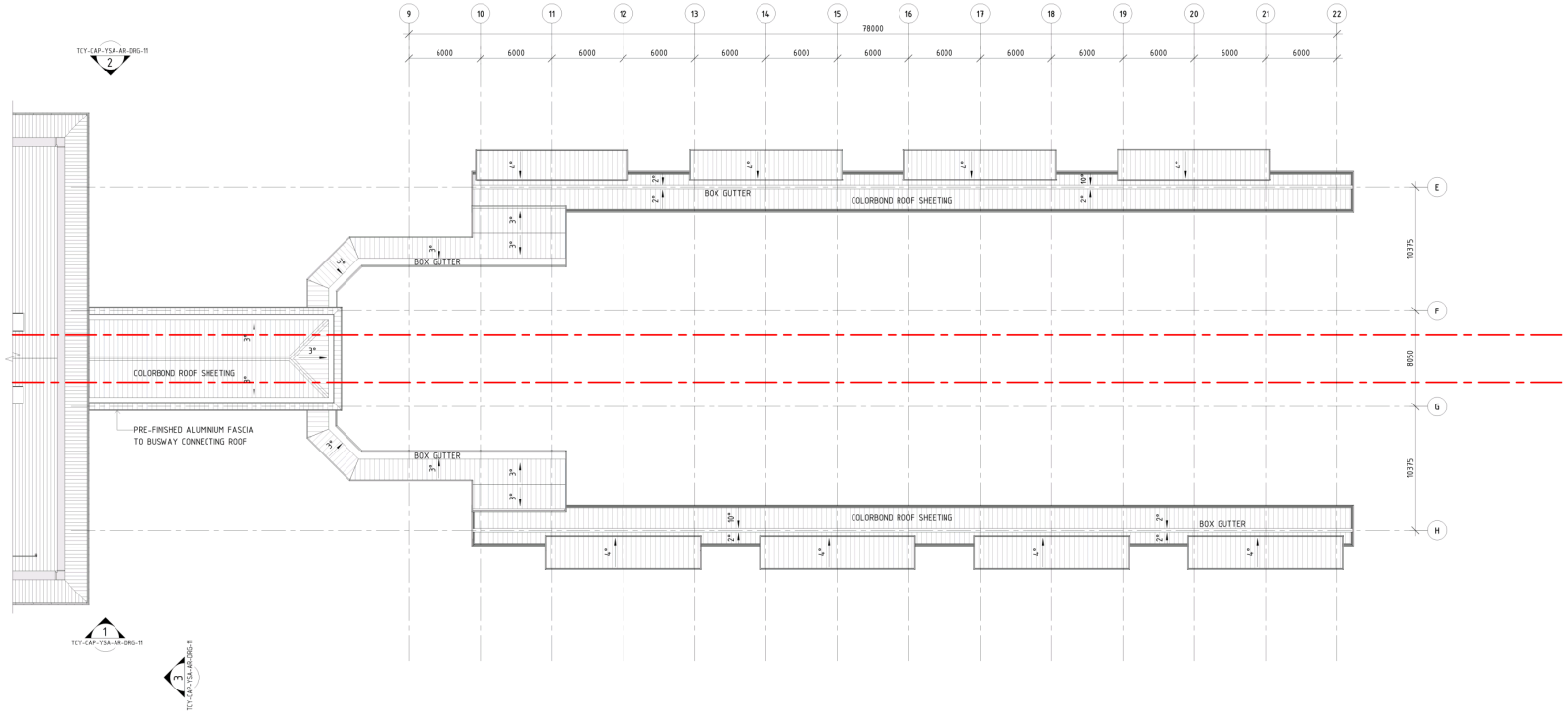
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
CONCOURSE ROOF PLAN

PTA Drawing No: REV: A



BUS INTERCHANGE ROOF PLAN
SCALE 1 : 200

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1

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DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

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TCY-CAP-YSA-AR-DRG-10

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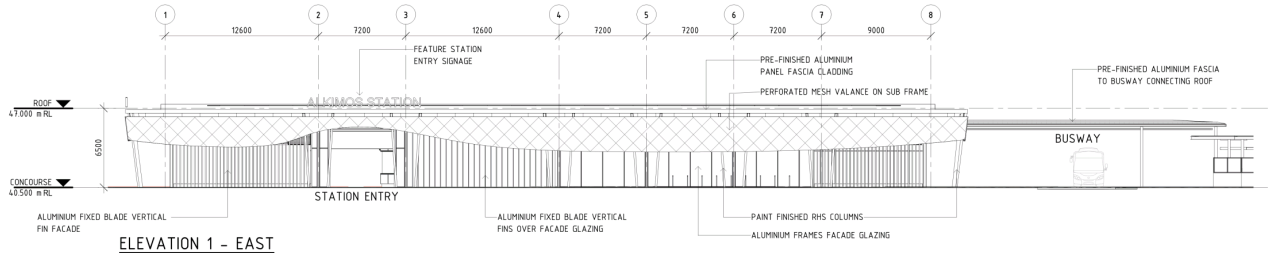
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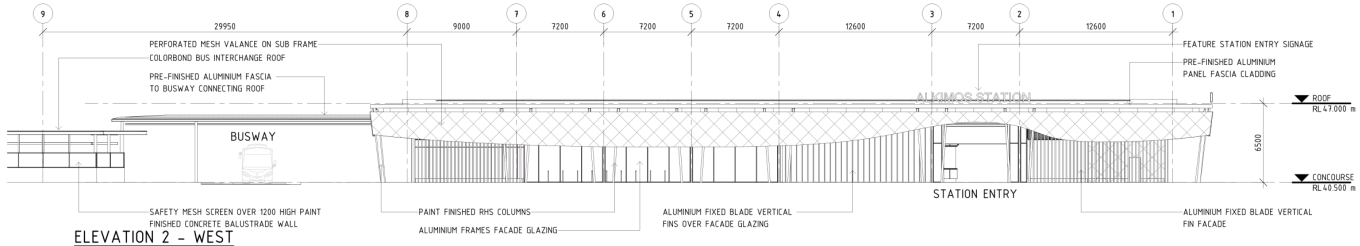
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
BUS INTERCHANGE ROOF PLAN

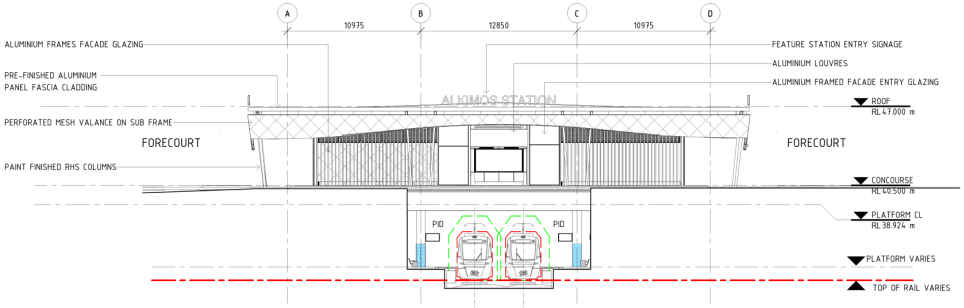
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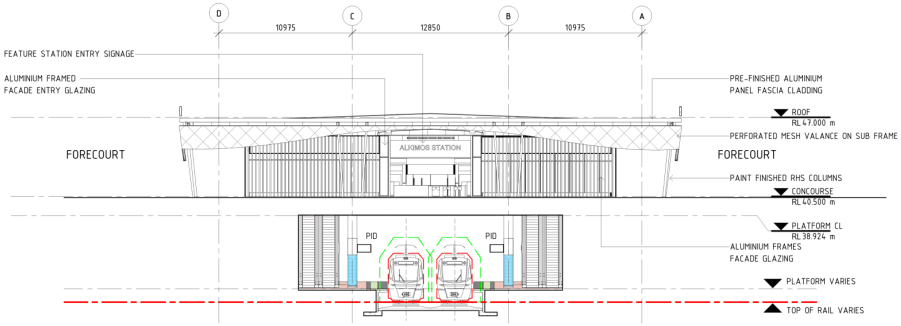
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SCALE 1 : 200



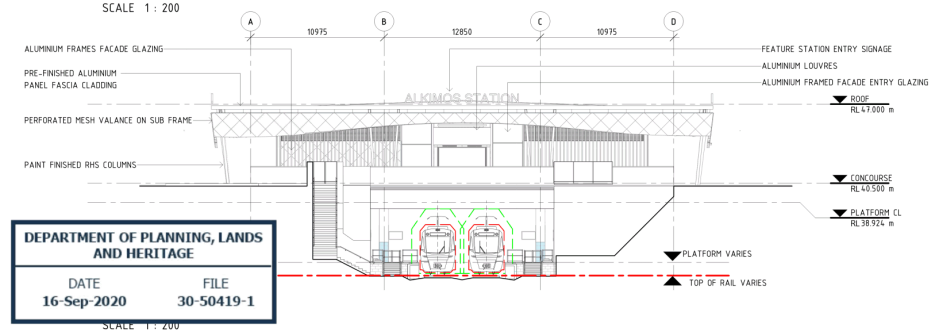
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SCALE 1 : 200



ELEVATION 4 - SOUTH
SCALE 1 : 200



ELEVATION 3 - NORTH
SCALE 1 : 200



DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1

SCALE 1 : 200

DEVELOPMENT APPLICATION

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TCY-CAP-YSA-AR-DRG-11

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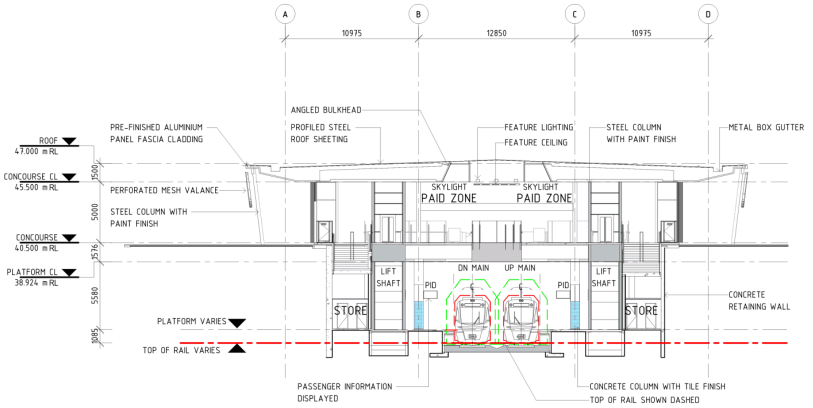
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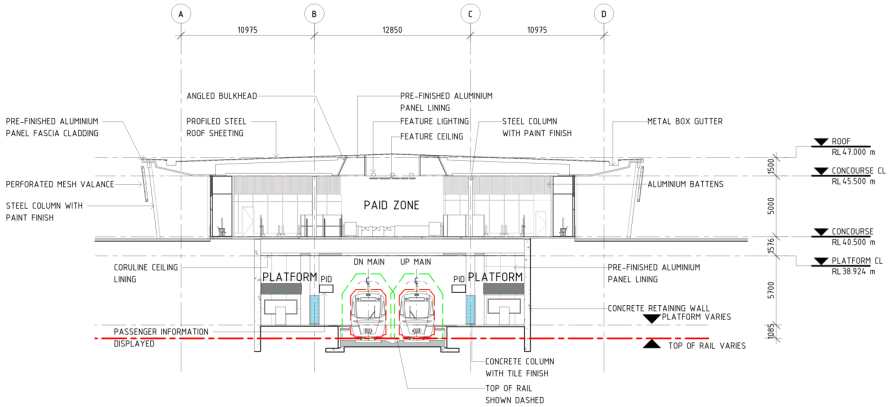
YANCHEP RAIL EXTENSION

ALKIMOS STATION
ELEVATIONS

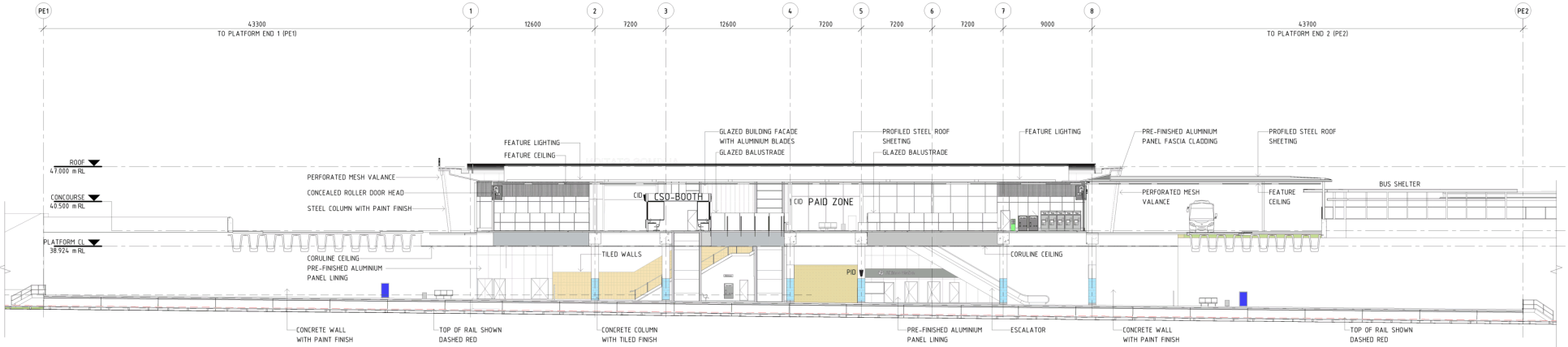
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SECTION B
SCALE 1 : 200



SECTION C
SCALE 1 : 200



SECTION A
SCALE 1 : 200

DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
16-Sep-2020	30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1
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TCY-CAP-YSA-AR-DRG-12

REFERENCES

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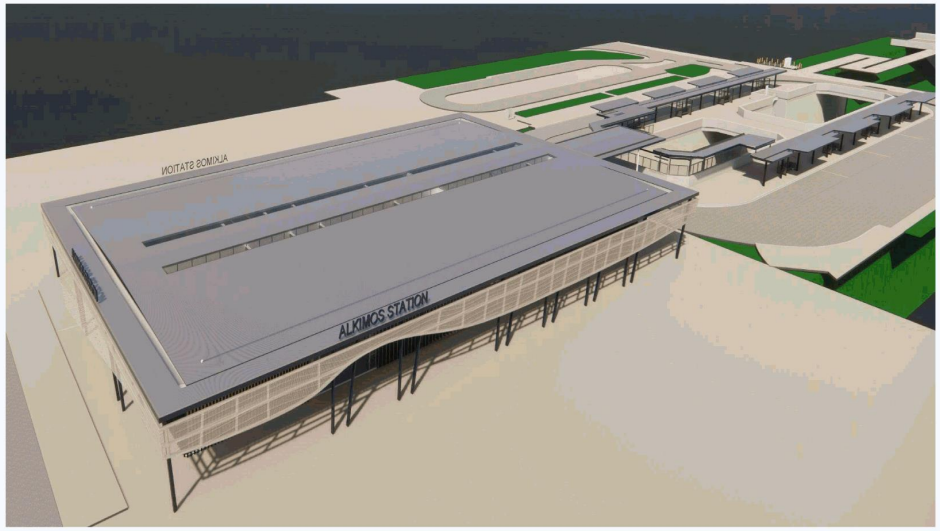
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YANCHEP RAIL EXTENSION

ALKIMOS STATION
SECTIONS

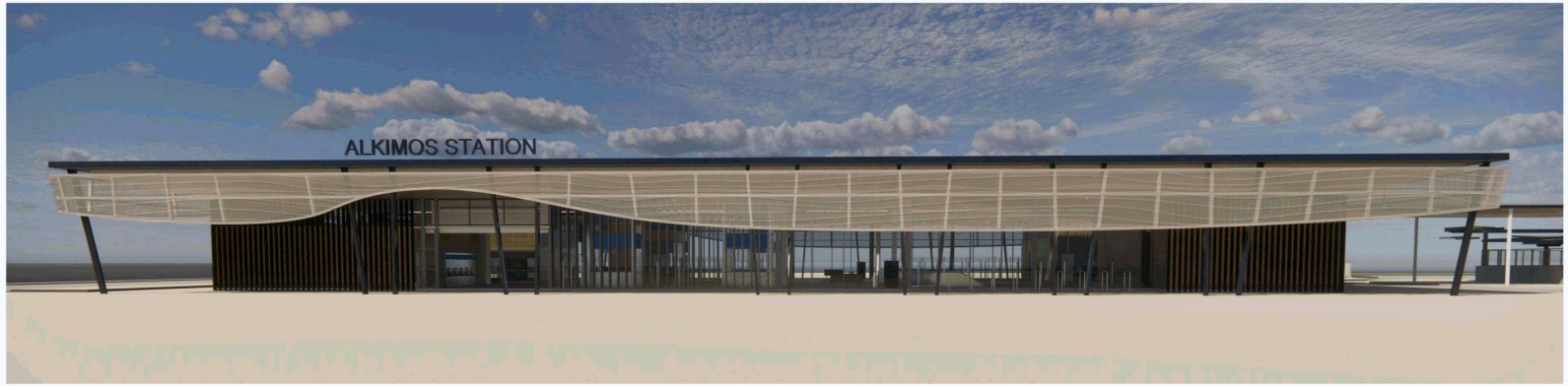
PTA Drawing No: REV: A



EXTERNAL PERSPECTIVE 1 - AERIAL VIEW - SOUTH-EAST



EXTERNAL PERSPECTIVE 2 - NORTH ENTRY VIEW



EXTERNAL PERSPECTIVE - EAST FACING VIEW

DEPARTMENT OF PLANNING, LANDS AND HERITAGE
DATE 16-Sep-2020
FILE 30-50419-1

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

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TCY-CAP-YSA-AR-DRG-13

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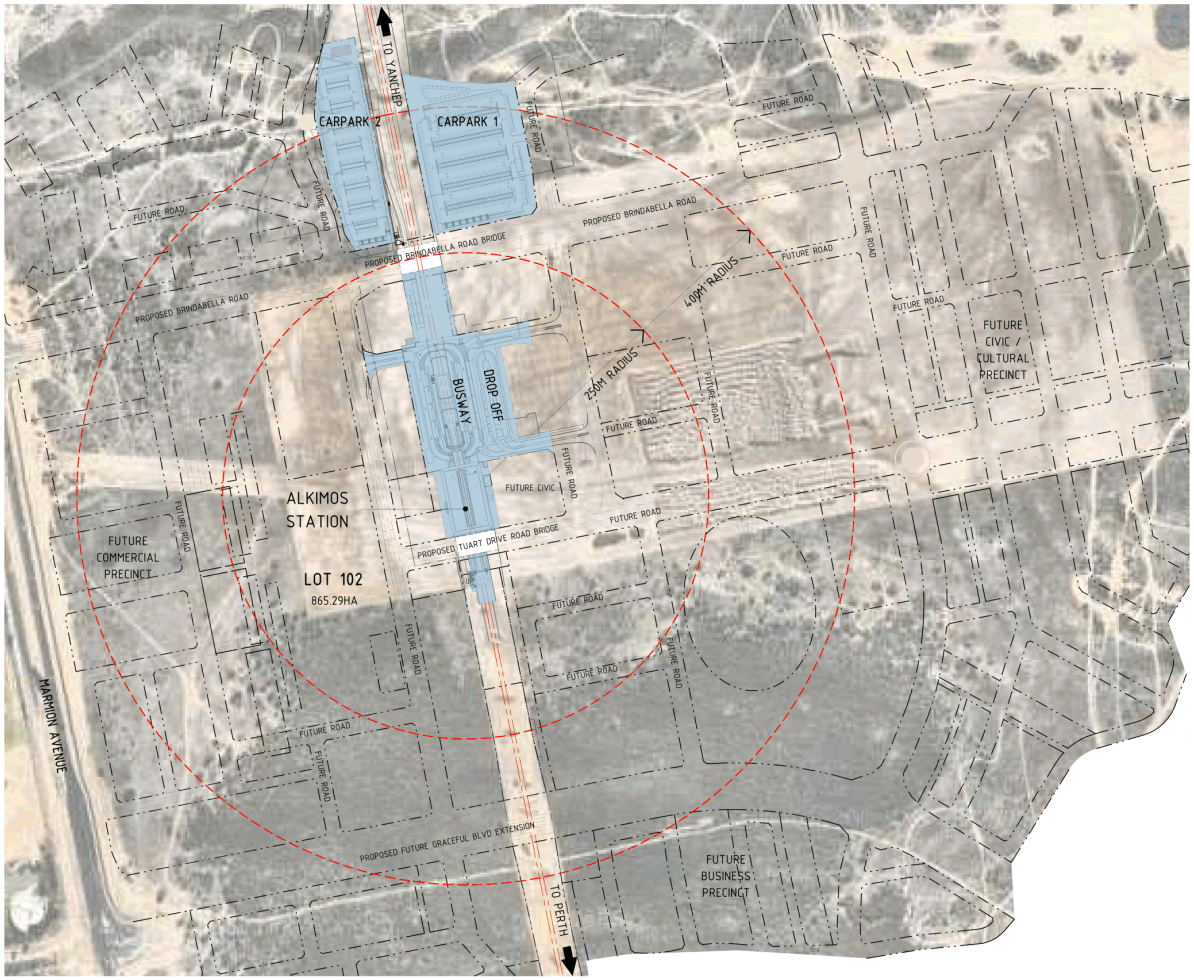
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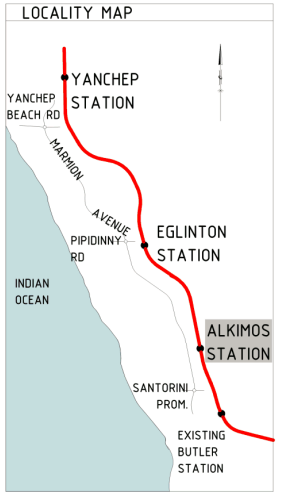
YANCHEP RAIL EXTENSION

ALKIMOS STATION
INDICATIVE IMAGES

PTA Drawing No: REV: A



SITE ANALYSIS AND CONTEXT PLAN OVERALL LAYOUT
SCALE 1 : 2500



NOTES

1. ALL FUTURE ROADS AND BRIDGES ARE SHOWN FOR INFORMATION PURPOSES ONLY.
2. PROPOSED ROAD RESERVE BOUNDARY IS SUBJECT TO CHANGE BASED ON FURTHER DESIGN AND INVESTIGATION.

LEGEND

- EXISTING CADASTRAL BOUNDARIES
- RAIL RESERVE BOUNDARY
- LOT BOUNDARIES (STATION)
- BUTLER TO YANCHEP RAIL
- FUTURE ROADS BY OTHERS
- PROPOSED ALKIMOS STATION

N

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
D	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
C	12.05.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	SB	AW	
B	21.08.20	CARPARK 2 UPDATED	BP	BL	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-01

REFERENCES

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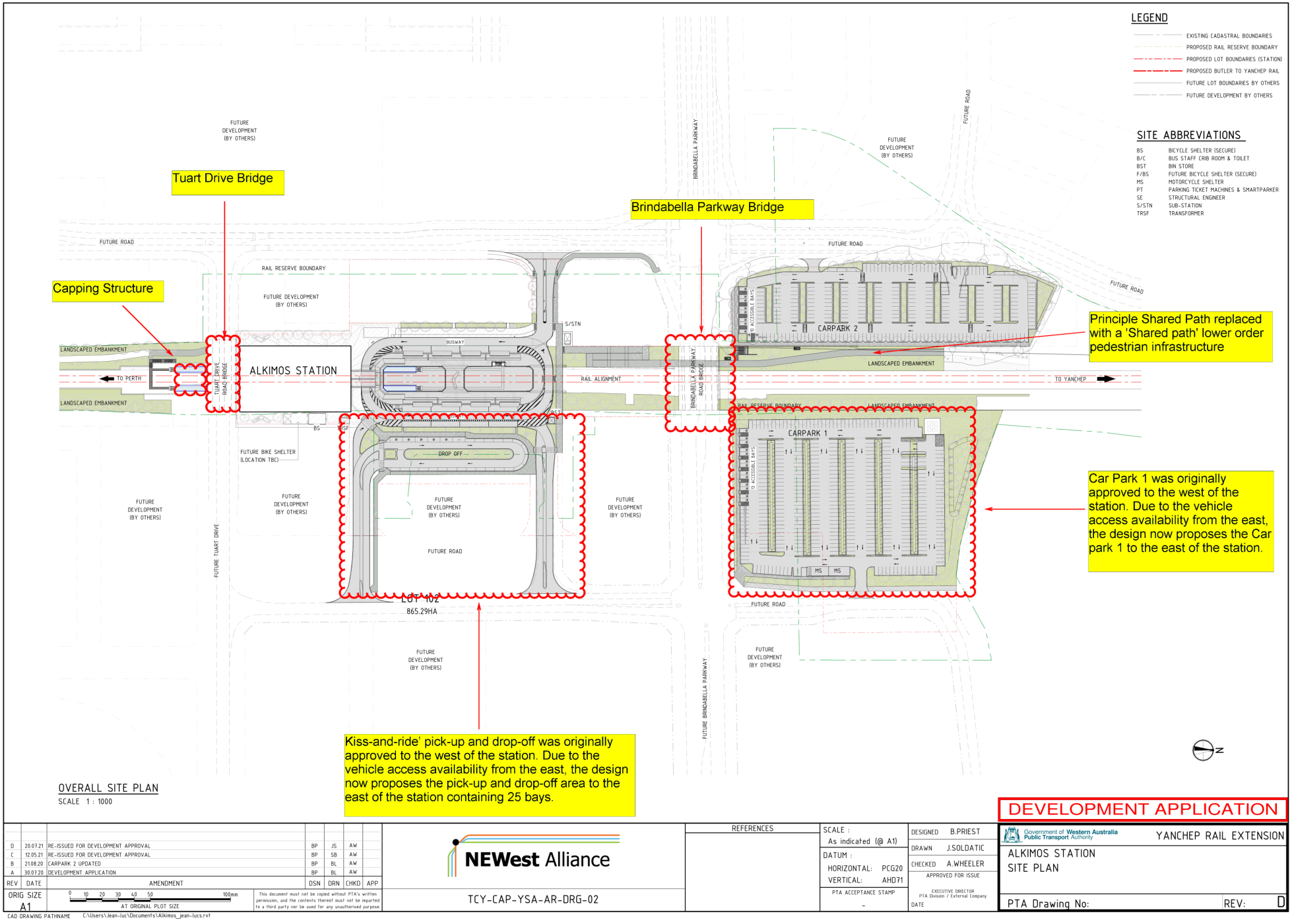
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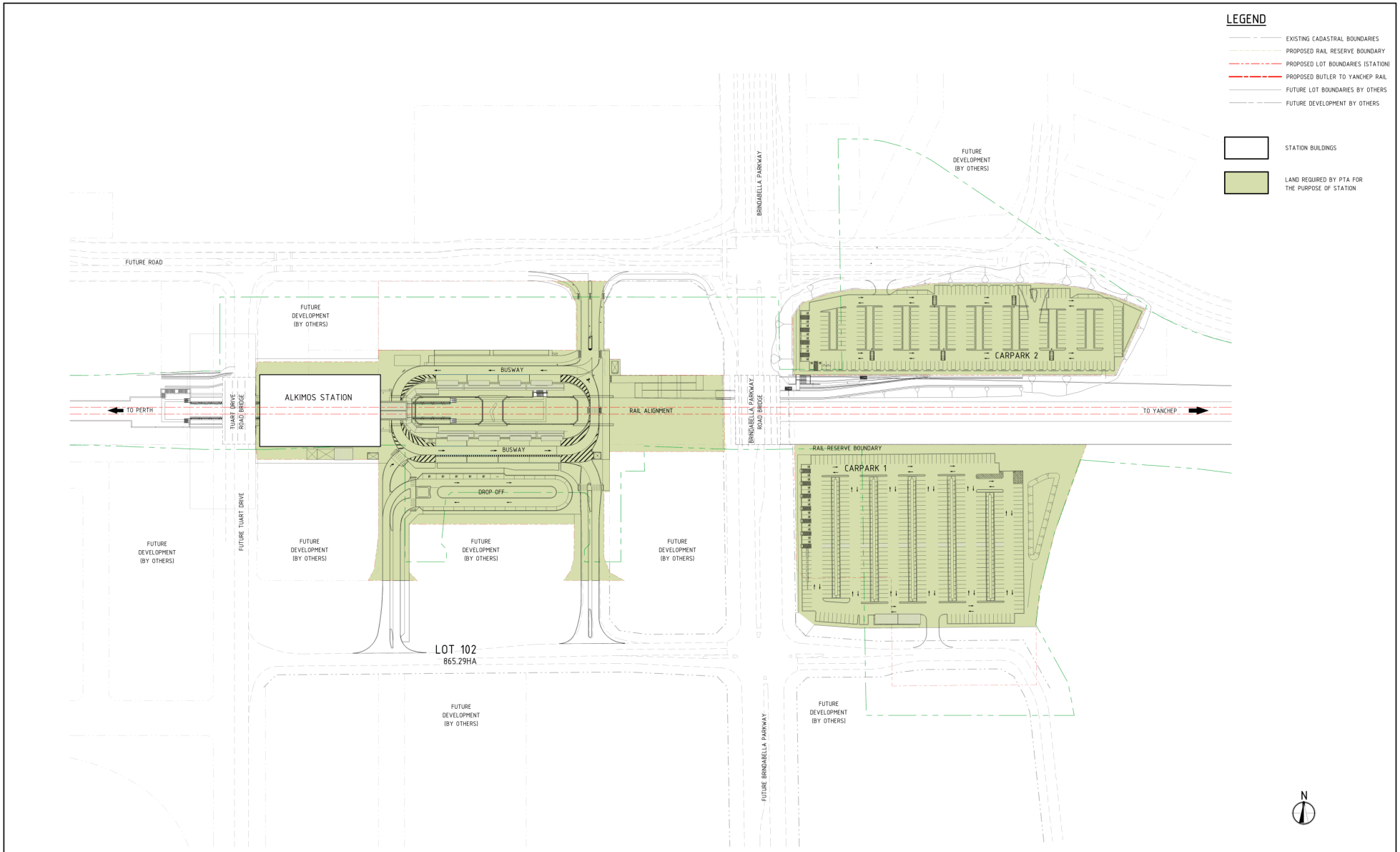
Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
SITE ANALYSIS AND CONTEXT PLAN OVERALL LAYOUT

PTA Drawing No: REV: D


LEGEND
EXISTING CADASTRAL BOUNDARIES
PROPOSED RAIL RESERVE BOUNDARY
PROPOSED LOT BOUNDARIES (STATION)
PROPOSED BUTLER TO YANCHEP RAIL
FUTURE LOT BOUNDARIES BY OTHERS
FUTURE DEVELOPMENT BY OTHERS
SITE ABBREVIATIONS
BS BICYCLE SHELTER (SECURE)
B/C BUS STAFF CRIB ROOM & TOILET
BST BIN STORE
F/BS FUTURE BICYCLE SHELTER (SECURE)
MS MOTORCYCLE SHELTER
PT PARKING TICKET MACHINES & SMARTPARKER
SE STRUCTURAL ENGINEER
S/STN SUB-STATION
TRSF TRANSFORMER
Tuart Drive Bridge
Brindabella Parkway Bridge
Capping Structure
Principle Shared Path replaced with a 'Shared path' lower order pedestrian infrastructure
Car Park 1 was originally approved to the west of the station. Due to the vehicle access availability from the east, the design now proposes the Car park 1 to the east of the station.
Kiss-and-ride' pick-up and drop-off was originally approved to the west of the station. Due to the vehicle access availability from the east, the design now proposes the pick-up and drop-off area to the east of the station containing 25 bays.
ALKIMOS STATION
CARPARK 1
CARPARK 2
DROP OFF
LOT 102
865.29HA
FUTURE ROAD
RAIL RESERVE BOUNDARY
RAIL ALIGNMENT
LANDSCAPED EMBANKMENT
TO PERTH
TO YANCHEP
FUTURE DEVELOPMENT (BY OTHERS)
FUTURE BIKE SHELTER (LOCATION TBC)
FUTURE TUART DRIVE
FUTURE BRINDABELLA PARKWAY
BRINDABELLA PARKWAY ROAD BRIDGE
TUART DRIVE ROAD BRIDGE
BUSWAY
S/STN
BS
TRSF
9 ACCESSIBLE BAYS
MS
OVERALL SITE PLAN
SCALE 1 : 1000
DEVELOPMENT APPLICATION
D 20.07.21 RE-ISSUED FOR DEVELOPMENT APPROVAL BP JS AW
C 12.05.21 RE-ISSUED FOR DEVELOPMENT APPROVAL BP SB AW
B 21.08.20 CARPARK 2 UPDATED BP BL AW
A 30.07.20 DEVELOPMENT APPLICATION BP BL AW
REV DATE AMENDMENT DSN DRN CHKD APP
ORIG SIZE A1
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DATE
Government of Western Australia Public Transport Authority
YANCHEP RAIL EXTENSION
ALKIMOS STATION
SITE PLAN
PTA Drawing No:
REV: D



LAND REQUIREMENTS & SITE INFORMATION PLAN
SCALE 1 : 1000

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
D	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
C	12.05.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	SB	AW	
B	21.08.20	CARPARK 2 UPDATED	BP	BL	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-03

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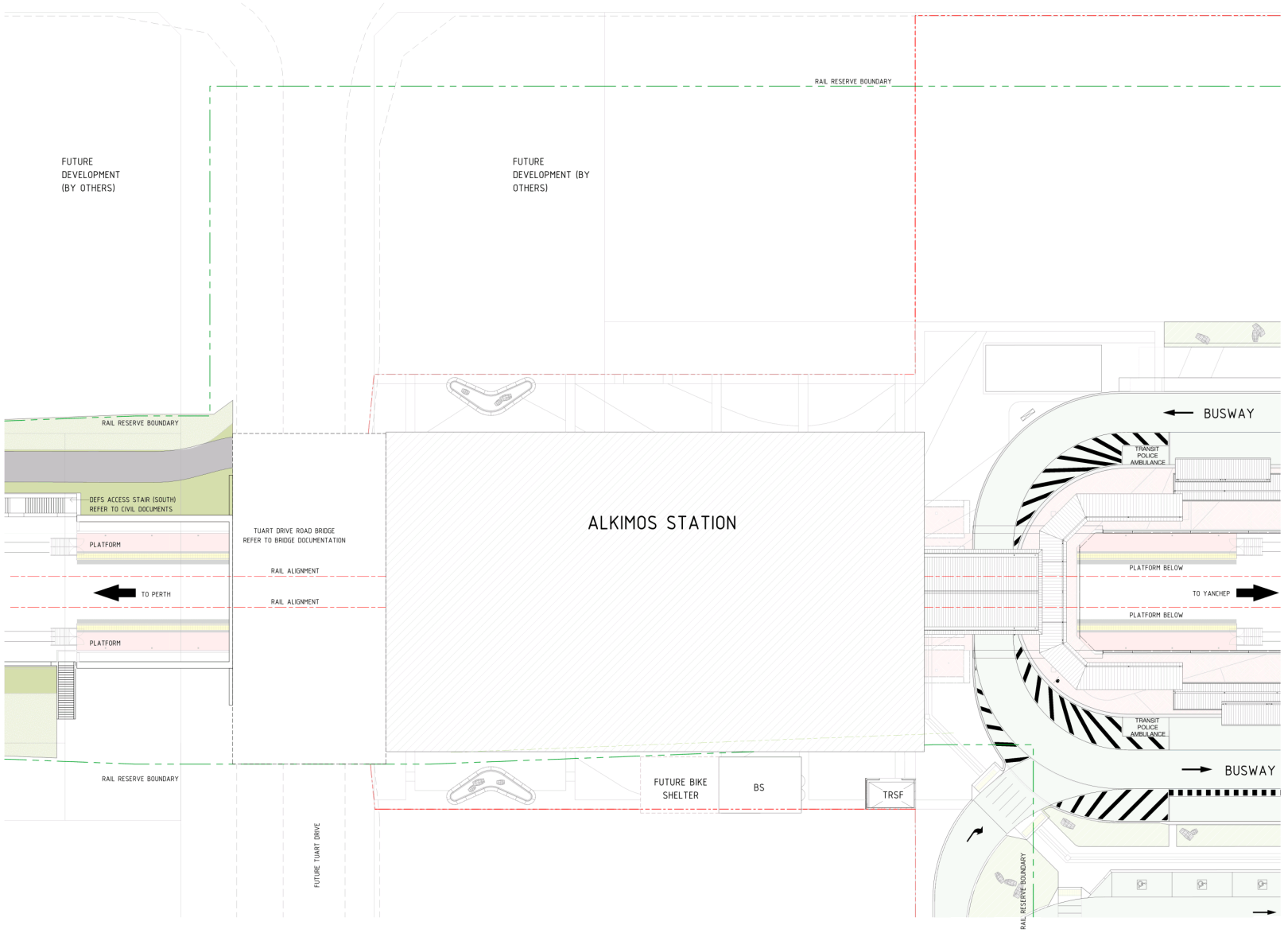
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Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION
ALKIMOS STATION
LAND REQUIREMENTS & SITE INFORMATION

PTA Drawing No: REV: D



PART SITE PLAN (PART 1 OF 2)
SCALE 1 : 250

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-04

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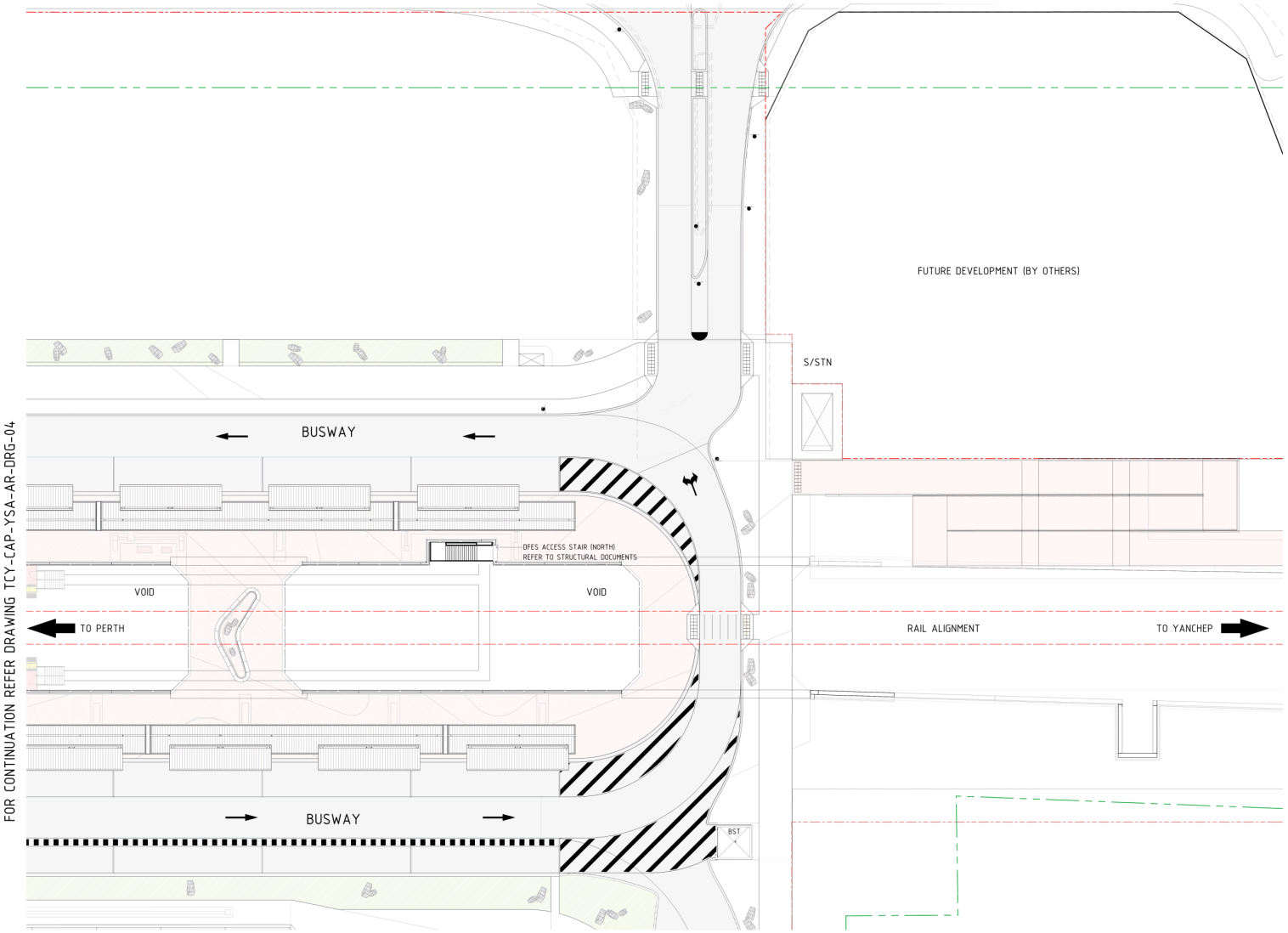
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
PART SITE PLAN (SHEET 1 OF 2)

PTA Drawing No: REV: B



PART SITE PLAN (PART 2 OF 2)
SCALE 1 : 250

DEVELOPMENT APPLICATION

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TCY-CAP-YSA-AR-DRG-05

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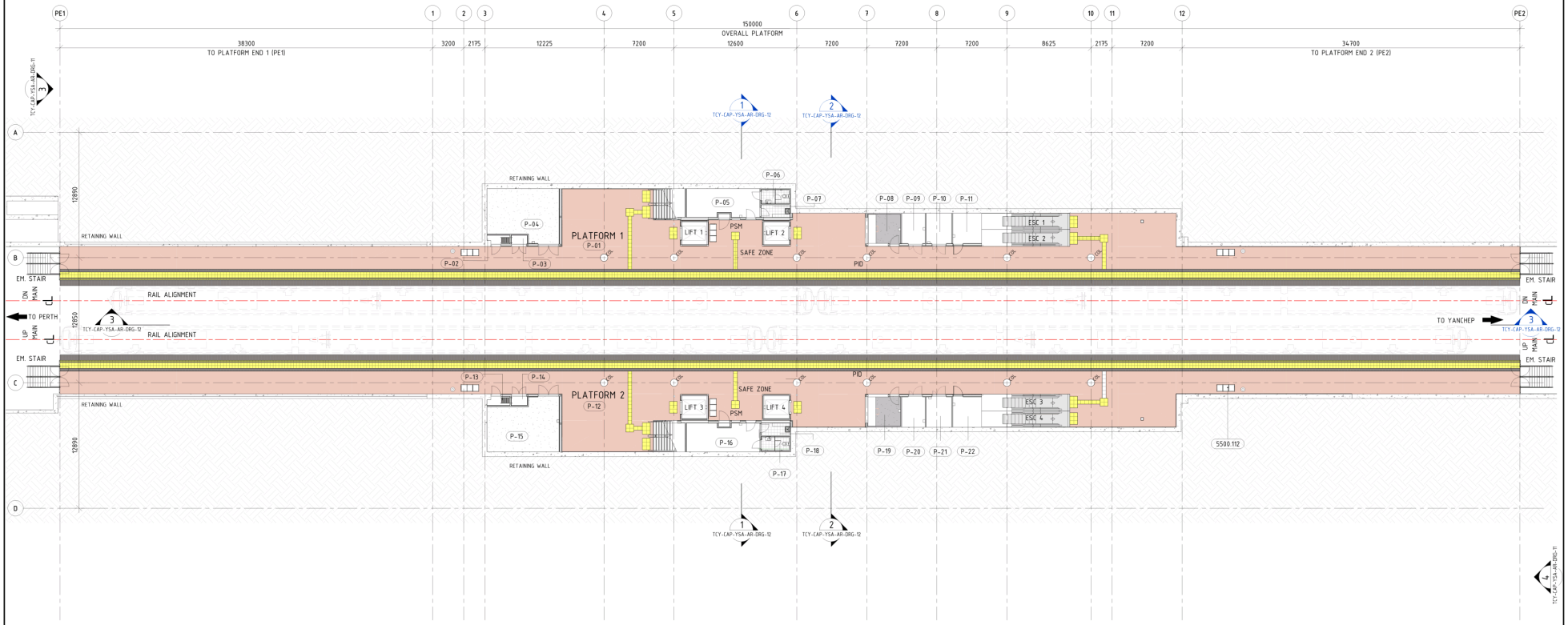
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YANCHEP RAIL EXTENSION
ALKIMOS STATION
PART SITE PLAN (SHEET 2 OF 2)

PTA Drawing No: REV: B



PLATFORM PLAN - OVERALL

SCALE 1 : 200

PLATFORM ROOM SCHEDULE

P-01	PLATFORM 1	771.87 m²
P-02	MECH ACCESS	3.20 m²
P-03	GSS	2.32 m²
P-04	PLATFORM COMMS	40.63 m²
P-05	STORE	22.39 m²
P-06	STAFF WC	4.98 m²
P-07	CLNR	4.49 m²
P-08	STAFF OFFICE	10.13 m²
P-09	ELECTRICAL	7.52 m²
P-10	VT CONTROL	8.15 m²
P-11	MECH PLANT	17.41 m²

PLATFORM ROOM SCHEDULE

P-12	PLATFORM 2	772.33 m²
P-13	MECH ACCESS	3.02 m²
P-14	GSS	2.20 m²
P-15	PLATFORM COMMS	40.94 m²
P-16	STORE	22.66 m²
P-17	STAFF WC	4.97 m²
P-18	CLNR	3.90 m²
P-19	STAFF OFFICE	10.13 m²
P-20	ELECTRICAL	7.52 m²
P-21	VT CONTROL	8.15 m²
P-22	MECH PLANT	16.48 m²

DEVELOPMENT APPLICATION

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TCY-CAP-YSA-AR-DRG-06

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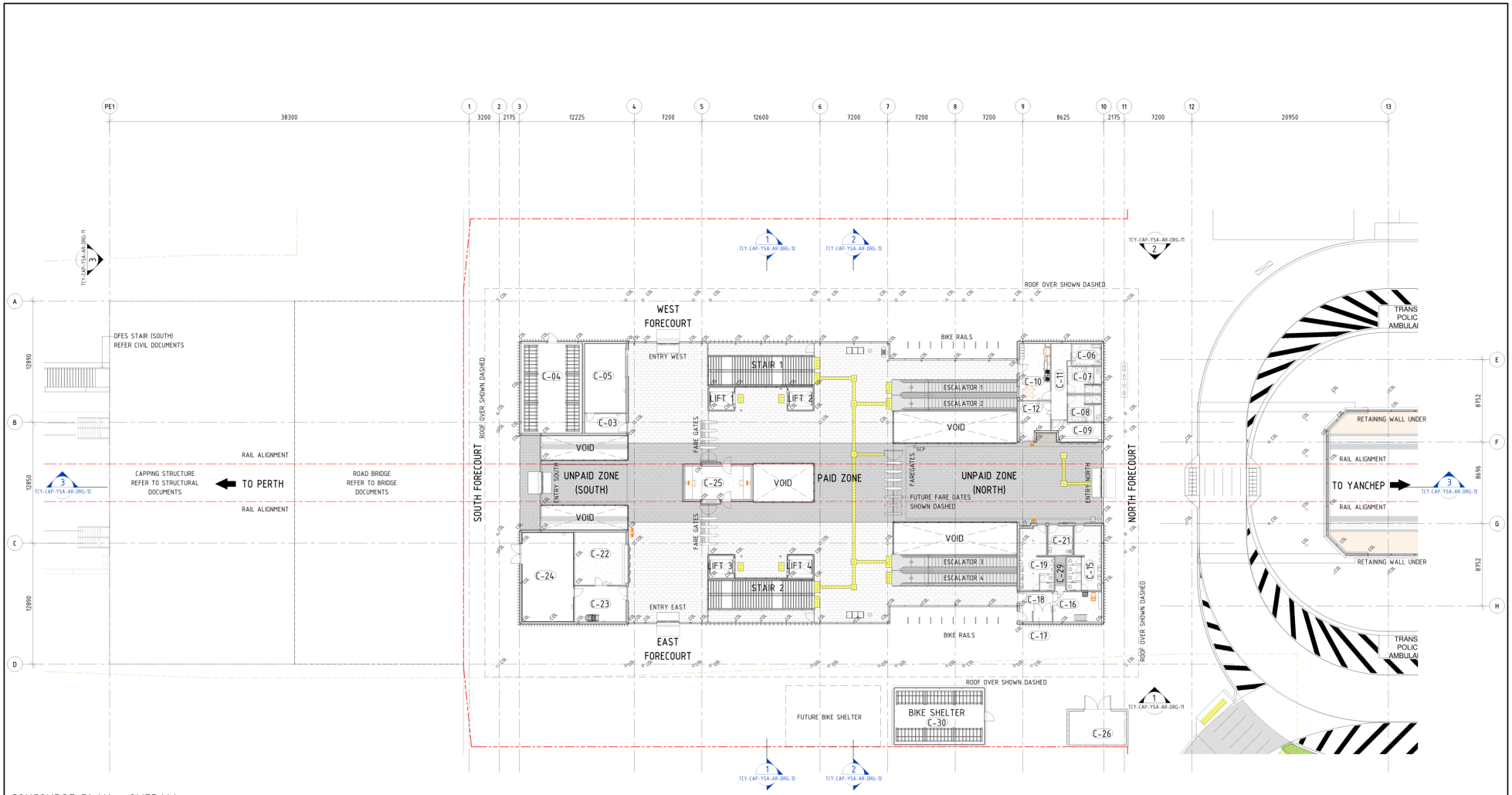
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YANCHEP RAIL EXTENSION

ALKIMOS STATION
PLATFORM PLAN

PTA Drawing No: REV: B



CONCOURSE PLAN - OVERALL

SCALE 1 : 200

CONCOURSE ROOM SCHEDULE

C-01	UNPAID ZONE (SOUTH)	262.95 m²
C-02	PAID ZONE	460.02 m²
C-03	KIOSK STORE	9.13 m²
C-04	BIKE STORE	61.74 m²
C-05	KIOSK	32.21 m²
C-06	STAFF UAT	7.34 m²
C-07	STAFF MALE	10.13 m²
C-08	STAFF FEMALE	10.01 m²
C-09	PSP ROOM	10.35 m²
C-10	STAFF CRIB	19.67 m²
C-11	STAFF CORRIDOR	14.11 m²
C-12	STORE	11.78 m²
C-13	UNPAID ZONE (NORTH)	189.31 m²

CONCOURSE ROOM SCHEDULE

C-15	PUBLIC FEMALE	23.22 m²
C-16	CLEANERS	16.51 m²
C-17	TPC	2.00 m²
C-18	PASSAGE	8.67 m²
C-19	PUBLIC MALE	22.66 m²
C-21	PUBLIC UAT	8.52 m²
C-22	LOBBY COMMUNICATIONS	31.40 m²
C-23	PASSAGE / GSS	20.71 m²
C-24	ELECTRICAL	51.36 m²
C-25	CSO-BOOTH	24.68 m²
C-26	TRANSFORMER	21.81 m²
C-27	BIN ENCLOSURE	14.68 m²
C-30	BIKE SHELTER	59.12 m²

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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NEWest Alliance

TCY-CAP-YSA-AR-DRG-07

REFERENCES

SCALE : 1 : 200 (@ A1)

DATUM : HORIZONTAL: PCG20 VERTICAL: AHD71

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CHECKED	A.WHEELER

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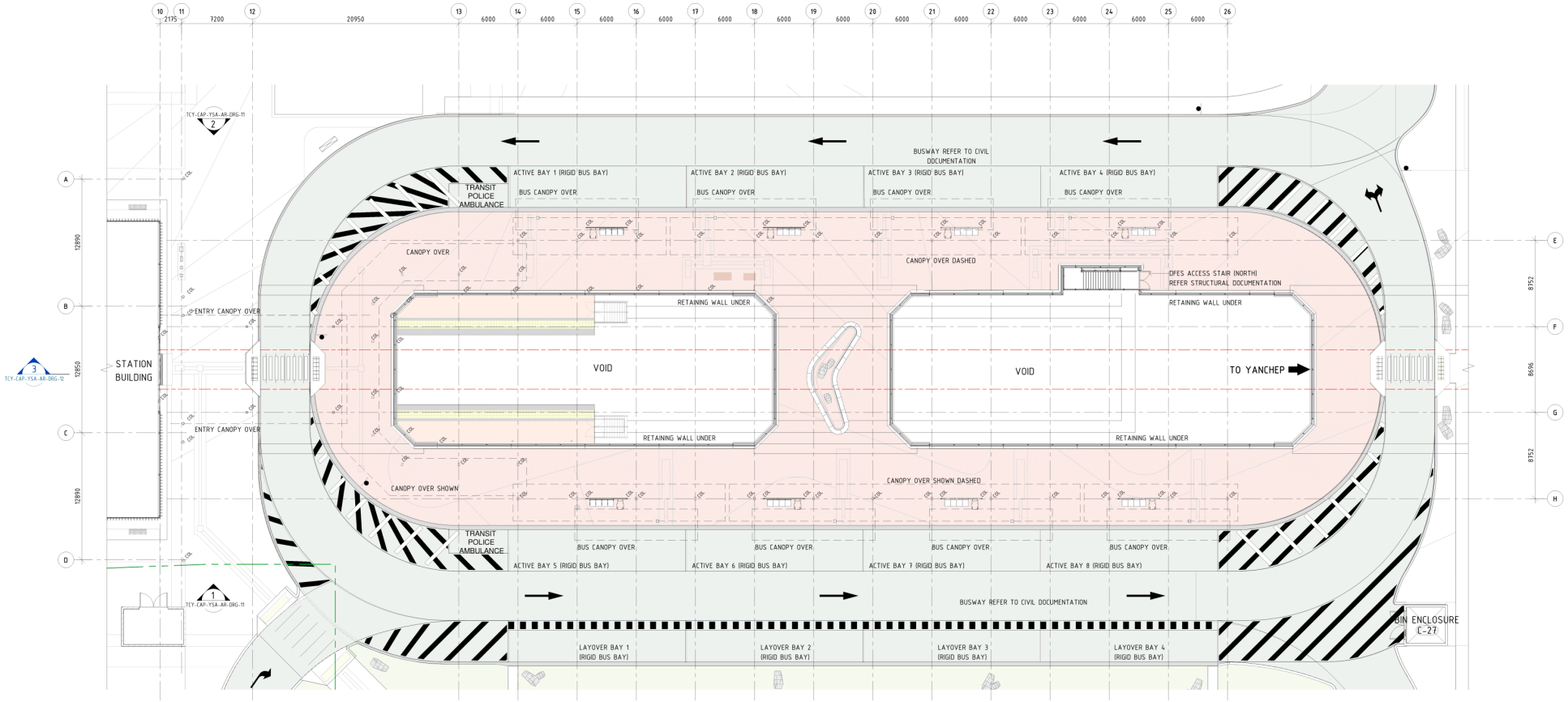
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Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
CONCOURSE PLAN

PTA Drawing No: REV: B



BUS INTERCHANGE OVERALL
SCALE 1 : 200

DEVELOPMENT APPLICATION

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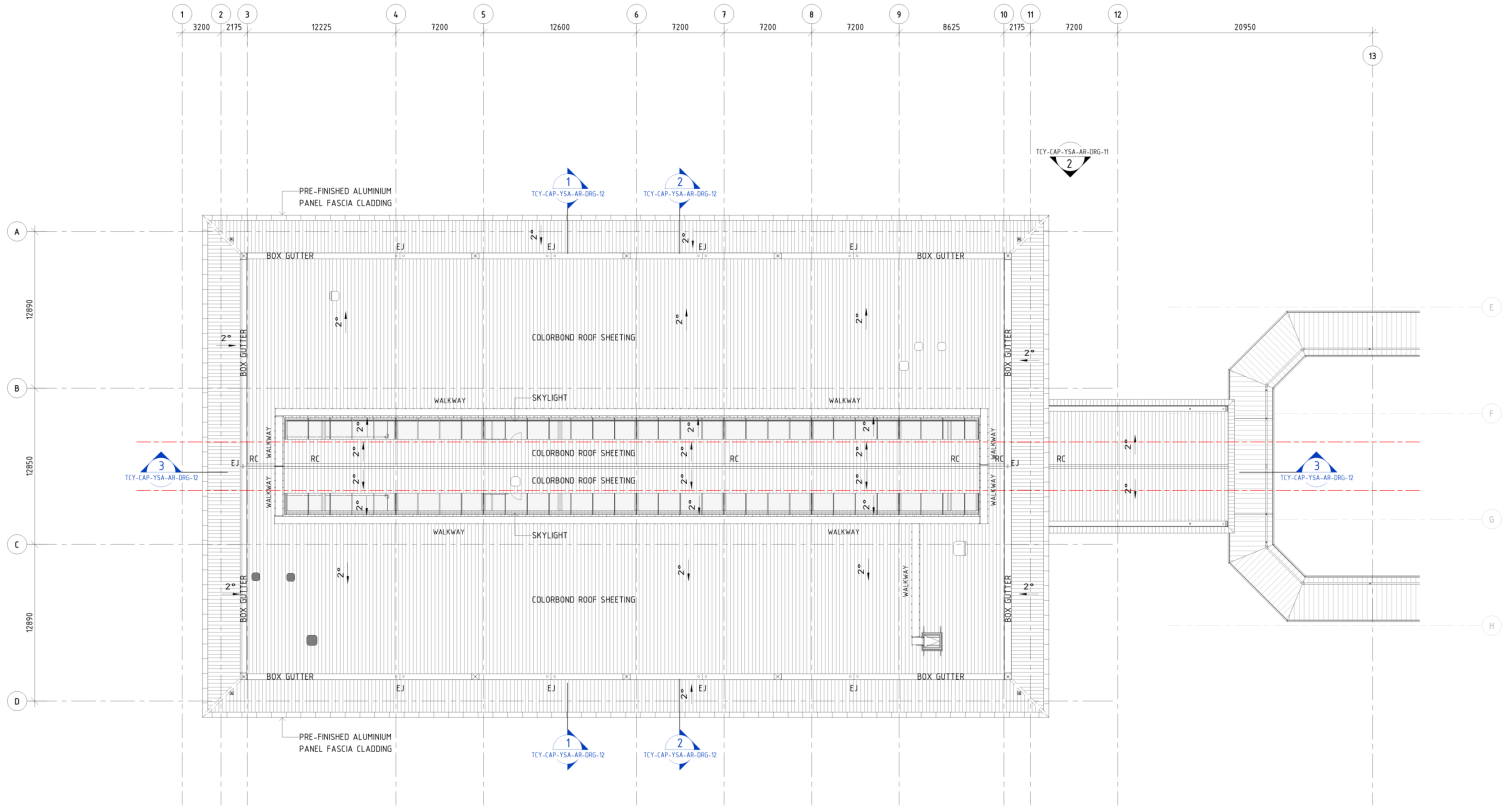
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Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
BUS INTERCHANGE OVERALL

PTA Drawing No: REV: B



CONCOURSE ROOF PLAN - OVERALL
SCALE 1 : 200

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

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TCY-CAP-YSA-AR-DRG-09

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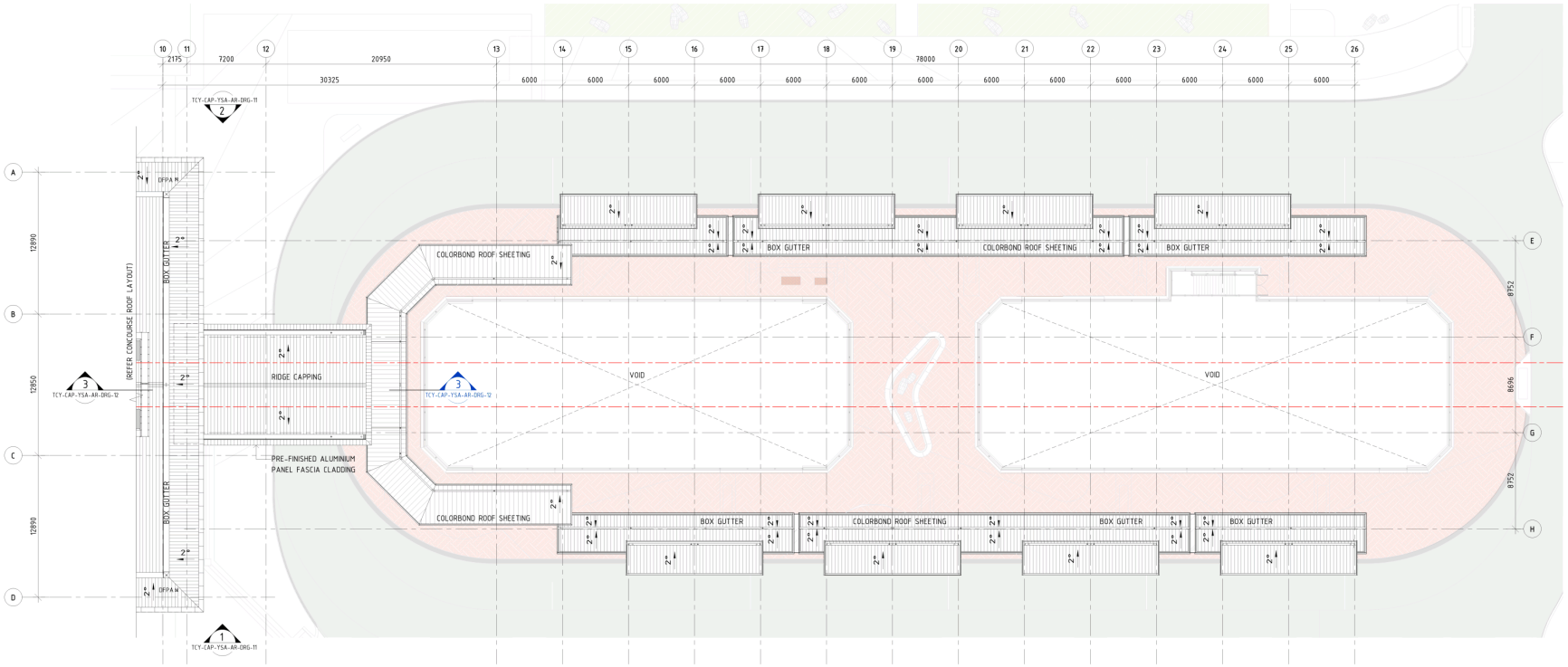
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Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
CONCOURSE ROOF PLAN

PTA Drawing No: REV: B



BUS INTERCHANGE ROOF PLAN - OVERALL
SCALE 1 : 200

DEVELOPMENT APPLICATION

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TCY-CAP-YSA-AR-DRG-10

REFERENCES

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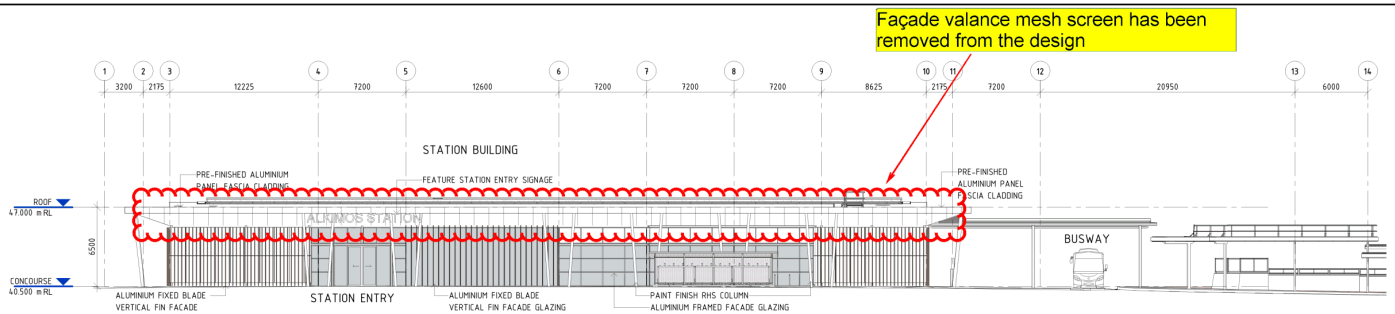
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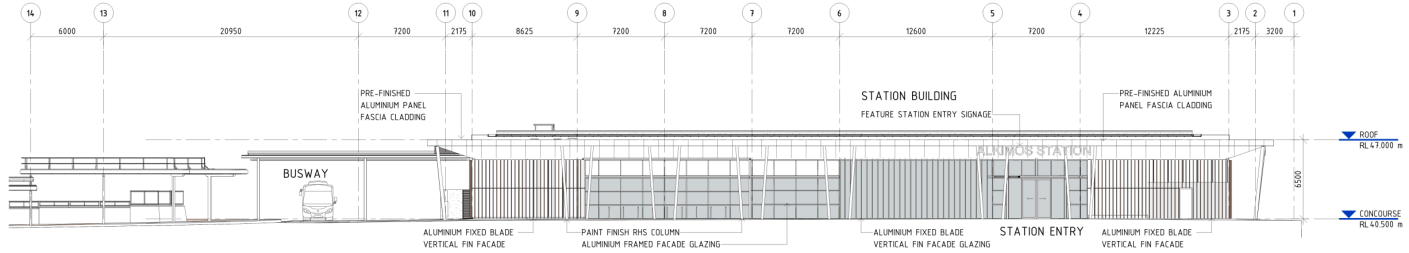
Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION
ALKIMOS STATION
BUS INTERCHANGE ROOF PLAN

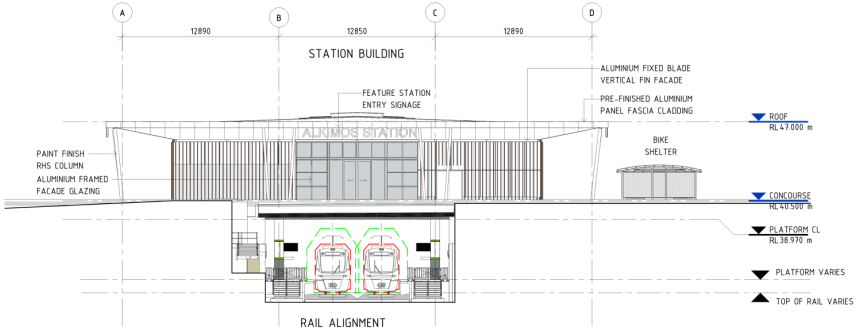
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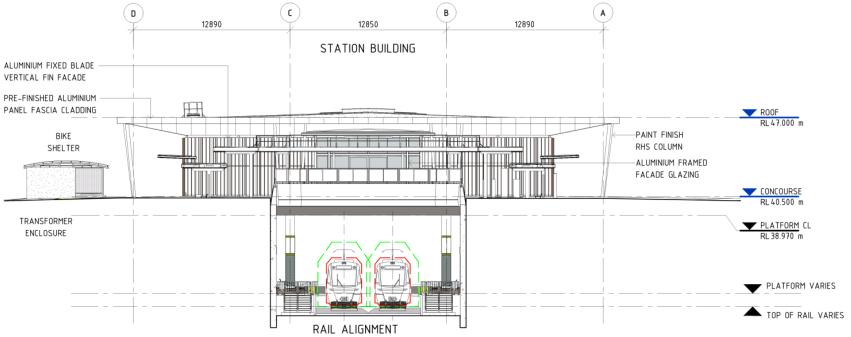
EAST ELEVATION
SCALE 1 : 200



WEST ELEVATION
SCALE 1 : 200



SOUTH ELEVATION
SCALE 1 : 200



NORTH ELEVATION
SCALE 1 : 200

DEVELOPMENT APPLICATION

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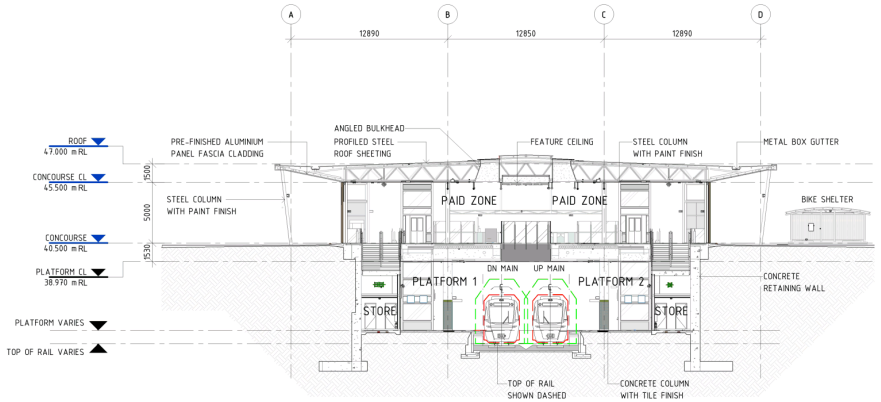
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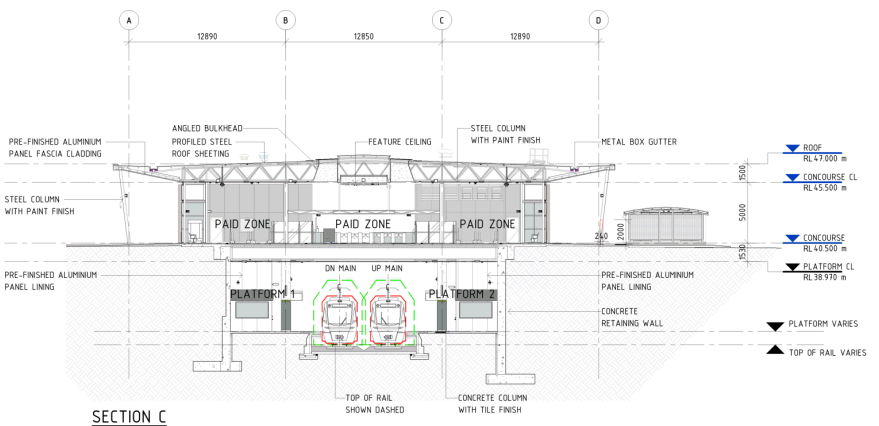
YANCHEP RAIL EXTENSION

ALKIMOS STATION ELEVATIONS

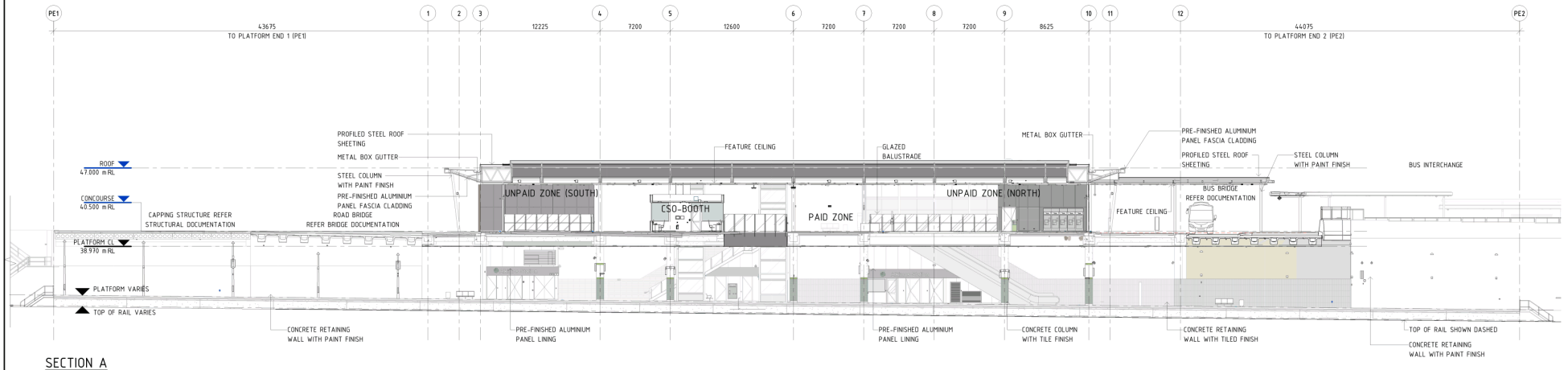
PTA Drawing No: REV: B



SECTION B
SCALE 1 : 200



SECTION C
SCALE 1 : 200



SECTION A
SCALE 1 : 200

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1
0 10 20 30 40 50 100mm
AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-12

REFERENCES

SCALE : 1 : 200 (@ A1)

DATUM :
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VERTICAL: AHD71

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CHECKED	A.WHEELER
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Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
SECTIONS

PTA Drawing No:

REV: B



EXTERNAL PERSPECTIVE 1 - AERIAL VIEW - SOUTH WEST



EXTERNAL PERSPECTIVE 2 - NORTH ENTRY VIEW



EXTERNAL PERSPECTIVE 1 - EAST FACING VIEW

DEVELOPMENT APPLICATION

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
B	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL	BP	JS	AW	
A	30.07.20	DEVELOPMENT APPLICATION	BP	BL	AW	

ORIG SIZE A1 — 0 10 20 30 40 50 100mm AT ORIGINAL PLOT SIZE

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TCY-CAP-YSA-AR-DRG-13

REFERENCES

SCALE : (@ A1)

DATUM : HORIZONTAL: PCG20 VERTICAL: AHD71

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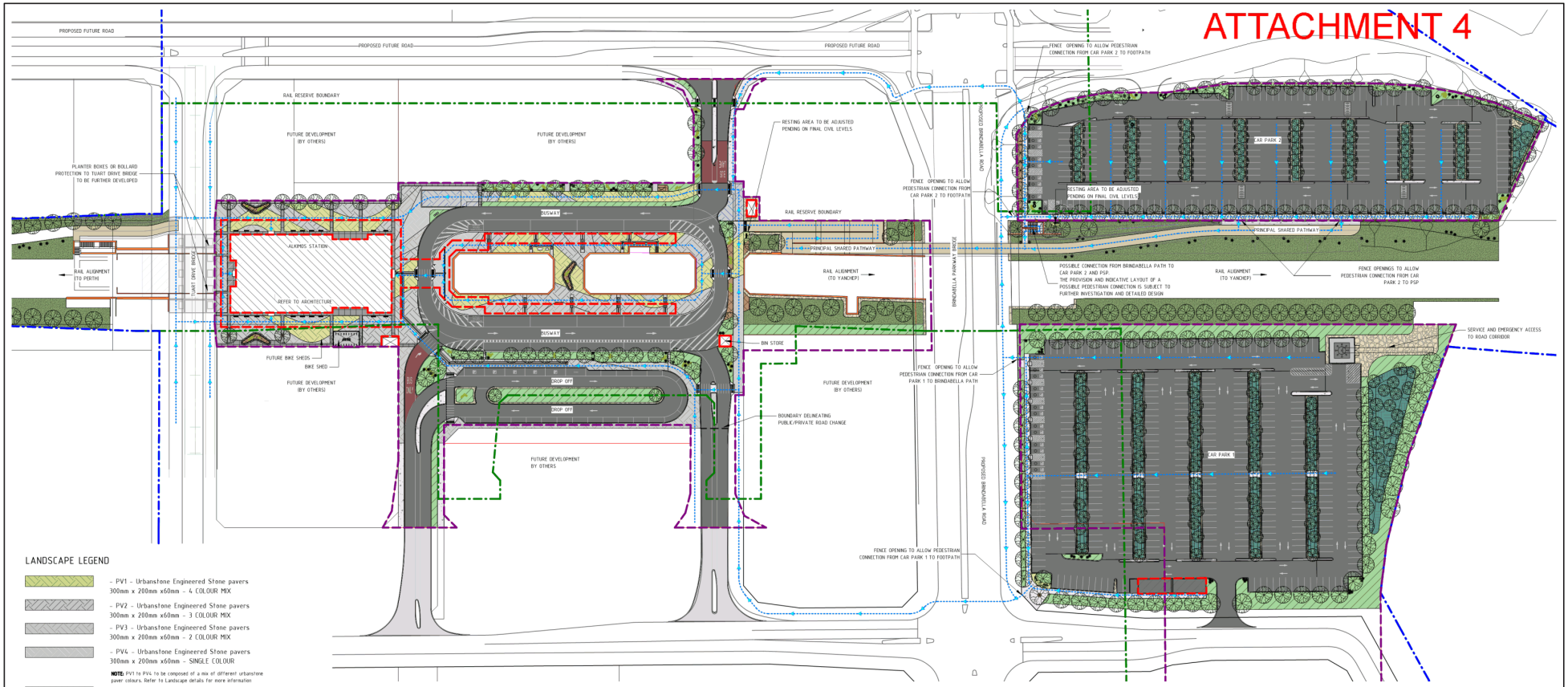
Government of Western Australia Public Transport Authority

YANCHEP RAIL EXTENSION

ALKIMOS STATION
INDICATIVE IMAGES

PTA Drawing No: REV: B

ATTACHMENT 4



LA_ALKIMOS ST_Masterplan 1/750

SCALE 1 : 750

LANDSCAPE LEGEND

- PV1 - Urbanstone Engineered Stone pavers 300mm x 200mm x60mm - 4 COLOUR MIX
- PV2 - Urbanstone Engineered Stone pavers 300mm x 200mm x60mm - 3 COLOUR MIX
- PV3 - Urbanstone Engineered Stone pavers 300mm x 200mm x60mm - 2 COLOUR MIX
- PV4 - Urbanstone Engineered Stone pavers 300mm x 200mm x60mm - SINGLE COLOUR

NOTE: PV1 to PV4 to be composed of a mix of different urbanstone paver colours. Refer to Landscape details for more information

- PV6 - Urbanstone Engineered Stone 400 Series **(Colour code 2090, Milled Finish)** - 600mm x 400mm x 60mm
- PV7 - Urbanstone Engineered Stone pavers (HARDSTAND) 300mm x 200mm x 70mm **(COLOUR CODE 100 - SHOTBLAST FINISH)**
- TP1 - 300mm x 300mm x 60mm (Indicators)
- TP2 - 400mm x 400mm x 60mm (Indicators)
- TPd1 - 300mm x 300mm x 60mm (Directionals)
- TPd2 - 400mm x 400mm x 60mm (Directionals)

All tactile pavers to be Urbanstone **(Colour Code 2565)**

- CP - Standard Grey Brushed Insitu Concrete Paths
- EP - tree Wells with Epoxy-Bonded Agreegates
- MU - Mulched Areas Only
- GV - Gravel Areas Only
- GB - Garden Beds (Overall Areas)
- SM - Garden Beds (Basin /Swale Plant Mix)
- GC - Garden Beds (Station Corridor Mix)
- New Trees

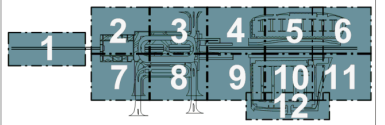
- Alkimos Station — **REFER TO ARCHITECTURAL & STRUCTURAL DOCUMENTATION PACKAGE**
- Architectural Shade Structures — **REFER TO ARCHITECTURAL & STRUCTURAL DOCUMENTATION PACKAGE**
- Other Structural Elements — **REFER TO ARCHITECTURAL & STRUCTURAL DOCUMENTATION PACKAGE**
- Principal Shared Path — **REFER TO CIVIL & RAIL DOCUMENTATION PACKAGE**
- Rail Maintenance Tracks — **REFER TO CIVIL & RAIL DOCUMENTATION PACKAGE**
- Station Plaform / Bridges and other structures — **REFER TO SCTRUCTURAL, ARCHITECTURAL AND BRIDGES DOCUMENTATION PACKAGE**
- DEVELOPMENT ENVELOPE BOUNDARY
- RAIL RESERVE BOUNDARY
- CIVIL BOUNDARY
- PREFERRED PEDESTRIAN MOVEMENT FROM CAR PARKS & PSP TO ALKIMOS STATION
- Feature Landscape Dune Shaped Seating Element — **REFER TO LA-DRG-0060/61 SHEET FOR FEATURE DETAILS**

NOTES:
- ALL DIMENSIONS IN MILIMETRES UNLESS NOTED OTHERWISE.
- OVERALL LAYOUTS, SHEETS AND MODELS ARE STILL TO BE TAKEN AS WORK IN PROGRESS

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- DO NOT SCALE OFF THESE DRAWINGS.
- ALL FENCING AND DRAINAGE SHOWN ON CIVIL DRAWING SET.

Keynote (Full Site)

SCALE 1 : 5000



N

0 7500 15000 22500 30000 37500 75000

SCALE (mm) 1:750 (A1) ; 1:1500 (A3)

DETAILED DESIGN

REV	DATE	AMENDMENT	DSN	DRN	CHKD	APP
BC	20.07.21	RE-ISSUED FOR DEVELOPMENT APPROVAL (DA2) - CAR PARK 1 & PSP REMOVAL	PF	PF	FM_PF	
BB	13.05.21	RE-ISSUED FOR DEVELOPMENT APPROVAL - CAR PARK 1 & KISS N' DROP REVISED	PF	PF	FM_PF	
BA	23.02.21	85% DESIGN ISSUE (UPDATE TO PAVER CODES & FINISHES)	EV	EV_PF	FM_PF	
B	03.11.20	ISSUED FOR 85% DESIGN	EV	EV_PF	FM_PF	
A	03.07.20	15% DESIGN ISSUE	PB_TL	PB_TL	FM_PF	
A1	13.05.20	REFERENCE DESIGN ISSUE	TL	TL_PF	FM	

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NEWest Alliance

TCY-DJV-YSA-LA-DRG-0011

REFERENCES

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DATUM : HORIZONTAL: PCG20 VERTICAL: AHD71

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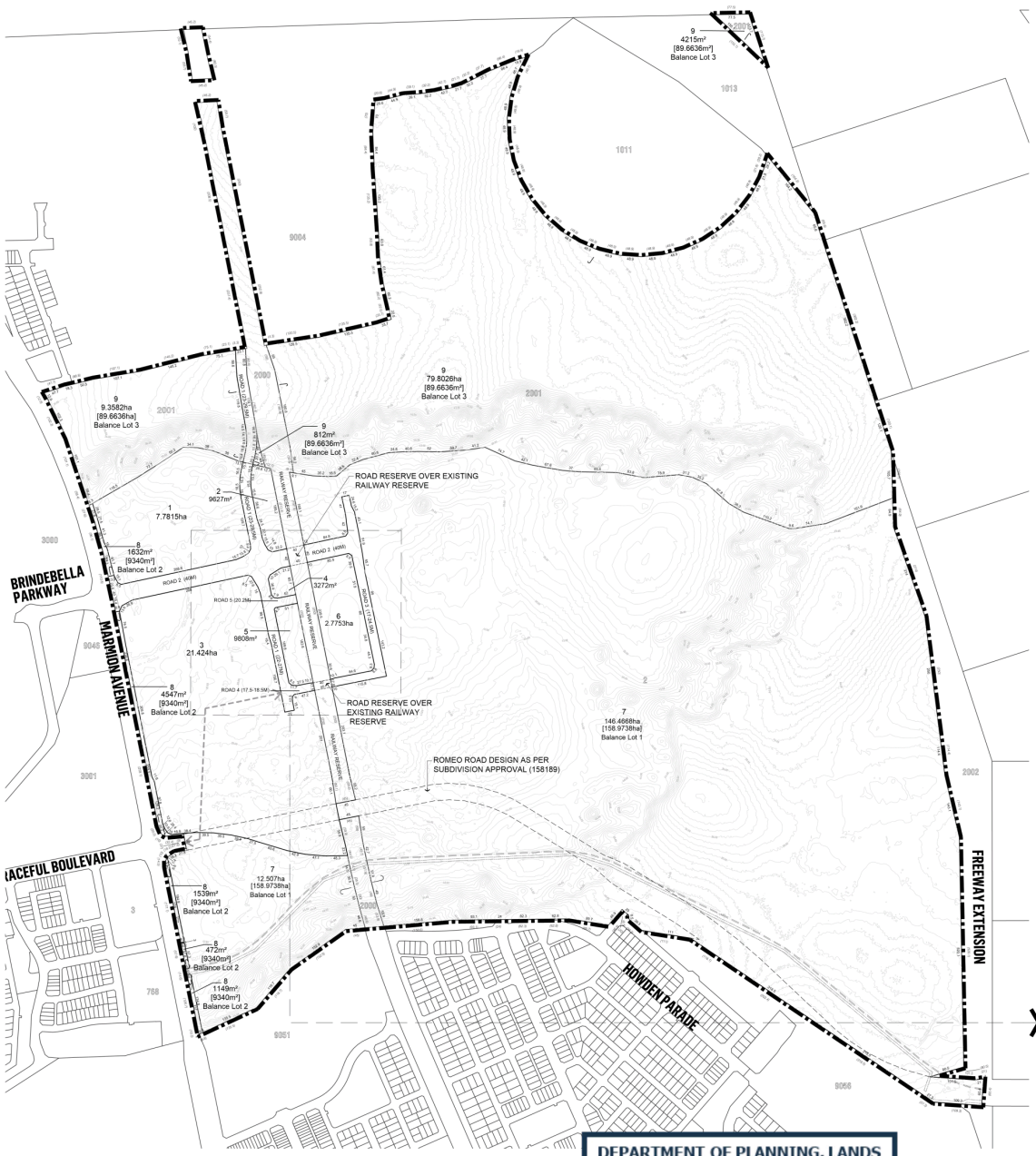
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Government of Western Australia Public Transport Authority

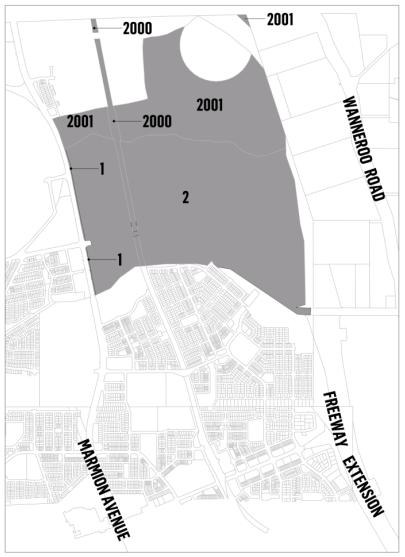
YANCHEP RAIL EXTENSION

ALKIMOS STATION
LANDSCAPE MASTERPLAN
OVERALL PLAN

PTA Drawing No: 03-A-190-LA0004 REV: BC



LOCATION PLAN



LEGEND

- APPLICATION AREA
- PROPOSED LOTS
- EMERGENCY ACCESS WAY
- EXISTING ELECTRICITY EASEMENT
- EXISTING WATER EASEMENT

APPLICATION AREA:	297.92HA
LOT 1:	1.01HA
LOT 2:	197.98HA
LOT 2000:	8.67HA
LOT 2001:	90.26HA

AREA FOLLOWING SUBDIVISION

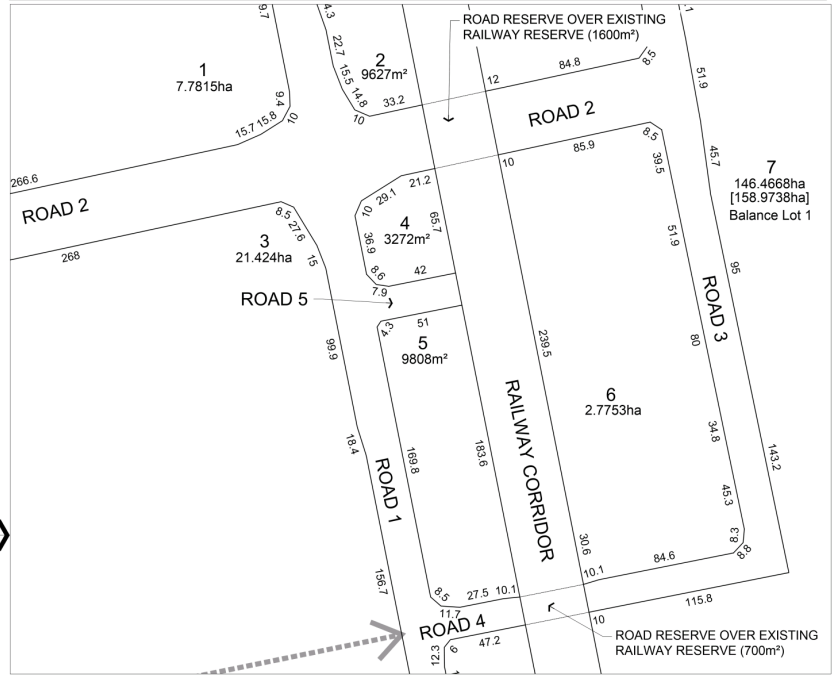
LOTS (6 LOTS):	34.25HA
BALANCE LOT (3 LOTS):	249.57HA
ROAD RESERVE:	5.43HA
RAILWAY RESERVE:	8.67HA
ROAD OVER RAILWAY RESERVE:	2300m²

LOT YIELD SUMMARY

Lot Size	Number of Lots
3000 - 3999m²	1
5000 - 9999m²	3
2 - 5 HA	1
5 - 10 HA	1
10 - 25HA	1
Over 25 HA	2
Total	9

INSET PLAN

SCALE 1:1500



DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE	FILE
01-Jun-2021	160068

URBIS

Plan of Subdivision

Lot 1, 2, 2000 & 2001 Marmion Avenue, Alkimos

Level 14, The Quadrant, 1 William Street | Perth WA 6000 Australia | +61 8 9346 0500 | URBIS Pty Ltd | ABN 50 105 256 228

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CLIENT

Development WA

1:5000 @ A1 1:10000 @ A3

50 100 150 200 250 m

PROJECT NO. P0008935

DATE 19.05.202

DRAWING NO. 10.1

REVISION F

Assets

Assets Maintenance

AS01-10/21 Mindarie Breakwater Management

File Ref: 34065V02 – 21/407785
Responsible Officer: Director Assets
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider the recommendations of the Mindarie Breakwater Management Study and the plan to request funding assistance from the State Government for future breakwater management works.

Background

The Mindarie breakwater and groyne structures were constructed in 1988 as part of the Mindarie Keys Breakwater Development under the Mindarie Keys State Agreement **(MKSA)**. The MKSA anticipated that maintenance, care and control of the structures would be the responsibility of the developer, and then the Department of Transport on behalf of the State until 2005. After this time, the breakwater and groyne were vested to the City, which meant that the structures passed into the City's care and control. The Department of Transport has refused multiple attempts by the City to lift the vesting orders and transfer responsibility for the breakwater and groyne back to the State.

During the management of the breakwater by the City, there have been a number of ongoing issues relating to the condition and functionality of the breakwater structures and public safety risks (refer to photographs in **Attachment 1**). These include but are not limited to the following:

- Loss of core material through the overlying armour layer resulting in:
    - Slumping of the crest level;
    - Development of voids within and adjacent to the breakwater structure;
- Unstable armour and displacement caused by insufficient armour size or movement of the structure from core loss; and
- Excessive wave overtopping during storm events and limestone debris displaced onto the adjacent footpath and road.

The Mindarie Breakwater Monitoring, Management and Maintenance Plan was completed by coastal engineering consultant, M P Rogers & Associates **(MRA)** in 2013. Visual inspection from this study identified that current breakwater armour and core material were smaller and finer respectively than the original breakwater design details, resulting in management issues with armour movement and void formation. It also recommended the following four phase maintenance programme in order to address the current breakwater condition and maintenance issues and upgrade the structure to modern day design standards:

- Phase 1 ($350,000): Spot filling of core voids (Chainage 600m to 800m) and restoration of crest height (Chainage 240m to 400m);
- Phase 2 ($4.2M): Physical model testing to confirm armour size requirements and maintenance/restoration of seawall section (Chainage 80m to 220m);

- Phase 3 ($4.6M): Maintenance/upgrade of all other breakwater areas identified as in poor condition and restoration of the groyne structure; and
- Phase 4 (17.9M): Upgrade of all remaining breakwater sections to present day design standards.

This study was followed by extensive consultation with the Department of Transport and the implementation of the following breakwater risk management measures and further investigations:

- Installation of safety signage along the length of the breakwater;
- Installation of conservation fencing to restrict pedestrian access to high risk sections of the breakwater;
- Extension of the vehicle safety barrier by 100m to prevent vehicles from accessing high risk sections of the breakwater;
- Installation of bollards along the kerb to prevent vehicles from parking up against the breakwater armour in areas that may be unsafe from wave overtopping or void formation;
- Geotechnical investigations to identify the size and extent of voids, including those that may not be visible from the surface;
- Dive inspections to identify underwater breakwater condition; and
- Six monthly photographic monitoring and surveys and annual condition assessments to track any changes to the breakwater structure and identify the need for minor maintenance works as required.

Since the completion of 2013 study, the City and State Government have been engaged in a number of meetings to share available information and discuss the issues of management responsibilities and funding for the required maintenance works. To date, the State Government has declined to accept management responsibility or provide any funding assistance for maintenance works, however they have agreed to provide technical coastal engineering assistance where required.

The Department of Transport engaged a third party coastal engineering consultant (Seashore Engineering) to undertake a peer review of the 2013 Mindarie Breakwater Monitoring, Management and Maintenance Plan. This peer review document was provided to the City in March 2017 and recommended to proceed with the proposed Phase 1 maintenance works and conduct further investigations including a physical modelling study to inform the scope of maintenance requirements for Phase 2 onwards.

Phase 1 Maintenance works were undertaken from May to June 2018 by construction contractor, WA Limestone, at a cost of approximately $500,000 (refer to Attachment 1 for pre and post construction photographs). Scoping and detailed design of the Phase 1 works was undertaken in collaboration with the Department of Transport with works focused on increasing the level and widening the crest for a 160m section of the Mindarie Breakwater structure (Chainage 240m to 400m) which previously experienced regular public safety issues from significant wave overtopping and rock debris displaced onto the footpath and road during storm events. The increase in height and widening of the breakwater crest has resulted in noticeably reduced wave overtopping volumes during subsequent winter storm events and no rock debris displaced onto the adjacent footpath and road.

The current Mindarie Breakwater Management Study was necessary to obtain a better understanding of the current breakwater condition and issues and to investigate all potential breakwater maintenance and upgrade options. The outcome of the study is a detailed design of future breakwater management works. The study scope was developed in collaboration with the Department of Transport and includes the following main tasks:

- Stage 1 - Desktop Review and Data Collection:
    - Review all existing studies, data and previous works;
    - Gather additional data necessary for an updated condition assessment and design including above and below water surveys and collection of local metocean data; and
    - Determine the existing condition of the breakwater structures.
- Stage 2 - Options Assessment and Design Basis:
    - Identify design criteria through detailed numerical modelling and analyses of local metocean data;
    - Identify potential breakwater maintenance options addressing the various potential failure modes to extend the life of the structures; and
    - Determine the preferred breakwater maintenance option based on a multi criteria analysis.
- Stage 3 - Detailed Design:
    - Geotechnical investigations to determine current risks and geotechnical considerations for design and construction;
    - Physical modelling study to optimise breakwater design details; and
    - Provide detailed design drawings and technical specifications for the preferred breakwater maintenance option.

This current study commenced in January 2019 with the appointment of coastal engineering consultant, Water Technology, following tender evaluation by both the City and the Department of Transport. The Study is now complete and the Stage 3 (Detailed Design) Report and Design Drawings are currently in Draft awaiting final updates from consideration of technical review comments.

The City recently completed minor breakwater maintenance works for two segments of the Mindarie Breakwater structure following impacts from recent storm events in July and August 2021. These works included the placement of additional limestone rock against the existing breakwater crest to improve stability and reduce the ongoing impacts from wave overtopping during storm events. All new limestone rock used in these recent works will be re-used in future large scale breakwater management works.

Detail

The current Mindarie Breakwater Management Study allows for a more informed detailed design to address the current and future breakwater maintenance and upgrade requirements compared with the previous 2013 study. It is based on additional data/information including dive inspections, above and below water survey data, local metocean data and geotechnical data and detailed analyses including both numerical and physical modelling.

Stage 1 of the study was completed in June 2019 and involved a review of all available information, a dive inspection, collection of metocean data, a hydrographic/topographic survey and a detailed condition assessment of the breakwater and groyne structures. The outcomes of Stage 1 identified seven separate breakwater segments with varying maintenance/renewal requirements and repair priorities for further consideration in subsequent study stages. Refer to Attachment 1 for a summary of the existing breakwater condition and a breakwater design segment plan. It is noted that the breakwater condition of Segments 2 and 4 is poor and requires maintenance and upgrade works as a priority. These breakwater segments are on either side of the recently completed Phase 1 maintenance works in Segment 3.

Stage 2 of the study was completed in November 2019 and included numerical modelling of waves and water levels, assessment of breakwater design criteria, a risk assessment and Multi Criteria Analysis of various maintenance/upgrade options for each of the seven breakwater segments and concept level cost estimates of all options. Options for each breakwater segment included various combinations of increasing crest level, widening crest level, placement of additional armour rock and protection of the area adjacent to the breakwater armour. Various design criteria were also considered throughout the concept design and options assessment process with a design life ranging from 10 to 50 years. All options were assessed in a risk assessment and Multi Criteria Analysis (MCA) with consideration of the following criteria:

- Functionality over 50 years;
- Public Safety;
- Community/User Impacts;
- Capital Cost/Constructability; and
- Maintenance Cost/Effort.

Following the MCA process, preferred options were identified for each design segment for further consideration and optimisation of design details in the next stage of the study.

Stage 3 of the study included a physical modelling study which was undertaken by the Manly Hydraulics Laboratory from April to September 2020. This study involved the construction of a number of concept design breakwater cross sections in a wave flume and simulation of extreme waves and water levels equivalent to the design storm conditions relevant for a 50 year design life. Rock for use in the physical model was transported to Manly from limestone rock selected from a local Western Australian quarry to ensure consistency of rock properties between the model and reality. Rock armour stability was assessed from the displacement of model rock armour units and wave overtopping was assessed by measurement of water in collection trays behind the breakwater design sections. This study has enabled the optimisation of design details including rock armour sizing and breakwater crest levels to ensure the final design is cost effective and adequately addresses the current and future issues with the breakwater structure for a 50 year design life. A summary of the recommended breakwater management works for each breakwater segment is provided below:

- Segment 1
    - Removal of upper slope material and reinstatement of slope with geotextile and two layers of 0.5 tonne armour;
    - Increase in lower armour crest level ranging from +4mAHD to +6mAHD using 8 tonne armour; and
    - Localised reworking/repacking of existing armour rock.
- Segment 2
    - Removal of upper slope material and reinstatement of slope with geotextile and two layers of 0.5 tonne armour;
    - Increase in lower armour crest level to +6mAHD using 8 tonne armour; and
    - Localised reworking/repacking of existing armour rock.
- Segment 3 – no maintenance works currently required following the completion of Phase 1 works in 2018.

- Segment 4
    - Increase in armour crest level to +7mAHD using 10 tonne armour;
    - Localised reworking/repacking of existing armour rock; and
    - Placement of geotextile and secondary armour (0.5 tonne) under and adjacent to the primary armour crest.
- Segment 5
    - Increase in armour crest level to +6.5mAHD using 10 tonne armour;
    - Localised reworking/repacking of existing armour rock;
    - Placement of geotextile and secondary armour (0.5 tonne) under the primary armour crest and under the breakwater pathway; and
    - Placement of compacted crushed limestone over secondary armour to create a navigable breakwater pathway.
- Segment 6
    - Placement of 2 tonne armour at the crest to create a stable crest at a minimum level of +4.3mAHD; and
    - Localised reworking/repacking of existing armour rock.
- Segment 7 – no maintenance works currently required due to low wave energy conditions and minimal evidence of damage in recent years.

Based on the outcomes of the design study, the following two stages of major construction works are recommended to address the current issues associated with public safety and ongoing breakwater damage:

- Stage 1 Works (2022/23) – $4.18M – Segments 1, 2 and 4; and
- Stage 2 Works (2023/24) – $2.42M – Segments 5 and 6.

Stage 1 Works focuses on all priority areas including those in poor condition and areas which are currently experiencing regular public safety issues from excessive wave overtopping and rock movement. Breakwater segments addressed in Stage 1 works also currently provide protection to adjacent road infrastructure and private properties and therefore needs to be addressed as a priority. Stage 2 Works focuses on the breakwater segments extending out into the water which provides calm conditions within the marina and protection to marina infrastructure. Construction cost estimates are inclusive of all adjustments to civil infrastructure including parking, drainage, pathways and kerbing and reinstatement of any existing infrastructure which may be damaged during the breakwater works.

Recommended works exclude Segment 3 and 7, however design details have been identified for these segments and maintenance/upgrade works are only recommended in the event of major breakwater damage in these areas which is not expected in the short to medium term.

Construction timeframes of three to six months per construction stage is anticipated, subject to confirmation of the contractor's construction methodology during the tender phase of the project. These works will be scheduled for between October and April each year in order to target calm weather conditions and avoid construction risks associated with inclement weather. Possible community impacts from the construction works, subject to confirmation of the contractor's construction methodology, are as follows:

- Closure of the footpath along the western side of Alexandria View during construction;
- Closure of the informal carpark at the end of Alexandria View during construction;

- Partial closure of the Claytons beach carpark during construction;
- Partial closure (western lane) of Alexandria View during construction; and
- Permanent loss of 17 parallel parking bays within Segment 2 due to works required to stabilise the upper breakwater slope.

Detailed design of civil infrastructure impacted by the proposed breakwater works is currently being finalised by the City's engineering consultant with the intention of undertaking these repairs and upgrades within the same construction package as the breakwater management works. These items are included in the estimated construction costs and include parking, drainage infrastructure along Alexandria View, repairs/modifications to kerbing, footpath and verge areas and reinstatement of vehicle safety barriers. The loss of 17 parallel parking bays will be addressed through the addition of a similar number of parking bays within the existing Claytons Beach carpark.

Following final completion of all design details, and subject to Council endorsement, Administration will recommence discussions and meetings with the State Government on financial assistance for the proposed breakwater management works. This will lead into a formal funding submission outside of currently available grant funding programmes. The Department of Transport's Coastal Adaptation and Protection (CAP) grant funding is currently capped at a maximum amount of $300,000, whereas the recently released Hotspot Coastal Adaptation and Protection (H-CAP) grant funding is not applicable to Mindarie Breakwater as this is not an identified coastal erosion hotspot. The recommended funding strategy is to request 50% of the construction costs towards the two stages of construction works over two financial years (equivalent to a contribution of $2.09M in 2022/23 and $1.21M in 2023/24). This 50% contribution is in line with the majority of available State Government coastal project funding programmes and is therefore likely to be considered favourably by State Government.

Consultation

The City has been in regular contact with the State Government (Department of Transport) via meetings, letters and emails since the completion of the 2013 Mindarie Breakwater Monitoring, Management and Maintenance Plan. This has resulted in extensive knowledge and data sharing relating to current and historical information for the Mindarie Breakwater. The recent technical assistance provided by the Department of Transport has aided in the scoping, tender evaluation and review of technical coastal engineering deliverables ensuring that the recommended detailed design outcomes are supported by both the City and the State Government. This partnership with the Department of Transport on Mindarie Breakwater matters will continue throughout the remainder of the project stages.

A community engagement plan has been developed for the Mindarie Breakwater Management project in line with the City's revised Community Engagement Policy which is currently out for community comment. The following activities will be carried out to inform the local community and visitors to the area of the proposed maintenance and upgrade works:

- Community drop-in session to discuss the current issues and proposed construction works;
- On site signage to advise the community of both the drop in session and each stage of the construction works;
- Letters will be posted to residents within the vicinity of the proposed works prior to the community drop in session and prior to each stage of the construction works; and
- Website and social media updates relating to the community drop-in sessions, proposed plan for construction works and updates during the construction works.

All relevant stakeholders and community groups will be invited to attend the community drop-in session including but not limited to the Mindarie Marina, the Department of Transport, local businesses and any formal community/residents associations.

In recent years the City has also been in regular contact with local residents along Alexandria View in relation to minor maintenance works, issues experienced during winter storm events and associated temporary road closures.

Comment

The recommended breakwater management works aim to address the existing and future breakwater issues relating to armour instability, wave overtopping and public safety and will ensure that the structure remains functional over the next 50 years. Note that the 2013 study recommended conservative design upgrades to ensure the structures are within “modern day design standards” at a cost of up to $27M. The additional data (metocean data, surveys, detailed above and below water inspections) and detailed analyses utilised in the current study has enabled a more informed assessment of maintenance/renewal options. The resulting recommended breakwater management works are practical, cost effective and more in line with typical breakwater repair/maintenance activities undertaken in Western Australia.

Monitoring and future maintenance recommendations have also been provided within the current study which the City has capacity to undertake in house (monitoring, condition assessments and minor maintenance/repairs) or via a contractor (surveys and geotechnical investigations) under the City’s annual operational budgets. These items will enable the City to assess the suitability of the proposed management works, track any deterioration in breakwater condition and address any public safety risks which may arise in the future. This is particularly important in relation to the presence of sub surface voids which is an issue that proposed breakwater management works can only partially resolve. Geotechnical boreholes drilled during the design study identified voids in the verge areas adjacent to the existing breakwater armour. These voids were not encountered in boreholes within the road carriageway, however ongoing monitoring is required to ensure these risks are adequately addressed.

Scheduling of all construction works over two financial years and for calm weather conditions between October and April, similar to the recently completed coastal protection works at Quinns Beach, will have the following benefits:

- Reduction in community impacts by limiting the construction timeframe each year;
- Reduction in construction risks associated with damage during inclement weather. The risk of weather conditions resulting in unsafe working conditions between October and April is low. Scheduling of all proposed construction works over one financial year is likely to extend the works period beyond this calm weather window; and
- Allows for staging of budget expenditure over multiple financial years which may also be useful to enable multiple rounds of requests for funding assistance from the State Government if required.

Subject to Council endorsement, the City will request a 50% financial contribution towards the proposed breakwater management works. Despite previously unsuccessful attempts for funding of Mindarie Breakwater studies and works, the City is now able make a strong case for financial support from the State Government due to the following:

- No maintenance works were undertaken by the Department of Transport during their management period between 1999 and 2005. This has implications on the current condition of the structure and the required scope of maintenance works;

- The third party coastal engineering review of the 2013 study undertaken by the Department of Transport's engineering consultant recommended completion of Phase 1 maintenance works and further detailed investigations prior to undertaking subsequent works. This advice has been followed and the approach is supported by the Department of Transport; and
- Department of Transport is supportive of the recommended breakwater maintenance and upgrade works and was involved throughout the whole Mindarie Breakwater Maintenance Options Assessment and Detailed Design Study including scoping, tender evaluation, attendance at meetings, provision of supporting data and review of all technical deliverables.

Earlier investigations concluded that there is no legal mechanism to transfer responsibility for management of the Mindarie Breakwater structures back to the State Government. It was determined that the best approach was to lobby the State Government (through the Department of Transport) to agree to share the costs of future management works. To date, the Department of Transport has only agreed to provide technical assistance on coastal engineering matters which has assisted with the scoping and review of all technical deliverables for the current breakwater management study.

Statutory Compliance

Approval requirements for implementation of the proposed Mindarie Breakwater Management works for the Mindarie Breakwater structure may include the following:

- Clearing Permit from the Department of Water and Environmental Regulation under the Environmental Protection Act 1986 due to required clearing of existing vegetation on or adjacent to the breakwater structure; and
- Development Application approval from the Department of Planning Lands and Heritage. Based on recent similar City of Wanneroo projects, it is believed that coastal protection structures are considered Public Works and are therefore exempt from the requirements of a Development Application. This will be confirmed in consultation with the Department of Planning Lands and Heritage.

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

5.3 - Responsibly managed and maintained assets

Risk Management Considerations

Risk Title	**Risk Rating**
ST-S06 Climate Change	High
Accountability	**Action Planning Option**
Director Planning and Sustainability	Manage

Risk Title	**Risk Rating**
ST-23 Stakeholder Relationships	Moderate
Accountability	**Action Planning Option**
CEO	Manage

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

In addition to the above, a further risk exists relating to damage and/or failure of the Mindarie Breakwater during future extreme storm events. This is being managed through scheduled and post storm monitoring and condition assessments and implementation of minor maintenance measures on an as needed basis.

Financial Implications

The Mindarie Breakwater Management Project is listed in the City's Draft Long Term Capital Works Program (long-term financial plan) under PR-4169 and is currently funded solely by the Coastal Management Reserve which has sufficient provisions to cover the expected cost of breakwater management works.

The major renewal works recommended in the design study will be staged over two years (2022/23 and 2023/24) at an expected cost of approximately $6,600,000 subject to market conditions and tender submissions during the construction tender phase.

The 2021/22 budget for this project is $15,000 to cover costs associated with community consultation and project management. It is noted that this does not include a 2020/21 carry forward budget amount of $13,300 which is currently being utilised for the completion of the civil infrastructure design (drainage, pathways, verge areas, kerbing etc).

Following Council endorsement, the City will submit a formal request for funding assistance from the State Government for the proposed breakwater management works. The recommended funding strategy is to request a 50% contribution towards the two stages of construction works over two financial years (2022/23 and 2023/24). This 50% contribution is in line with recent State Government coastal project funding.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. RECEIVES the detailed design of the Mindarie Breakwater Management Works;

2. REQUESTS Administration to hold a community drop-in session to inform the community of the proposed Mindarie Breakwater Management Works;

3. APPROVES the following staging of the Mindarie Breakwater Management Works:

a) 2022/23 – Breakwater segments 1, 2 and 4;

b) 2023/24 – Breakwater segments 5 and 6; and

4. **REQUESTS Administration to prepare a funding submission to the State Government requesting a 50% financial contribution towards the proposed Mindarie Breakwater Management Works in 2022/23 and 2023/24.**

Attachments:

1⇩. Attachment 1 – October 2021 Council Meeting - Mindarie Breakwater Additional Information 21/337015

ATTACHMENT 1
Mindarie Breakwater Condition Summary, Design Segment Plan and Photographs



Figure 1. Mindarie Breakwater Condition Assessment



Figure 2. Mindarie Breakwater Design Segment Plan



Figure 3. Phase 1 Maintenance Works - Pre Construction (top) and Post Construction (bottom)

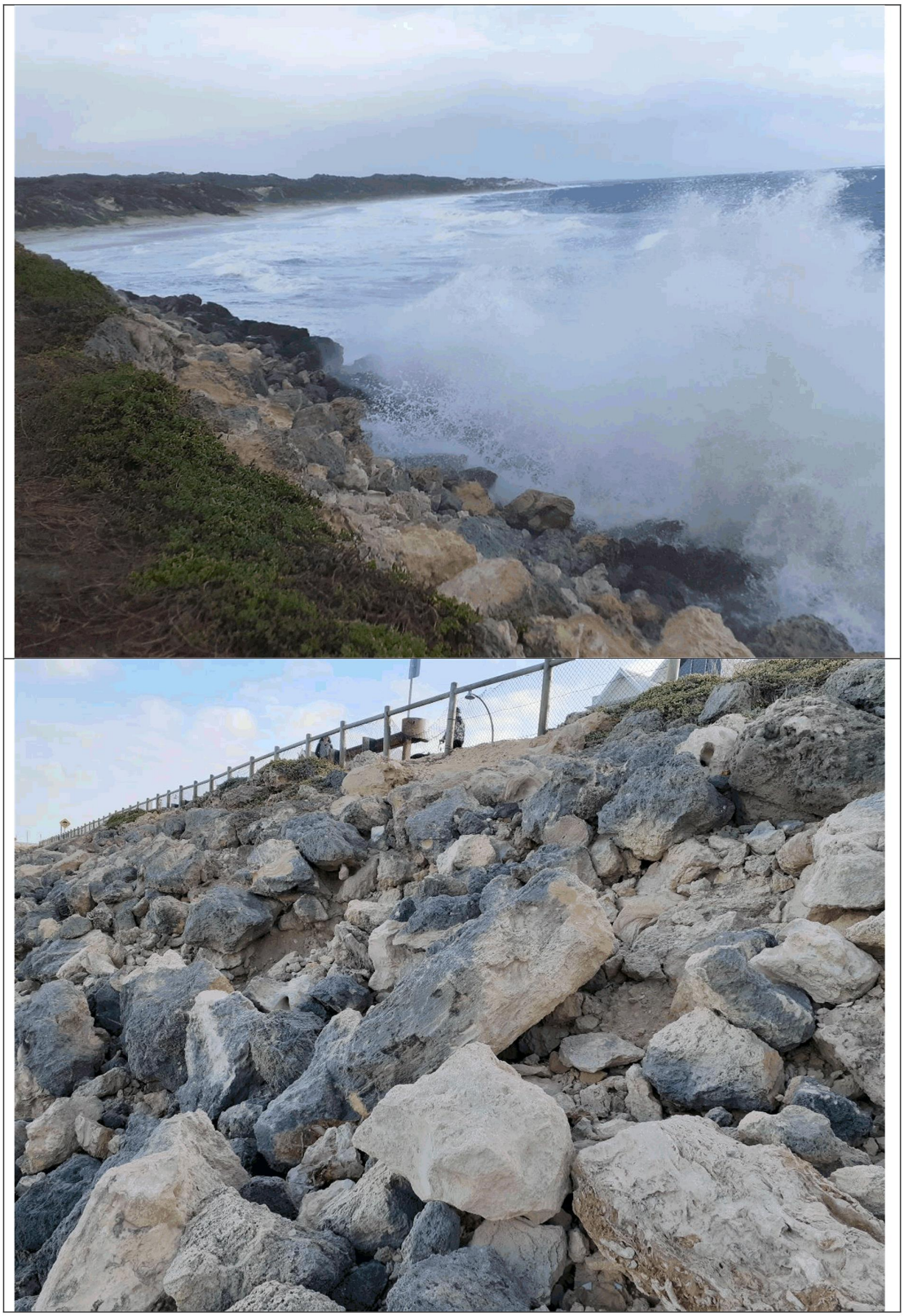


Figure 4. Segment 2 – Waves Impacting Upper Slope (top) and Unstable Rocks on Upper Slope (bottom)



Figure 5. Segment 3 after maintenance works with no rock debris and minimal wave overtopping (top), Segment 4 with excessive wave overtopping and rock debris displaced onto the path and road (bottom).



Figure 6. Wave overtopping at Segment 4.

Community & Place

Community Development

CP01-10/21 Proposed Policy Updates to Support a Revised Community Support & Financial Assistance Framework

File Ref: 36625 – 21/371497
Responsible Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 11

Issue

To consider proposed changes to the Community Support and Financial Assistance Framework, and the required policy amendments to support the revised Framework.

Background

An internal audit of partnering agreements in 2017 highlighted issues in relation to the distribution of financial assistance, particularly fee waivers provided to the community. Although some policies and procedures were in place, the audit noted that they '*do not provide the level of guidance required operationally by the City to apply a consistent approach in the application of waiver of fees'*.

Alongside the need to address audit recommendations in relation to fee waivers, it was recognised that there was also an opportunity to consider the City's position on the provision of community assistance more broadly, as well as an opportunity to consider new initiatives to improve the City's support to community organisations and individuals.

On 16 October 2018, Council resolved to form the Community Support & Financial Assistance Working Group ('the Working Group') to undertake a review of the City's funding opportunities to ensure transparent governance mechanisms and alignment to community need.

Feedback provided by the Working Group in early meetings highlighted various opportunities to improve the City's current Community Funding Program to provide a greater customer experience and streamline program administration, including:

- Ensuring there is one point of contact and all applications are managed consistently;
- Simplifying the application process;
- Creating a larger variety of funding opportunities that are available more frequently;
- Speeding up decision-making processes so groups receive funding quicker;
- Broadening the scope of youth scholarships to include other participation opportunities;
- Creating 'place based' funding opportunities;
- Considering community involvement in decision making;
- Clarifying avenues for the provision of non-financial support;
- Considering events/activities the City would like to support on an ongoing basis;
- Improving reporting to make sure groups who receive grants are accountable to the community and detail how money is spent and success stories are shared; and
- Communicating publicly how funding is distributed.

To ensure feedback from the Working Group was incorporated into the design of a future model, an initial holistic review of all the City's funding opportunities was undertaken to ensure responsiveness to community need. This included creation of a Community Support &

Financial Assistance Framework (**Attachment 1**), that outlines both financial and non-financial support options provided by the City.

At a meeting held on 11 June 2019, a draft revised Community Funding Program was presented for discussion by the Working Group. It was noted that consolidating all funding categories within one overarching program was preferred to enable improved governance and reporting.

The unprecedented nature of the COVID-19 pandemic provided a further opportunity to consider options for the City's provision of financial assistance within the Community Funding Program to enable support to be provided throughout emergency response and recovery periods.

At its Council meeting held on 7 April 2020, Council authorised the Chief Executive Officer to:

"*Determine all applications received in respect of the City's Donations, Sponsorship and the Waivers of Fees and Charges Policy and NOTES that Administration will review the policy and present a report to Council to include policy clauses that will provide a more flexible assessment of the policy criteria during the COVID-19 Pandemic*." (Item CE01-04/20 Resolution part 5b).

The inclusion of a Response and Recovery Fund within the Community Funding Policy ensured that funds would not only be administered during the pandemic recovery period, but could also be utilised by the City in the event of any future emergency where immediate financial relief for the community may be required.

Supporting Policies

A new *Fee Waivers, Concessions and Debt Write-off Policy* was developed, and endorsed by Council at its meeting on 5 May 2020 (CS03-05/20). This new Policy combines functions pertaining to approval of fees and charges amendments, in accordance with the Local Government Act, within one document for improved consistency and transparency. Based on audit recommendations, the policy includes criteria whereby an individual or community group/organisation may be eligible for a waiver, concession or debt write-off.

A new *Donations and Youth Sponsorships Policy* was endorsed by Council on 5 May 2020 (CS03-05/20), noting that this was an interim policy until such time that the overarching Community Funding Program was adopted. Its intent was to recognise the administrative changes required to remove references to fee waivers in the Donations, Sponsorships and Waiver of Fees and Charges Policy.

The *Community Funding Policy* was endorsed on 20 July 2020, and currently provides for four categories of funding including: Community Grants, Flagship Fund, Response and Recovery, and Kickstarter Fund.

The *Community Support & Financial Assistance Framework* (endorsed on 20 July 2020), outlines other financial and non-financial support options provided by the City as well as those defined within the Community Funding Program.

The revised Community Funding Program commenced in July 2020, to coincide with the start of the 2020/21 financial year. This enabled the realignment of existing funding streams and their associated budgeting arrangements, and the development of a suite of supporting documents and resources. Its implementation was managed in stages, initially recognising the impact of COVID-19 on the community and introducing the Response and Recovery Fund as a priority.

The implementation of a new Grants Management System was completed in 2020/21 in parallel with the revised Community Funding Program. This has further addressed previously identified audit issues around consistency and transparency in community funding, and enabled a variety of process improvements that have reduced the time between application submission and notification of approval.

Detail

On 6 July 2021, the Working Group convened to review the outcomes of the first year of the revised Community Funding Program, and to discuss proposed updates to the Community Support and Financial Assistance Framework (the 'Framework') with the intent of addressing outstanding items from the 2017 audit, hence fulfilling the remit of the Working Group.

Outstanding items included review of the Donations and Youth Sponsorships Policy (noting that the version adopted in 2020 was an interim policy) and considering the future of the youth scholarships program, within the existing Youth Reward and Recognition Policy.

Youth Reward and Recognition Policy

Through the existing Youth Reward and Recognition Policy, the City provides Student Scholarships and the Student Citizenship Award.

At its meeting on 6 July 2021, the Working Group considered information about other sources of scholarship funding, and acknowledged that Youth Scholarships is well provided for by other organisations. Most notable is the Department of Education, which offers:

- Secondary Assistance Scheme - available to parents/guardians with children enrolled in secondary education holding an eligible concession card.
- Secondary Schooling scholarships – a range of scholarships and awards available for students of up to $2000 per annum in a variety of circumstances.

Education funds are also provided by:

- Smith Family Foundation – a range of funds for students of all ages to assist with school essentials, up to a maximum of $2,575 per year.
- Redkite – financial assistance for young people (up to age 24) and their families to manage everyday expenses, and Dare to Dream scholarships for 13-18 year olds for education, wellbeing and life goals.
- Young Carers Network – bursaries of $3,000 per year for up to 1,000 young carers

Administration proposes removing provision of Youth Scholarships, with the associated funding being redirected into the wider community funding program, ultimately providing a broader community benefit. The remaining provisions of the Youth Reward and Recognition Policy (Student Citizenship Award) are the subject of a draft new Student Citizenships Award Policy (**Attachment 2**).

Donations and Youth Sponsorships Policy

The existing Donations and Youth Sponsorships Policy provides two distinct funding streams:

- Donations towards activities, events or programs with a charitable or community service purpose;
- Youth sponsorships paid to clubs, groups and associations for young people and people with a disability who have been selected to participate in sport, culture and art.

Youth Sponsorships:

Data analysed for the previous three financial years highlights that the Youth Sponsorship program continues to provide much needed support, mainly for participants of sporting competitions and events.

Consideration has been given to an appropriate name for this fund, noting that it is available to a wider cohort than young people. The title of Participation Fund is proposed, in recognition of its intent and potential for wider eligibility.

Fund Eligibility:

Administration has considered the opportunity to extend eligibility to make the Participation Fund accessible by other cohorts that may benefit from a financial contribution to participate (when selected) in competitions, exhibitions and events.

Seniors are often particularly vulnerable to isolation. The City recognises that this cohort of our community may be assisted by the availability of a financial contribution towards activities that would encourage participation in sports, arts and cultural pursuits, and support building and retaining community connections.

Further, in considering the opportunities for young people in arts, culture and sport, it was recognised that the City would wish to encourage ongoing participation and engagement of young people beyond secondary school, recognising that a financial contribution may reduce barriers to continuing in competition and performance. Given this, it is proposed to increase the eligibility age for the Participation Fund up to 25 years of age.

Administration therefore proposes that the Participation Fund is available to:

- Young People (up to the age of 25)
- Seniors (aged 60 years and above)
- People with a disability of any age.

Funding Levels:

Administration considered an analysis of Youth Sponsorships funding accessed in 2018/19 (pre-COVID) and in 2019/20 as a measure of current state. This aimed to ensure that any recommended adjustments would encompass the current fluidity of pandemic-related restrictions on travel, and also provide a strong policy position longer term. In determining the recommendation below, comparisons were made with similar funds offered by neighbouring Local Governments (LGs).

The proposed changes indicated in the table below acknowledge that:

- Current funding provisions for youth sponsorships have been in place since 2010;
- For State-hosted events, neighbouring LGs offer up to $100 per participant;
- For National events, the City's funding level is aligned with neighbouring LGs, however the majority no longer impose a funding cap for teams; and
- For International events, the City offers a higher contribution than all neighbouring LGs.

A general breakdown of Youth Sponsorship funding awarded (pre-pandemic) indicates the majority (70%) being for national/interstate travel, while 14% was for travel within Western Australia and 16% international.

The proposed funding level adjustments reflect the current reduced requirement for international travel and provide an increased contribution for participants in State-held and national events. This adjustment aims to support the community in continuing to participate and engage, even when selection to compete or to promote their club or State at international levels is less likely.

Event location	Existing Policy	Proposal
State (Western Australia)	$75 per individual (capped at $600 per club)	$100 per individual (capped at $600 per club, group or association)
National/Interstate	$200.00 per individual (capped at $600 per team to a maximum of four teams per event).	$200.00 per individual (capped at $1,000 per team to a maximum of four teams per event)
International	$500.00 per individual (capped at $1,500 per team)	$400.00 per individual (capped at $1,600 per team)

Revising contribution levels at this time brings the fund into closer alignment with LGs in metropolitan Perth.

The existing Donations and Youth Sponsorships Policy makes provision for a higher level of funding for schools, with up to $2,000 per annum available per school per financial year. Review of applications in recent years has indicated that funding for participation by school teams or individuals tends to be submitted by School Support Western Australia Inc., and meets the criteria for Youth Sponsorship funding in accordance with the table above. Only two schools have applied directly. Administration proposes that the $2,000 maximum for schools is removed from the Policy, and that eligible applications from schools are supported in accordance with the policy levels described above.

A draft revised Community Funding Policy is provided as **Attachment 5.**

Donations:

It is proposed that Donations be excluded from the Community Funding Policy and provided for in a new Donations Policy, in recognition of their different parameters for consideration, approval and reporting, including:

- Consideration of applications is based on individual merit, and not solely assessed against pre-determined criteria;
- Approval is at the discretion of Council or the Chief Executive Officer (or nominee) only;
- Minimal reporting or acquittal requirements.

Please refer to the draft Donations Policy provided at **Attachment 8**.

A draft revised Community Support & Financial Assistance Framework is provided at **Attachment 11**.

Consultation

Community engagement was undertaken in early 2020, and the results presented to the Working Group at its meeting of 10 March 2020 to inform the new Community Funding Program. Administration continues to seek feedback to inform potential improvements to the Program.

Comment

Administration considers that adoption of the draft revised policies completes the Community Support and Financial Assistance Framework, and meets the requirements identified by the 2017 audit. Therefore it is proposed that the Working Group is disbanded, noting that it has met the requirements of its Terms of Reference.

Statutory Compliance

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

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-001 Relationship Management	Moderate
Accountability	**Action Planning Option**
Director Community & Place	Manage

Risk Title	**Risk Rating**
CO-012 Fraud & Misconduct	Moderate
Accountability	**Action Planning Option**
Executive Manager Governance & Legal	Manage

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

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 following draft revised policies are presented for consideration and adoption:

- Community Funding Policy, with the inclusion of the Participation Fund;
- Donations and Youth Sponsorships Policy, to be renamed the Donations Policy (with youth sponsorships removed and included within the Community Funding Policy as 'Participation Fund'); and
- Youth Reward and Recognition, to be reframed as a Student Citizenship Awards Policy.

Financial Implications

The proposed amendments to the Community Support and Financial Assistance Framework and associated policies will be managed within the existing budgets endorsed by Council.

In the 2021/22 financial year $10,000 has been proposed for inclusion in the annual budget for youth scholarships. It is proposed that these funds are redirected to the Community Funding Program budget, to support initiatives such as encouraging young leaders to apply for funding through the Kickstarter Fund for local activation projects aligned to the City's youth leadership program.

The budget requested for Donations and Youth Sponsorships (combined) for 2021/22 is $50,000. It is proposed that, should Council support the inclusion of Youth Sponsorships (or 'Participation Fund') within the Community Funding Policy, existing budget arrangements will remain unchanged pending consideration of a separation of budget at mid-year review.

Voting Requirements

Simple Majority

Recommendation

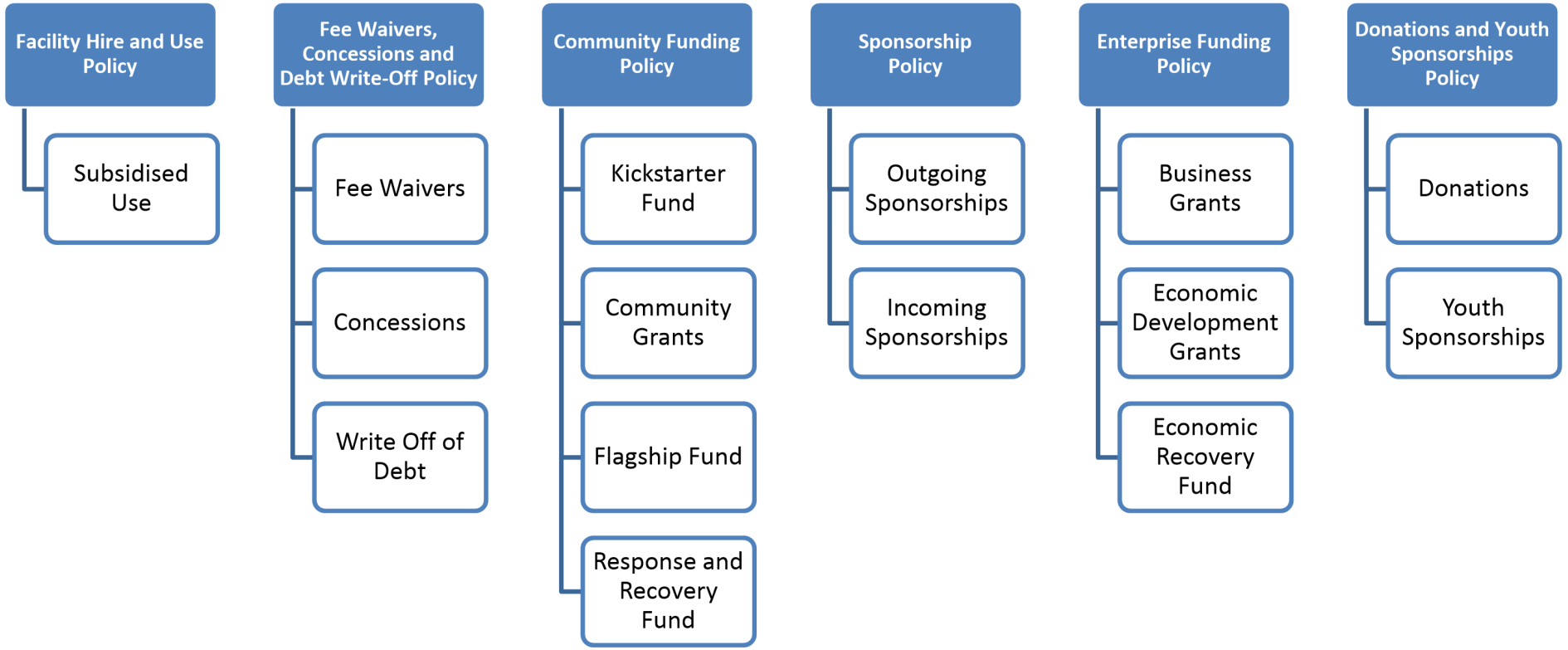
That Council:-

1. **APPROVES the revised Youth Reward and Recognition Policy, renamed Student Citizenships Award Policy (as per Attachment 2);**
2. **APPROVES the revised and renamed Community Funding Policy (as per Attachment 5);**
3. **APPROVES the revised Donations and Youth Sponsorships Policy, renamed Donations Policy (as per Attachment 8);**
4. **APPROVES the revised Community Support and Financial Assistance Framework (as per Attachment 11); and**
5. **DISBANDS the Community Support and Financial Assistance Working Group on the basis that it has met the requirements of its Terms of Reference.**

Attachments:

1⇩.	*Attachment 1 - Community Support and Financial Assistance Framework 2020*	*20/187061[v1]*
2⇩.	*Attachment 2 - Student Citizenship Award Policy*	*12/88557[v3]*
3⇩.	*Attachment 3 - Youth Reward & Recognition Policy with track changes*	*21/331261*
4⇩.	*Attachment 4 - Youth Reward and Recognition Policy*	*12/88557[v2]*
5⇩.	*Attachment 5 - Community Funding Policy (October 2021) draft*	*19/211787[v3]*
6⇩.	*Attachment 6 - Community Funding Policy October 2021 with track changes*	*21/316786*
7⇩.	*Attachment 7 - Community Funding Policy (July 2021)*	*19/211787[v2]*
8⇩.	*Attachment 8 - Donations Policy draft August 2021*	*10/67965[v4]*
9⇩.	*Attachment 9 - Donations and Youth Sponsorships Policy with track changes*	*21/268558*
10⇩.	*Attachment 10 - Donations and Youth Sponsorships Policy*	*10/67965[v3]*
11⇩.	*Attachment 11 - Community Support and Financial Assistance Framework*	*20/187061[v2]*

Community Support & Financial Assistance Framework
PROPOSED FUTURE STATE (2020/21)



City of Wanneroo

Policy Manual

Student Citizenship Award Policy

Policy Owner: Community & Place
Contact Person: Manager Place Management
Date of Approval: ***TBC***

POLICY STATEMENT

This policy provides a framework for the provision of Student Citizenship Awards to primary and secondary school students attending schools within the City of Wanneroo.

POLICY OBJECTIVE

To provide for the recognition and celebration of young people who have demonstrated dedication to their education and development, and to the improvement of the local area as citizens of their local community.

SCOPE

Student Citizenship Awards are presented to a maximum of two students in Year 6 (or the final year of primary school) and two students in Year 12 (or the final year of secondary school). All schools located within the City of Wanneroo are eligible to nominate individuals annually for the Student Citizenship Awards.

IMPLICATIONS (Financial, Human Resources)

The costs associated with the awards are included as part of the City's annual budget considerations.

IMPLEMENTATION

1. Eligibility Criteria

Recipients must meet the following eligibility criteria:

- Be a resident of the City;
- Attend a school within the City (government and non-government); and
- Not have received the same award previously.

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2. Application Process

Schools are invited to nominate students using the official nomination form available on the City's website.

Nominations are requested for students currently enrolled in the final year of primary school and the final year of secondary school, at a school within the City.

The nominated students should be those that:

- have made a significant positive contribution to the local community;
- possess leadership qualities;
- are an active member of the local community; and
- have demonstrated a commitment to enhancing their local community.

Recipients of the Student Citizenship Award will be automatically nominated for the City of Wanneroo Charles Searsons Australia Day Youth Award in the following year, if they meet the eligibility criteria for that Award.

3. Presentation of Awards

Student Citizenship Awards are presented at the school's graduation ceremony or end of year assembly (whichever is applicable) by a Council Member or nominee.

Recipients of the Student Citizenship Award may be requested to participate in publicity and promotions for the City.

ROLES AND RESPONSIBILITIES

Place Management is responsible for the implementation and management of the Student Citizenship Awards Policy.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community & Place. In the event that an agreement cannot be reached, the dispute will be referred to the CEO for a ruling.

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EVALUATION AND REVIEW PROVISIONS

This policy shall be reviewed every three (3) years, and evaluated annually to monitor the number of schools participating and nominees received.

DEFINITIONS

Nil

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Australia Day Awards Policy

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

Versions	Next Review	Record No.
June 2006		
June 2008		
May 2010 – CS05-05/10	March 2012	P/Docs: 888654 10/935
CS05-08/12, 21 August 2012	August 2014	12/88557
16 February 2015	March 2016	12/88557
CD03-03/15, 31 March 2015	March 2017	12/88557
CP02-05/18	May 2021	12/88557v2
	September 2024	12/88557v3

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Policy Manual

~~Youth Reward and Recognition~~Student Citizenship Award Policy

Policy Owner: Community & Place
Contact Person: Manager ~~Communications, Marketing & Events~~Place Management ~~Manager Community Services~~
Date of Approval: ***TBC***

POLICY STATEMENT

This policy provides a framework for the provision ofs ~~of scholarships and~~Student Citizenship ~~a~~Awards to primary and secondary school students attending schools within the City of Wanneroo.

POLICY OBJECTIVE

To provide for the recognition and celebration of young people ~~within the community to recognise and reward thei~~who have demonstrated ~~r~~ dedication ~~and commitment,~~ to their ~~school,~~education and development, and to the improvement of the local area ~~as~~ as citizens of their local community ~~and for their commitment to paving the way for their future~~.

~~This is done through the following programs:~~
- ~~Student Scholarship Award~~
- ~~Student Citizenship Award~~

SCOPE

~~Three Student Scholarship Awards are offered per government secondary school within the City of Wanneroo (**the City**). Scholarship recipients will have met the set eligibility and selection criteria that is aligned to the City's future direction and vision.~~

~~The City will ensure a fair and equitable selection process in the assessment and awarding of funds .~~

~~The~~ Student Citizenship Awards are presented to a maximum of ~~a male and female~~two students in Year 6 (or ~~the~~ final year of primary school) ~~–~~ and two students in Year 12~~,~~ ~~–~~ (or ~~or the~~the final year of secondary school). ~~A in a~~All schools located within the City of Wanneroo are eligible to nominate individuals annually for the Student Citizenship Awards. ~~government and non-government schools within the City.~~

IMPLICATIONS (Financial, Human Resources)

The costs associated with the ~~scholarships and~~ awards are included as part of the City's annual budget considerations.

IMPLEMENTATION

1. Eligibility Criteria

Recipients ~~for both programs~~ must meet the following eligibility criteria:

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- Be a resident of the City;
- Attend a school within the City (government and non-government); and
- NMust not have received the same award previously.

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In addition, the Student Scholarship Award has further eligibility criteria that must be met:

- Not in receipt of any other scholarship from the City over the amount of $200 within the previous 12 months.
- Attending a government secondary school.
- Starting Year 10, 11 or 12 the following year.
- Hold a Centrelink Concession Card (themselves or their parent/guardian holds one) or receive a Centrelink Student payment or parenting payment.

2. Application Process

Student Scholarship Award

Students in Year 9, 10, 11 currently enrolled at a government school within the City can be nominated for a scholarship in one of the following categories:

- Academic Achievement (ATAR stream).
- Academic Achievement (non ATAR stream).
- Commitment Achievement.

The official nomination forms must be completed and are available at eligible schools. Applications must be lodged to the school who will forward supported applications to the City.

Student Citizenship Awards

Schools are invitedasked to nominate students using the official nomination form available on the City's website.

Nominations are requested for one male and/or one femaletwo forfrom students currently enrolled in Year 6 6and Year 12,the final year of primary school and the final year of secondary school, (or the final year of secondary school) at a school within the City. Students from both government and non- government schools are eligible.

The nominated students should be those that:

- hHave made a significant positive contribution to the local community;.
- pPossess leadership qualities;.
- aAre an active member of the local community; and.
- hHave demonstrated a commitment to enhancing their local community.

3. Selection Process

Student Scholarship Awards

Applicants will be assessed by a panel according to the following selection criteria: Categories of Academic Achievement in both ATAR and non ATAR stream.

- Demonstrated financial need.
- Demonstrated academic achievement.
- Demonstrated commitment to enhancing the school environment.

Category of Commitment Achievement

- Demonstrated financial need.
- Demonstrated active participation within the school.

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Commented [AH3]: do we want to include that they should be committed to their education/development as well, given that this is a school based nomination?

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- Demonstrated commitment to enhancing the school environment.

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~~Each school will have one successful recipient in each category. However if there are no successful recipients in a particular category within a school, more than one recipient may be successful in another category at the discretion of the assessment panel.~~

~~All applications will be assessed against the eligibility and selection criteria. The City will notify schools and students of the outcome.~~

~~Student Citizenship Awards~~

~~Students are selected by the relevant schools.~~

Recipients of the Student Citizenship Award will be automatically nominated ~~who fulfill the~~ for the City of Wanneroo Charles Searsons Australia Day Youth Award in the following year, if they meet the eligibility criteria for that Award. ~~criteria, in the 12 months preceding the Australia Day awards are automatically nominated.~~

4.3. Presentation of Awards

~~Student Scholarship Award~~

~~The scholarship funds will be held and managed by the school and used for payments associated with fees, textbooks, excursions and other study related requirements relevant to the award recipient.~~

~~Student Citizenship Awards~~

~~Recipient awards~~Student Citizenship Awards are presented at the school's graduation ceremony or end of year assembly (whichever is applicable) by a Council~~n Elected~~ Member or nominee ~~of Council~~.

~~5.~~ Promotion

Recipients of the Student Citizenship Award ~~Awards and Student Scholarship Awards~~ may be~~are requested by the City~~requested to participate in publicity and promotions for the City.

ROLES AND RESPONSIBILITIES

~~The Community Services Service Unit is responsible for the implementation of the Student Scholarship Awards.~~

~~The Communications, Marketing and~~Place Management ~~Events Service Unit~~ is responsible for the implementation and management of the Student Citizenship Awards Policy.

~~The Council and Corporate Support Service Unit~~Office of the Mayor ~~is responsible for scheduling Elected Members to attend the Student Citizenship Award presentations.~~

DISPUTE RESOLUTION ~~(If applicable)~~

All disputes in regard to this policy will be referred to the Director Community & Place. In the event that an agreement cannot be reached, the dispute~~matter~~ will be referred to the CEO for a ruling.

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EVALUATION AND REVIEW PROVISIONS

~~The following key performance indicators will be used to evaluate the policy:~~
- ~~The number of applications received for the Student Scholarship Award.~~
- ~~Evidence of scholarship fund use.~~
- ~~The number of schools participating in the Student Citizenship Award.~~

This policy shall be reviewed every three (3) years~~,~~ and evaluated annually to monitor the number of schools participating and nominees received~~.~~

Commented [AH4]: Do the parents of nominees need to approve their nomination?

DEFINITIONS

~~The definitions for this policy.~~

~~DEFINITIONS: Any definitions listed in the following table apply to this document only.~~	
~~Applicant~~	~~A person who is applying for a scholarship offered by the City of Wanneroo.~~
~~ATAR~~	~~Australian Tertiary Admission Rank (ATAR) is the primary criterion for entry into most undergraduate-entry university programs in Australia.~~
~~Non-government school~~	~~Non-Government schools fall within two categories being Catholic and Independent schools. These schools must be registered by the Director General of the Department of Education.~~
~~Scholarship~~	~~Support provided, on behalf of a student, to assist with expenses associated with study at a secondary government school within the City of Wanneroo.~~
~~Student~~	~~A person attending a school within the City of Wanneroo.~~

Nil

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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

~~Related Policies and Procedures:~~
- Australia Day Awards Policy~~.~~
- ~~Donations, Sponsorships and Waivers of Fees and Charges Policy.~~

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REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

~~The Manager Community Services~~Place Management ~~and the Manager Communications, Marketing & Events are is~~responsible for the implementation of this policy.Manager Place Management

Versions	Next Review	Record No.
June 2006		
June 2008		
May 2010 – CS05-05/10	March 2012	P/Docs: 888654 ~~TRIM:~~ 10/935
CS05-08/12, 21 August 2012	August 2014	~~TRIM:~~ 12/88557
16 February 2015	March 2016	~~TRIM~~ 12/88557
CD03-03/15, 31 March 2015	March 2017	~~TRIM~~ 12/88557

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CP02-05/18	May 2021	~~TRIM~~ 12/88557v2
	September 2024	12/88557v3

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Policy Manual

Youth Reward and Recognition Policy

Policy Owner:	Community & Place
Contact Person:	Manager Communications, Marketing & Events Manager Community Services
Date of Approval:	1 May 2018 – CP02-05/18

POLICY STATEMENT

The policy provides a framework for the provisions of scholarships and awards to primary and secondary school students attending schools within the City of Wanneroo.

POLICY OBJECTIVE

To provide for the recognition and celebration of young people within the community to recognise and reward their dedication and commitment, to their school, local community and for their commitment to paving the way for their future.

This is done through the following programs:
- Student Scholarship Award
- Student Citizenship Award

SCOPE

Three Student Scholarship Awards are offered per government secondary school within the City of Wanneroo (the **City**). Scholarship recipients will have met the set eligibility and selection criteria that is aligned to the City's future direction and vision.

The City will ensure a fair and equitable selection process in the assessment and awarding of funds .

The Student Citizenship Awards are presented to a male and female student in Year 6 - the final year of primary school - and Year 12 - the final year of secondary school in all government and non-government schools within the City.

IMPLICATIONS (Financial, Human Resources)

The costs associated with the scholarships and awards are included as part of the City's annual budget considerations.

IMPLEMENTATION

1. Eligibility Criteria

Recipients for both programs must meet the following eligibility criteria:
- Be a resident of the City.
- Attend a school within the City.
- Must not have received the same award previously.

In addition, the Student Scholarship Award has further eligibility criteria that must be met:

- Not in receipt of any other scholarship from the City over the amount of $200 within the previous 12 months.
- Attending a government secondary school.
- Starting Year 10, 11 or 12 the following year.
- Hold a Centrelink Concession Card (themselves or their parent/guardian holds one) or receive a Centrelink Student payment or parenting payment.

2. Application Process

Student Scholarship Award
Students in Year 9, 10, 11 currently enrolled at a government school within the City can be nominated for a scholarship in one of the following categories:

- Academic Achievement (ATAR stream).
- Academic Achievement (non ATAR stream).
- Commitment Achievement.

The official nomination forms must be completed and are available at eligible schools. Applications must be lodged to the school who will forward supported applications to the City.

Student Citizenship Awards
Schools are asked to nominate students using the official nomination form available on the City's website.

Nominations are requested for one male and/or one female student currently enrolled in Year 6 and Year 12 at a school within the City. Students from both government and non-government schools are eligible.

The nominated students should be those that:

- Have made a significant positive contribution to the local community.
- Possess leadership qualities.
- Are an active member of the local community.
- Have a commitment to enhancing their local community.

3. Selection Process

Student Scholarship Awards

Applicants will be assessed by a panel according to the following selection criteria:

Categories of Academic Achievement in both ATAR and non ATAR stream.

- Demonstrated financial need.
- Demonstrated academic achievement.
- Demonstrated commitment to enhancing the school environment.

Category of Commitment Achievement

- Demonstrated financial need.
- Demonstrated active participation within the school.
- Demonstrated commitment to enhancing the school environment.

Each school will have one successful recipient in each category. However if there are no successful recipients in a particular category within a school, more than one recipient may be successful in another category at the discretion of the assessment panel.

All applications will be assessed against the eligibility and selection criteria. The City will notify schools and students of the outcome.

Student Citizenship Awards

Students are selected by the relevant schools.

Recipients of the Student Citizenship Award who fulfill the City of Wanneroo Charles Searsons Australia Day Youth Award criteria, in the 12 months preceding the Australia Day awards are automatically nominated.

4. Presentation of Awards

Student Scholarship Award
The scholarship funds will be held and managed by the school and used for payments associated with fees, textbooks, excursions and other study related requirements relevant to the award recipient.

Student Citizenship Awards
Recipient awards are presented at the school's graduation ceremony or end of year assembly (whichever is applicable) by an Elected Member of Council.

5. Promotion

Recipients of the Student Citizenship Awards and Student Scholarship Awards are requested by the City to participate in publicity and promotions.

ROLES AND RESPONSIBILITIES

The Community Services Service Unit is responsible for the implementation of the Scholarship Awards.

The Communications, Marketing and Events Service Unit is responsible for the implementation of the Student Citizenship Awards.

The Council and Corporate Support Service Unit is responsible for scheduling Elected Members to attend the Student Citizenship Award presentations.

DISPUTE RESOLUTION (If applicable)

All disputes in regard to this policy will be referred to the Director Community & Place. In the event that an agreement cannot be reached, the matter will be referred to the CEO for a ruling.

City of Wanneroo Policy Manual

EVALUATION AND REVIEW PROVISIONS

The following key performance indicators will be used to evaluate the policy:

- The number of applications received for the Student Scholarship Award.
- Seek evidence of scholarship fund use.
- The number of schools participating in the Student Citizenship Award.

This policy shall be reviewed every three (3) years.

DEFINITIONS

The definitions for this policy.

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Applicant	A person who is applying for a scholarship offered by the City of Wanneroo.
ATAR	Australian Tertiary Admission Rank (ATAR) is the primary criterion for entry into most undergraduate-entry university programs in Australia.
Non-government school	Non-Government schools fall within two categories being Catholic and Independent schools. These schools must be registered by the Director General of the Department of Education.
Scholarship	Support provided, on behalf of a student, to assist with expenses associated with study at a secondary government school within the City of Wanneroo.
Student	A person attending a school within the City of Wanneroo.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Related Policies and Procedures:

- Australia Day Awards Policy.
- Donations, Sponsorships and Waivers of Fees and Charges Policy.

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

The Manager Community Services and the Manager Communications, Marketing & Events are responsible for the implementation of this policy.

Versions	Next Review	Record No.
June 2006		
June 2008		
May 2010 – CS05-05/10	March 2012	P/Docs: 888654 TRIM: 10/935
CS05-08/12, 21 August 2012	August 2014	TRIM: 12/88557
16 February 2015	March 2016	TRIM 12/88557
CD03-03/15, 31 March 2015	March 2017	TRIM 12/88557
1 May 2018 – CP02-05/18	May 2021	TRIM 12/88557v2

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Community Funding Policy

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval:

POLICY STATEMENT

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

POLICY OBJECTIVE

The objective of this policy is to:

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

SCOPE

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

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

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

IMPLICATIONS

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

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

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

The City is committed to providing funding that is:

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

IMPLEMENTATION

The City will ensure sound Community Funding Program administration, including:

1. **Planning** through policy, procedure and guidelines
2. **Communicating** the availability of the City's various funding opportunities
3. **Assessing** applications and distributing funds
4. **Monitoring and evaluating** project progress and outcomes
5. **Reporting** benefits and sharing success stories with the community

Program Outcomes

Through the Community Funding Program, the City aims to:

- strengthen the community by supporting a diverse range of activities that are responsive to community needs;
- build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- create community networks and connections which drive activities that achieve strategic priorities;
- support and enable community recovery and resilience in response to emergency situations;
- celebrate and recognise the City's diversity, history, lifestyle and environment; and
- enhance the City's reputation and brand as a prosperous and progressive organisation.

General Program Eligibility

The following conditions apply to all community funding categories. Applicants should:

- live, operate or deliver the activity within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the activity;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines; and

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- adhere to all other terms and conditions set out in the supporting guidelines for the specific funding category.

The City will not provide funding for activities that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls or duplication in funding by state or federal government departments;
- are for the purchase of property and/or land;
- are for major/capital equipment purchases or works over $500;
- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol; or
- do not represent value for money for the City as determined through the assessment process.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the relevant supporting guidelines and/or funding agreements. In addition, it is anticipated that some of the above criteria may vary during emergency response and recovery periods.

The City reserves the right to withdraw funding from a **Funding Recipient** if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the organisation will be fully liable for costs involved and grant funds should be returned to the City.

Where the funded activity or program is no longer taking place, any funds distributed must be returned to the City. If funds have been expended by the Funding Recipient prior to the activity or program ceasing, any refund or reimbursement received must be returned to the City.

Assessment and Approval

Applications pertaining to the Community Funding Program are reviewed via an assessment prior to formal approval by Council or the relevant officer as outlined in the following table:

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Category	***Funding Amount***	***Approval required***
Kickstarter Fund	Up to and including $1,000	Manager Place Management and/or Manager Community Development
Community Grants	Up to and including $5,000	Manager Community Development
Flagship Fund	Up to $10,000 p.a. for up to three years	Council
Participation Fund		
State	Up to and including $100 (capped at $600 per club, group or association)	Manager Community Development
National	Up to and including $200 (capped at $600 per team to a maximum of 4 teams per event)	Manager Community Development
International	Up to and including $400 per individual (capped at $1,600 per team)	Manager Community Development
Response & Recovery Fund	Up to and including $1,000 Up to and including $5,000	Manager Community Development Director Community and Place

Note – Details of funding approvals will be provided to Council Members for information.

The Chief Executive Officer or nominee is authorised to approve applications exceeding values specified in the above table up to a maximum of $10,000. All other applications must be presented to Council for approval.

In the event of an **Emergency**, all funding applications received through any category of the Community Funding Program will be assessed against the City's Local Recovery Plan in addition to the standard community funding conditions. This process will apply only during

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the emergency period for the purposes of ensuring funding is prioritised for services and projects with a recovery focus.

Agreement

All funding distributed by the City to any successful applicant shall be formalised in an agreement; the provisions and conditions of which are dependent on the specific category
The City is to be acknowledged in any associated publicity and promotional material, with the City's logo displayed appropriately.

All community funding recipients are required to provide the City with reports in relation to funding outcomes and achievements as detailed in their agreement. For recipients of Participation Fund contributions, this will be limited to photographs, press clippings etc.

Multi-year agreements will be reviewed annually to ensure alignment with specified outcomes and other agreed conditions.

ROLES AND RESPONSIBILITIES

- Council makes decisions regarding the allocation of funds to the Community Funding Program through its annual budget planning process.
- The Community Development service unit is the primary administrator of the Community Funding Program, working in collaboration with other service units, working groups and the community to develop, promote and review the program.

DISPUTE RESOLUTION

Disputes in regard to this policy will be referred to the Director Community and Place in the first instance. Where the Director Community and Place is involved in the assessment or approval of applications, disputes will be referred to the CEO for a determination.

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EVALUATION AND REVIEW PROVISIONS

The City is committed to continuous improvement of the Community Funding Program. Regular reviews will be undertaken to measure the effectiveness of each category and the overall program to ensure:

- program outcomes remain consistent with the City's brand and strategic objectives;
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City of Wanneroo

Policy Manual

The Policy will be reviewed every three years to ensure amendments to the Community Support and Financial Assistance Framework and other related policies are reflected accordingly.

DEFINITIONS

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Co-Funded	*The City has a preference for not being the sole-funder of applications approved through the Community Funding Program. There is an expectation that applicants will be self-contributing and/or seeking other external sources of support in addition to the City's contribution.*
Community Funding	*Financial support provided to individuals and community groups or organisations enabling delivery of projects which promote healthy, safe connected and inclusive communities.*
Community Support and Financial Assistance Framework	*Overarching framework which encompasses all types of support and assistance (both financial and non-financial) provided by the City to individuals, community groups, community organisations or businesses.*
Emergency	*A serious, unexpected event requiring immediate action, including the provision of support and relief. May include, but not limited to; natural disaster (bushfire, cyclone, storm, earthquake), terrorist acts or pandemic.*
Funding Recipient	*An individual or organisation that, for a specified term, receives a cash contribution in return for delivering a community activity as outlined in an agreement.*
Kickstarter Fund	*A fund that supports empowerment of community members, community groups and local organisations to implement small-scale initiatives or local neighbourhood projects which activate places and bring communities together.*
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Flagship Fund	*A fund that provides longer-term financial support for City brand-aligned community initiatives which celebrate and commemorate Wanneroo's rich history and diverse culture.*
Response and Recovery Fund	*To enable and support response and recovery to emergency situations which have a large or widespread impact on the local community (i.e. livelihood, housing, resourcing, service impact). In the event of an emergency, funding will be prioritised towards supporting relief measures and essential services and projects, aligned to the City's Local Recovery Plan, which target vulnerable City of Wanneroo residents and enable community reconnection.*

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City of Wanneroo

Policy Manual

Participation Fund	*A sponsorship fund offering a financial contribution to individuals participating in State, National or International competitions, festivals and exhibitions. Applications are accepted from clubs, groups or associations on behalf of eligible individuals to assist with costs of participation. Contributions are available for individuals participating in the areas of sport, arts and culture.;* • *aged up to and including 25 years,* • *aged 60 and over,* • *with a disability, of any age.* *To be eligible for this fund, individuals must reside in the City of Wanneroo and have been selected by an appropriate governing body.*

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Community Funding Management Procedure
Community Funding Guidelines
Community Support and Financial Assistance Framework

REFERENCES

Enterprise Funding Policy
Sponsorship Policy
Fee Waivers, Concessions and Debt Write-Off Policy
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Conflict of Interest Policy and Management Procedure

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
January 2014 (CD04-12/13)	November 2014	10/60107*
May 2016 (CP08-05/16)	May 2017	15/531947
July 2020	July 2023	19/211787
July 2021	July 2023	19/211787V2
September 2021	September 2024	19/211787V3

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City of Wanneroo

Policy Manual

Community Funding Policy

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval:

POLICY STATEMENT

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

POLICY OBJECTIVE

The objective of this policy is to:

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

SCOPE

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

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

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

IMPLICATIONS

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

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

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

The City is committed to providing funding that is:

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City of Wanneroo Policy Manual

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

IMPLEMENTATION

The City will ensure sound Community Funding Program administration, including:

1. **Planning** through policy, procedure and guidelines
2. **Communicating** the availability of the City's various funding opportunities
3. **Assessing** applications and distributing funds
4. **Monitoring and evaluating** project progress and outcomes
5. **Reporting** benefits and sharing success stories with the community

Program Outcomes

Through the Community Funding Program, the City aims to:

- strengthen the community by supporting a diverse range of activities that are responsive to community needs;
- build the capacity of individuals, community groups and local organisations to develop and implement sustainable solutions at a local level;
- create community networks and connections which drive activities that achieve strategic priorities;
- support and enable community recovery and resilience in response to emergency situations;
- celebrate and recognise the City's diversity, history, lifestyle and environment; and
- enhance the City's reputation and brand as a prosperous and progressive organisation.

General Program Eligibility

The following conditions apply to all community funding categories. Applicants should:

- live, operate or deliver the activity within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the activity;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines; and
- adhere to all other terms and conditions set out in the supporting guidelines for the specific funding category.

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City of Wanneroo Policy Manual

The City will not provide funding for activities that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment);
- are to cover shortfalls or duplication in funding by state or federal government departments;
- are for the purchase of property and/or land;
- are for major/capital equipment purchases or works over $500;
- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol; or
- do not represent value for money for the City as determined through the assessment process.

Other eligibility requirements and funding conditions may apply to specific funding categories, as set out in the relevant supporting guidelines and/or funding agreements. In addition, it is anticipated that some of the above criteria may vary during emergency response and recovery periods.

The City reserves the right to withdraw funding from a **Funding Recipient** if the activity is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the organisation will be fully liable for costs involved and grant funds should be returned to the City.

Where the funded activity or program is no longer taking place, any funds distributed must be returned to the City. If funds have been expended by the Funding Recipient prior to the activity or program ceasing, any refund or reimbursement received must be returned to the City.

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Assessment and Approval

Applications pertaining to the Community Funding Program are reviewed viaby an assessment ~~panel~~ prior to formal approval by Council or the relevant officer as outlined in the following table:

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Category	*Funding Amount*	*Approval required*
Kickstarter Fund*	Up to and including $1,000	Manager Place Management and/or Manager Community Development
Community Grants*	Up to and including $5,000	Manager Community Development
~~Response & Recovery Fund*~~	~~Up to and including $1,000~~ ~~Up to and including $5,000~~	~~Manager Community Development~~ ~~Director Community and Place~~
Flagship Fund	Up to $10,000 p.a. for up to three years	Council
Participation Fund		
State	Up to and including $100 (capped at $600 per club, group or association)	Manager Community Development
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City of Wanneroo Policy Manual

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DISPUTE RESOLUTION

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City of Wanneroo Policy Manual

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City of Wanneroo Policy Manual

Flagship Fund	*A fund that provides longer-term financial support for City brand-aligned community initiatives which celebrate and commemorate Wanneroo's rich history and diverse culture.*
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RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
January 2014 (CD04-12/13)	November 2014	10/60107*
May 2016 (CP08-05/16)	May 2017	15/531947
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City of Wanneroo

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July 2021	July 2023	19/211787V2
September 2021	September 2024	19/211787V3

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City of Wanneroo

Policy Manual

Community Funding Policy

Policy Owner: Community Development
Contact Person: Manager Community Development
Date of Approval: 13 July 2021 (CP01-07/21)

POLICY STATEMENT

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

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The objective of this policy is to:

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City of Wanneroo Policy Manual

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City of Wanneroo

Policy Manual

Community Grants	*Grants that support delivery of a variety of non-profit-making community activities and events delivered in the City which support key actions in the City's various community-directed plans. Community Grants encourage community group sustainability, aligning with the Community Development capacity-building approach and reducing reliance on the City.*
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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

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RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
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City of Wanneroo

Policy Manual

Donations Policy

Policy Owner: Council & Corporate Support
Contact Person: Manager Council & Corporate Support
Date of Approval: Date

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application. Recipients will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to

satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of donations to residents and community groups of the City.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo. Internal stakeholders include staff who implement the policy, such as Council & Corporate Support, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Council Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

2. Exclusions:

Council **will not** consider funding applications for donations for:

2.1 Any activity, event or program that contravenes Council's existing policies;

2.2 The bond associated with the use of Council Facilities;

2.3 Retrospective applications;

2.4 More than one application per financial year, including funding through the Community Funding Program;

2.5 Requests from non-residents or organisations which do not directly serve or represent the community of the City;

2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City;

2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);

2.8 Requests from organisations who have monies owing to the City;

2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;

2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

3.1 All applications must be on the official form, otherwise will not be accepted.

3.2 Funds should be expended in keeping with ethical conduct and practices;

3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;

3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;

3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;

3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;

3.7 Any funds not spent in the agreed time are to be returned to the City;

3.8 Assistance is provided on a one-off basis with no commitment to future funding.

City of Wanneroo Policy Manual

CRITERIA

CRITERIA
Promotes City of Wanneroo's mission and objectives
Significant benefits to the City of Wanneroo community
Not-for-profit or Non-government organisations
75% of membership of groups requesting support must be City of Wanneroo residents

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;

4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.

4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.

4.4 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in points 1. to 3. of this policy.

5. Specific Donations

The City will continue to honour its commitment to the following organisations / programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

5.1 Cancer Council – Relay for Life ($5,000 p.a.)
5.2 Wanneroo Agricultural Society (perpetual trophy)
5.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

6. Applications with extenuating circumstances

If an application for a donation does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

City of Wanneroo

Policy Manual

DETERMINATION PROCEDURES

Donation Value / Applicant	Determination Procedure
Applications up to and including the value of $500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over $500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Council & Corporate Support team is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

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

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Council Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

City of Wanneroo

Policy Manual

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Official Form	Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City's website at www.wanneroo.wa.gov.au

REFERENCES
Community Funding Policy
Facility Hire and Use Policy
Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION
Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
Date	Date	10/67965v4

City of Wanneroo

Policy Manual

Donations ~~and Youth Sponsorships~~ Policy

Policy Owner:	Council & Corporate Support
Contact Person:	Manager Council & Corporate Support
Date of Approval:	Date~~5 May 2020~~

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations ~~and youth sponsorships~~ incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations ~~and youth sponsorships~~, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations ~~or youth sponsorships~~ from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose~~ and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions~~. ~~A~~All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. ~~N~~No applicant is guaranteed ~~funding support or~~ that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. ~~T~~The City of Wanneroo (the City) reserves the right to determine eligibility for donations~~financial assistance~~ based on information provided in the ~~funding~~ application. ~~R~~Recipients ~~of funding~~ will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity, event or program~~roject~~;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City ~~of Wanneroo~~.

City of Wanneroo Policy Manual

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations~~funding assistance~~ from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of ~~funding~~donations to residents and community groups of the City ~~of Wanneroo~~.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo ~~as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo~~. Internal stakeholders include staff who implement the policy, such as Council & Corporate Support~~Governance~~, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and ~~Elected~~ Council Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups ~~and individual sports people~~ through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations ~~and youth sponsorships~~ approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. **Timeframe:**

   Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

2. **Exclusions:**

Council **will not** consider funding applications for donations ~~or youth sponsorships~~ for:

2.1 Any activity, event or program that contravenes Council's existing policies;

2.2 The bond associated with the use of Council Facilities;

2.3 Retrospective applications;

2.4 More than one application per financial year, including funding through the Community Funding Program;

2.5 Requests from non~~-~~residents ~~individuals~~ or organisations which do not directly serve or represent the community of the City ~~of Wanneroo~~;

2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City ~~of Wanneroo~~;

2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);

2.8 Requests from organisations who have monies owing to the City;

2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;

2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

3.1 All applications must be on the official form, otherwise will not be accepted.

3.2 Funds should be expended in keeping with ethical conduct and practices;

3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;

3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;

3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;

3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;

3.7 Any funds not spent in the agreed time are to be returned to the City ~~of Wanneroo~~;

3.8 Assistance is provided on a one-off basis with no commitment to future funding.

~~CATEGORIES AND~~ CRITERIA

CRITERIA
Promotes City of Wanneroo's mission and objectives
Significant benefits to the City of Wanneroo community
Not-for-profit or Non-government organisations
75% of membership of groups requesting support must be City of Wanneroo residents
~~Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions~~
~~Selection letter included~~
~~Disabled athletes, regardless of age.~~

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All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;

4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.

4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.

4.4 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in points 1. to 3. of this policy.

~~5. Youth Sponsorships~~

~~5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International~~

~~competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.~~

~~5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.~~

~~5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.~~

~~5.4 Selection of individuals by schools are subject to the following criteria:-~~

~~*Funding will be to a maximum of $2,000.00 per school, per financial year to support students attending events.*~~

~~5.5 Youth Sponsorships approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group's application.~~

~~5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.~~

~~5.7 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed under points 1. to 3. of this policy.~~

~~Applications for youth sponsorships will be determined by the Chief Executive Officer (or nominee) (up to and including $500.00) or Council (over $500.00) according to the following schedule:~~

~~**Type of competition/exhibition/festival**~~	~~**Amount provided**~~
~~State (Western Australia)~~	~~$75.00 per individual (capped at $600 per club)~~
~~National~~	~~$200.00 per individual (capped at $600 per team to a maximum of four teams per event).~~
~~International~~	~~$500.00 per individual (capped at $1,500 per team)~~

~~**Additional Exclusions**~~

~~The City will not consider applications for Youth Sponsorships from individuals if:~~

~~5.8 The individual receives payment of any kind for their participation in the event or activity; and~~

~~5.9 Individuals have selected themselves to participate in an event or activity.~~

~~6~~5. Specific Donations

The City ~~of Wanneroo~~ will continue to honour its commitment to the following organisations / programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

~~6~~5.1 Cancer Council – Relay for Life ($5,000 p.a.)
~~5~~6.2 Wanneroo Agricultural Society (perpetual trophy)
~~6~~5.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

~~7~~6. Applications with extenuating circumstances

If an application for a donation ~~or youth sponsorship~~ does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation ~~v~~Value / ~~a~~Applicant	**Determination Procedure**
Applications up to and including the value of $500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over $500.00 from City of Wanneroo based organisations and individuals	Council determination
~~Applications up to and including the value of $500.00 from supporting groups on behalf of individuals to attend State, National or International events~~	~~Determined by CEO (or nominee)~~
~~Applications over the value of $500.00 from supporting groups on behalf of individuals to attend State, National or International events~~	~~Council determination~~
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Council & Corporate Support team~~Governance Officer~~ is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

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

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. ~~Elected~~Council Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

City of Wanneroo Policy Manual

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. ~~-~~Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.
Official Form	Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City's ~~of Wanneroo~~ website at www.wanneroo.wa.gov.au
~~**Youth Sponsorship**~~	~~Is a cash contribution to a supporting group or organisation (e.g sports clubs, dance academies) on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. Youth Sponsorships are also available to athletes with a disability who reside within the City of Wanneroo, regardless of age.~~

REFERENCES
Community Funding Policy
Facility Hire and Use Policy
Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION
Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
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5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
Date	Date	10/67965v4

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City of Wanneroo

Policy Manual

Donations and Youth Sponsorships Policy

Policy Owner: Council & Corporate Support
Contact Person: Manager Council & Corporate Support
Date of Approval: 5 May 2020

POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations and youth sponsorships incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations and youth sponsorships, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations or youth sponsorships from the Council.

SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose and to sporting organisations and clubs on behalf of individuals aged 18 years of age or under who reside in the City of Wanneroo and have been selected to participate in State, National or International competitions. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed funding support or that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo reserves the right to determine eligibility for financial assistance based on information provided in the funding application. Recipients of funding will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity or project;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City of Wanneroo.

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Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future funding assistance from Council.

BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of funding to residents and community groups of the City of Wanneroo.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo as well as individual sports people 18 years of age or under or disabled sports people of any age, who have been selected to compete in State, National and International competitions and reside within the City of Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Elected Members.

IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups and individual sports people through the implementation of this policy.

REPORTING PROCEDURES

A report noting donations and youth sponsorships approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

IMPLEMENTATION

1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

2. Exclusions:

Council **will not** consider funding applications for donations or youth sponsorships for:

2.1 Any activity, event or program that contravenes Council's existing policies;

2.2 The bond associated with the use of Council Facilities;

2.3 Retrospective applications;

2.4 More than one application per financial year, including funding through the Community Funding Program;

2.5 Requests from non resident individuals or organisations which do not directly serve or represent the community of the City of Wanneroo;

2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City of Wanneroo;

2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);

2.8 Requests from organisations who have monies owing to the City;

2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;

2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

3. Standard conditions relating to funding agreements:

3.1 All applications must be on official form, otherwise not accepted.

3.2 Funds should be expended in keeping with ethical conduct and practices;

3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;

3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;

3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at www.wanneroo.wa.gov.au;

3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;

3.7 Any funds not spent in the agreed time are to be returned to the City of Wanneroo;

3.8 Assistance is provided on a one-off basis with no commitment to future funding.

CATEGORIES AND CRITERIA

CRITERIA	YOUTH SPONSORSHIPS	DONATIONS
Promotes City of Wanneroo's mission and objectives	√	√
Significant benefits to the City of Wanneroo community	√	√
Not-for-profit or Non-government organisations	√	√
75% of membership of groups requesting support must be City of Wanneroo residents		√
Requests from supporting clubs and organisations on behalf of young people who reside within the City of Wanneroo (18 years of age and under), who are performing or competing in State, National or International competitions, festivals or exhibitions	√	
Selection letter included	√	
Disabled athletes, regardless of age.	√	

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

4. Community Group Donations

4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;

4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.

4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.

4.4 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in points 1. to 3. of this policy.

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5. Youth Sponsorships

5.1 Supporting groups and organisations (e.g sports clubs, dance academies etc) are required to apply for funding on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. The group or organisation needs to include all children in the team who reside within the City of Wanneroo and who have been selected to the event.

5.2 Requests for funding will only be considered on the official form and signed by a club official. Forms submitted and signed by parents will not be considered.

5.3 Requests must be supported by a letter of selection from the state association or supporting agency and included with the application.

5.4 Selection of individuals by schools are subject to the following criteria:-

Funding will be to a maximum of $2,000.00 per school, per financial year to support students attending events.

5.5 Youth Sponsorships approved by the City will be forwarded through to the supporting group who is then required to distribute the funds to the individuals identified on the supporting group's application.

5.6 Disabled athletes, regardless of age, who reside within the City of Wanneroo.

5.7 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed under points 1. to 3. of this policy.

Applications for youth sponsorships will be determined by the Chief Executive Officer (or nominee) (up to and including $500.00) or Council (over $500.00) according to the following schedule:

Type of competition/exhibition/festival	Amount provided
State (Western Australia)	$75.00 per individual (capped at $600 per club)
National	$200.00 per individual (capped at $600 per team to a maximum of four teams per event).
International	$500.00 per individual (capped at $1,500 per team)

Additional Exclusions

The City will not consider applications for Youth Sponsorships from individuals if:

5.8 The individual receives payment of any kind for their participation in the event or activity; and

5.9 Individuals have selected themselves to participate in an event or activity.

City of Wanneroo Policy Manual

6. Specific Donations

The City of Wanneroo will continue to honour its commitment to the following organisations/programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

6.1 Cancer Council – Relay for Life ($5,000 p.a.)
6.2 Wanneroo Agricultural Society (perpetual trophy)
6.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

7. Applications with extenuating circumstances

If an application for a donation or youth sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

DETERMINATION PROCEDURES

Donation value/applicant	Determination Procedure
Applications up to and including the value of $500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over $500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications up to and including the value of $500.00 from supporting groups on behalf of individuals to attend State, National or International events	Determined by CEO (or nominee)
Applications over the value of $500.00 from supporting groups on behalf of individuals to attend State, National or International events	Council determination
Applications with extenuating circumstances	Council determination

ROLES AND RESPONSIBILITIES

The City's Governance Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

DISPUTE RESOLUTION

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

City of Wanneroo

Policy Manual

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Donation/s	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
Not-for-profit Community Group or Organisation	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
Council Facilities	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.
Official Form	Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City of Wanneroo website at www.wanneroo.wa.gov.au
Youth Sponsorship	Is a cash contribution to a supporting group or organisation (e.g sports clubs, dance academies) on behalf of young people who reside within the City of Wanneroo (up to and including 18 years of age), and who are performing, competing or taking part in State, National or International competitions, festivals and exhibitions. Youth Sponsorships are also available to athletes with a disability who reside within the City of Wanneroo, regardless of age.

REFERENCES

Community Funding Policy
Facility Hire and Use Policy
Fees Waivers, Concessions and Debt Write Off Policy

RESPONSIBILITY FOR IMPLEMENTATION

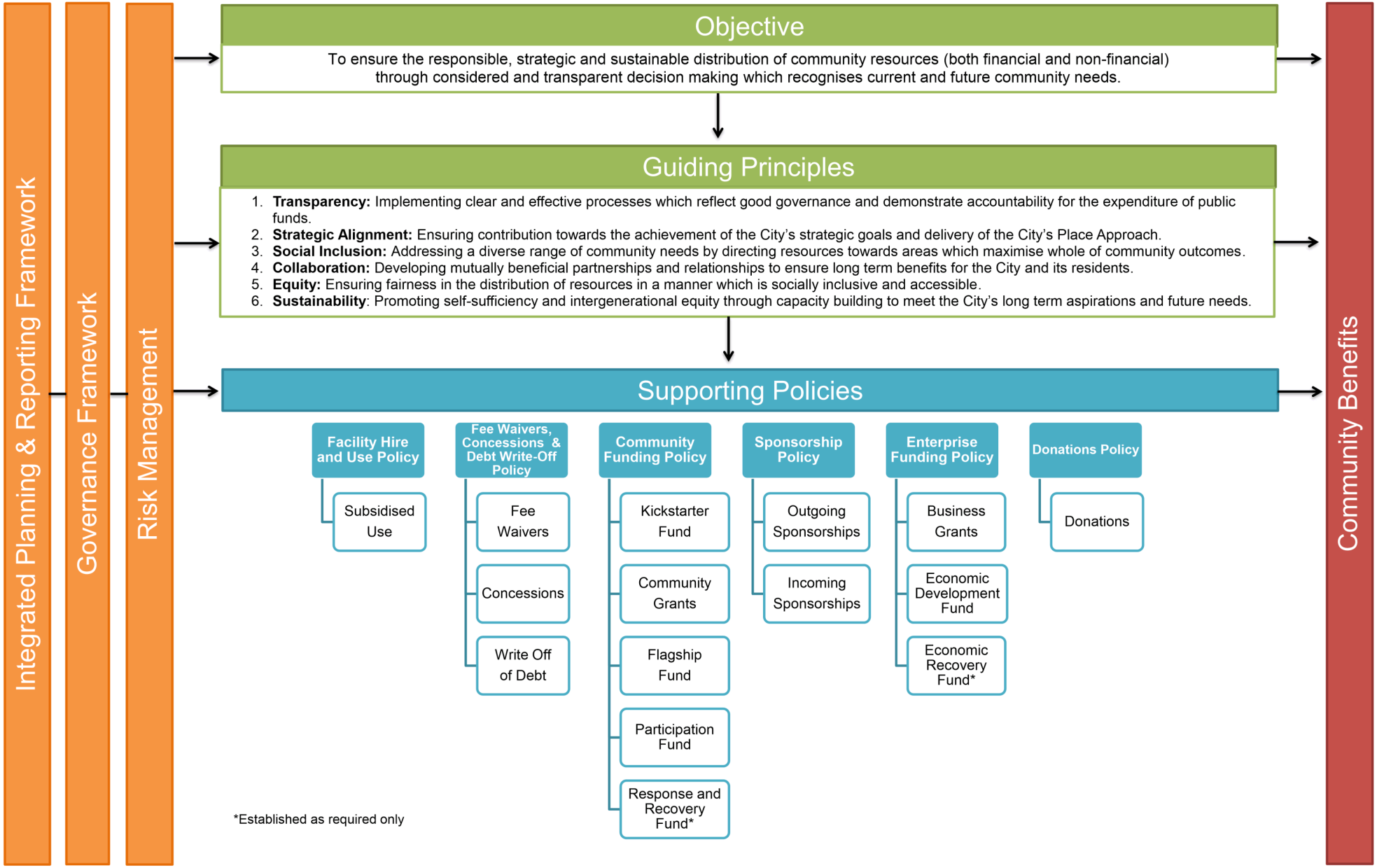
Council & Corporate Support

City of Wanneroo

Policy Manual

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965V2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3

Community Support & Financial Assistance Framework



CP02-10/21 Establishment of a Regional Elders Group and Aboriginal and Torres Strait Islander Community Reference Group

File Ref: 6382V04 – 21/394712
Responsible Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 2

Issue

To improve the way the City engages with Noongar Elders, Traditional Owners and Aboriginal and Torres Strait Islander community representatives through the proposed establishment of a regional Elders group and community reference group.

Background

In June 2010, Council endorsed the creation of a Reconciliation Action Plan Working Group (**RAPWG**) to support the development and implementation of the City's first Reconciliation Action Plan (**RAP**). In June 2011, the City's first RAPWG was endorsed by Council and comprised ten community members and three Council Members. In June 2012, Council endorsed the City's first RAP. Administration is currently developing the fourth RAP in 2021/22. To align with the definitions and functions of the City's Advisory and Working Groups, the RAPWG was changed from a Working Group to the Reconciliation Action Plan Advisory Group (**RAPAG**) in June 2020.

Current engagement with the Noongar Elders, Traditional Owners and Aboriginal and Torres Strait Islander community representatives is via the RAPAG, which comprises up to 16 community members, the Mayor and three Council Members. Under the current Terms of Reference (**Attachment 1**) the intention of the RAPAG is:

'To support the development and implementation of the City of Wanneroo's Reconciliation Action Plan by providing guidance and advice to the City in areas pertaining to the Aboriginal and Torres Strait Islander community; with the aim of long-term, genuine engagement between this community and the individuals from a non-Aboriginal background.'

The City is facing challenges that are likely aligned to the current structure, including:

- Limited and inconsistent representation from Aboriginal community representatives on the RAPAG.
- No representation from Torres Strait Islander community representatives on the RAPAG.
- RAPAG members regularly use this forum to raise matters that are beyond the role of the RAPAG, this impacts the progress of RAP actions and in turn impacts trust amongst the community.
- Formality of meeting structure, changes to meeting dates, and extensive administrative processes are not conducive to effective engagement with the Aboriginal community.

To address these challenges Administration is proposing to revitalise the way the City engages with Aboriginal and Torres Strait Islander community members through the creation of an Aboriginal and Torres Strait Islander Community Reference Group (a revised version of the current RAPAG) and potential establishment of a Regional Elders Group. It is proposed that the RAPAG is disbanded in line with City's Local Government election processes in October 2021 and the Aboriginal and Torres Strait Islander Community Reference Group is formed in its place. Noongar names for both groups may be considered through discussions with members.

Definitions:

- Elder: An Aboriginal or Torres Strait Islander Elder is someone who has gained recognition as a custodian of knowledge and lore, and who has permission to disclose knowledge and beliefs. In regard to the Regional Elders Group mentioned within this report, Administration will be seeking Noongar Elders that have a continued connection to the geographic area of Cities of Wanneroo and Joondalup; and
- Aboriginal Traditional Owner: A bloodline descendent of the family group that occupied a particular region before European settlement. In regard to the Regional Elders Group mentioned within this report, Administration will be seeking engagement from Whadjuk Noongar Traditional Owners.

Detail

A new model is proposed for engagement with the Aboriginal Elders, Traditional Owners and Aboriginal and Torres Strait Islander community representatives to facilitate proactive, two-way engagement on key topics relevant to Wanneroo's reconciliation journey.

Regional Elders Group

Administration has identified a need to establish stronger working relationships with Aboriginal Elders and Whadjuk Noongar Traditional Owners. Due to the proximity of the local governments and shared community connections, Administration is currently in discussions with the City of Joondalup Administration to investigate the creation of a Regional Elders Group. The intention of a Regional Elders group is to bring together cultural custodians (Aboriginal Elders and Traditional Owners) to discuss and seek input into Aboriginal community and heritage matters crossing the boundaries of both Cities. The Regional Elders Group would not replace paid consultancy work usually undertaken by Aboriginal businesses. The formation of the Regional Elders Group will commence if discussions with the City of Joondalup continue to progress in this direction.

Aboriginal and Torres Strait Islander Community Reference Group

The purpose of the Aboriginal and Torres Strait Islander Community Reference Group (the Community Reference Group) is to guide and monitor the development and implementation of the City's RAP and increase Aboriginal engagement. The Community Reference Group will replace the existing RAPAG.

The Aboriginal and Torres Strait Islander Community Reference Group will:

- Focus on supporting and advising City Administration in regards to the City of Wanneroo RAP and other initiatives.
- Provide an engagement point for the City regarding general feedback on City initiatives that may not be directly related to Aboriginal and Torres Strait Islander matters (e.g. Strategy Community Plan consultation).
- Increase contact points to enable dissemination of important information to the community, particularly in the event of an emergency response such as the COVID-19 pandemic.

Nominees will be sought for the Community Reference Group. To maximise the mutual benefit of this Community Reference Group for all members, improve attendance and achieve the best possible outcome, Administration is proposing this Community Reference Group model is implemented for an initial period of two years to trial different approaches to the meeting. For example, this may include, but is not limited to, testing agenda and meeting structures, and trialling different approaches to show token of appreciation and respect to the members. Once meeting dates have been determined, these will not be changed unless extenuating

circumstances arise. This is considered a sign of respect to the importance of these meetings and commitment by all members, including the City.

Transition from RAPAG to Community Reference Group

In alignment with the Local Government elections in October 2021, Administration proposes the RAPAG be disbanded and the Community Reference Group be established in its place. The key changes between the existing RAPAG and the Community Reference Group are as follows:

- Membership in the Community Reference Group will be targeted to only Aboriginal and Torres Strait Islander community members, and organisations seeking to support Reconciliation across the City.
- In addition to supporting Administration in regards to the City's RAP, the Community Reference Group will provide general feedback on City initiatives (e.g. Strategy Community Plan consultation); and
- The Community Reference Group will follow a less formal structure when compared to the RAPAG; this will allow for a yarning approach to the meetings and will assist with building respectful connections with the Community Reference Group members.

The proposed Terms of Reference for the Community Reference Group are provided in **Attachment 2**.

Consultation

Current RAPAG members have provided feedback that the formalities of the current Group are not conducive to the yarning and relationship building approach that is extremely important to the Aboriginal culture. In addition, separate conversations have been held with some of the Aboriginal members of the Group to seek feedback on how to consistently engage Group members throughout the whole year. The above-proposed approach reflects this feedback.

Administration has also consulted Reconciliation WA, Department of Communities, South West Aboriginal Land and Sea Council (**SWALSC**) and other local governments that have a strong focus and commitment to their engagement with their Aboriginal and Torres Strait Islander communities.

Comment

Administration recognises that the Community Reference Group will work best when working in conjunction with the Regional Elders Group. The Community Reference Group provides an avenue for practical advice and support in relation to the implementation of the City's RAP, whilst the Regional Elders Group would provide a platform for higher-level strategic conversations and priorities that affect Aboriginal and Torres Strait Islander communities across the Cities of Wanneroo and Joondalup.

The proposed model has been developed with advice from Reconciliation WA and the Department of Communities, and has considered various models being used by other local governments that are achieving positive reconciliation outcomes. Whilst these other local governments cited some challenges with their models, the City's proposed model is considerate of these challenges, noting that the City's approach to develop meaningful relationships with Aboriginal Elders, Whadjuk Noongar Traditional Owners and the Aboriginal and Torres Strait Islander community representatives will take time and, once gained will likely result in significant outcomes for the community and the City.

The proposed model will:

- Provide a platform for strategic conversations and priorities that affect the Aboriginal and Torres Strait Islander community (via the Regional Elders Group), whilst providing an avenue for advice and support for the implementation of the City's RAP (via the Community Reference Group);
- Support local outcomes, such as the registration of Aboriginal heritage sites and improved practices of the management of land;
- Allow a more appropriate format that facilitates conversations and feedback in the Community Reference Group to inform and support RAP initiatives;
- Create greater and more meaningful engagement, whilst demonstrating value and respect for the unique knowledge and insight of the Aboriginal and Torres Strait Islander communities, and
- Create improved outcomes for the Aboriginal and Torres Strait Islander communities.

Statutory Compliance

Nil

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**
ST-S26 Resilient and Productive Communities	Moderate
Accountability	**Action Planning Option**
Director Community and Place	Manage

Risk Title	**Risk Rating**
CO-O26 Heritage	High
Accountability	**Action Planning Option**
Director Community and Place	Monitor

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

The above risks 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

Nil

Financial Implications

Costs associated with the formation and delivery of the Community Reference Group and possible Regional Elders Group is included in the adoption on the annual operational budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. DISBANDS the City of Wanneroo Reconciliation Action Plan Advisory Group;

2. APPROVES the establishment of the Aboriginal and Torres Strait Islander Community Reference Group and Terms of Reference, as per Attachment 2; and

3. NOTES that the City will progress discussions with the City of Joondalup towards the establishment of a Regional Elders Group.

Attachments:

1⇩.	*Attachment 1 - Terms of Reference Reconciliation Action Plan Working Group (Current)*	*10/16642[v3]*
2⇩.	*Attachment 2 - Draft - Terms of Reference Aboriginal and Torres Strait Islander Community Reference Group*	*21/377602*

City of Wanneroo

TERMS OF REFERENCE

Reconciliation Action Plan Advisory Group

CD01-07/10, CD01-04/11, CD04-06/11, CD01-02/12, CP05-06/20

Name:	Reconciliation Action Plan Advisory Group (the RAP Advisory Group)
Role/Purpose:	To support the development and implementation of the City of Wanneroo's (the City) Reconciliation Action Plan by providing guidance and advice to the City in areas pertaining to the Aboriginal and Torres Strait Islander community; with the aim of long-term, genuine engagement between this community and the individuals from a non-Aboriginal background.
Definitions	The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	The Advisory Group will: 1.1 Provide support on the development and review of the City's RAP. 1.2 Broadly consult and communicate the views of the wider Aboriginal and Torres Strait Islander community in Wanneroo with regards to RAP. 1.3 To the best of its ability, ensure objectivity and the best interests of the broader Aboriginal and Torres Strait Islander community in Wanneroo. 1.4 Assist the City to identify issues affecting Aboriginal and Torres Strait Islander community and culture, and inform the development of strategies relating to these issues.
Membership:	2.1 The Advisory Group shall consist of the following representation: • Council representatives appointed by Council, including the Mayor (or nominee) and up to three Elected Members: • Relevant City staff as per the responsibility of their role: and • A maximum of sixteen representatives, preferably Aboriginal and Torres Strait Islander community leaders and including, where possible, Aboriginal and Torres Strait Islander youth. 2.2 Community representatives are to be approved by the appropriate Director; 2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply; 2.4 Members must comply with the City's Code of Conduct; 2.5 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice; 2.6 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.

Trim 10/16642

Operating procedures:	3.1 Chairperson: a) The members of an Advisory Group are to elect a community representative Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability, Elected Members and City Officers should not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Advisory Group. 3.2 Meetings: a) The Advisory Group shall meet at least four times per year, with dates of those meetings determined by the Advisory Group members. b) All meeting dates are to be provided in the Elected Member's 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 Working Group members at least 72 hours prior to each meeting where possible. d) Administration shall ensure that Minutes of all meetings are kept and that copies are made available to all Advisory Group members as soon as is practicable after the meeting. The Minutes are to be available for public inspection. e) Copies of all agendas and 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 Elected Members Hub f) All Agenda and Minute documentation is to be generated through Council's Infocouncil software reporting system. g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members (or the proxy attending in lieu of the Community Member) of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: 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 Council's consideration. 3.4 Administration: 3.4.1 Advisory Group Administrator Support: An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be Community Development Planner. 3.4.2 Motions on Notice 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, in the form of a Motion, of which seven days' notice has been given in writing to the Group Administrator 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.
Delegated Authority:	4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

City of Wanneroo

Terms of Reference

Title:	***Aboriginal and Torres Strait Islander Community Reference Group***

Purpose

The purpose of this Group is to:

a) Guide and monitor the development and implementation of the City of Wanneroo (the **City**) Reconciliation Action Plan (**RAP**).
b) Provide advice to the City on issues relating to communities and people of an Aboriginal and Torres Strait Islander background.

Aims & Functions

a) Provide input and feedback on the City's RAP and other City initiatives.
b) Receive information and updates from the City on the status of the actions and deliverables from the RAP and other City initiatives.
c) Inform the City of challenges and opportunities relating to communities and people of an Aboriginal and Torres Strait Islander background and identify initiatives to respond.
d) Share cultural knowledge and practices with the City to increase awareness and community education.

Membership

The Group membership shall consist of the following representation:

a) Up to three (3) Council appointed by Council.
b) Maximum of thirteen (13) preferably Aboriginal and Torres Strait Islander community representatives;
c) Maximum of three (3) representatives from organisations seeking to support the City in Reconciliation.
d) Maximum of four (4) City staff members including a Director that attends each meeting on rotation.
e) Guests and guest speakers when appropriate, including young people who are being mentored by Group members to encourage future generation of cultural knowledge and youth leadership.
f) Members will be appointed for a period of two years, in line with Ordinary Council elections.
g) Members must comply with the City's Code of Conduct.

DRAFT

Facilitation of Meetings
a) Group Members will select a community representative Chair and Deputy Chair at the first meeting. *(For transparency and accountability it is recommended that Council Members and City Officer's not be appointed to the position of Chair or Deputy Chair.)* b) The Chair will facilitate all meetings. c) In the absence of the Chair, the Deputy Chair will assume the Chair. d) In the absence of both the Chair and Deputy Chair, the group members present at the meeting are to choose one of themselves to preside at the meeting.
Meeting Procedures
a) The Group shall meet at least four times per year, with dates of those meetings determined by the Group. b) The City will provide an agenda and keep clear notes to be registered in the City's record keeping system. c) A Group meeting may be held without a quorum, but every effort should be made to hold meetings with a quorum present. The quorum is at least 50% of the number of endorsed members.
Decision Making
a) The Group has no delegated power and has no decision making authority. b) The Group has no authority to commit Council to the expenditure of monies. c) Majority group consensus is required for suggestions to be progressed on behalf of the group.

Administration Use Only			
Date of Council Establishment of Group:			
Council Minute – Ref:			
Terms of Reference - HPE Ref:			
HPE Container – Ref:			
Operational Procedures - HPE Ref:			
Last Review Date:		Next Review Date:	

Community Facilities

CP03-10/21 Tender No. 21141 - Provision of Beach Safety Services for the City of Wanneroo

File Ref: 43041 – 21/422373
Responsible Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider Tender No. 21141 – Provision of Beach Safety Services for the City of Wanneroo.

Background

The City is seeking to appoint a suitable qualified and experienced contractor to provide beach safety services. Surf Life Saving WA (SLSWA) previously undertook these services under Contract 01631, this contract expires 31 October 2021.

The new Contract term is for an initial period of three (3) years and there are two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.

Detail

Public Tender 21141 for the Provision of Beach Safety Services for the City of Wanneroo was advertised on Saturday, 17 July 2021 and closed on Tuesday, 3 August 2021. No Addenda were issued.

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Fixed Lump Sum price
Contract Type	Lump Sum
Contract Duration	3 years
Commencement Date	1 November 2021
Expiry Date	31 October 2024
Extension Permitted	Yes, two (2) periods of 12 months or part thereof

At close of tenders, one Tender submission was received from:

Legal Name	Trading Name	Abbreviation
Surf Life Saving WA Inc.	Surf Life Saving WA	SLSWA

The submission was deemed to be conforming.

Probity Oversight

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

Item No	Description	Weighting
1	Price (assessed under Value for Money)	Not Weighted
2	Sustainable Procurement Environmental Considerations 5% Buy Local 10% RAP 2.5% DAIP 2.5%	20%
3	*OSH	20%
4	*Experience	35%
5	*Resources & Methodology	25%

Pricing is not included in the qualitative criteria and is considered as part of the overall value for money assessment. Tenderers must achieve a minimum acceptable qualitative score (as determined by the City) and for each of the qualitative criteria detailed above (*) to be considered for further evaluation.

Evaluation Criteria – Sustainable Procurement (20%)

Environmental Considerations (5%)

The respondent adequately addressed this question and noted that the emissions generated because of the delivery of the service would be minimal. All vehicles are regularly maintained and asset replacement occurs every three to five years. It was noted that generation of waste and water use was minimal and that SLSWA patrols contribute towards biodiversity and conservation through regular litter pick up and reporting of environmental risks or damage.

Buy Local Considerations (10%)

The respondent noted that it had an interpretational relationship with the three surf clubs within the City (Quinns Beach, Yanchep and Alkimos). Where appropriate SLSWA would seek to employee people from within the City and purchase from local suppliers (noting SLSWA have existing, state-wide supplier arrangements and specific equipment specifications which are required to be met).

Reconciliation Action Plan (RAP) (2.5%)

It was noted by the respondent that they have an equal opportunity policy in place in respect to employee and suppliers. SLSWA does not have a RAP in place.

Access & Inclusion Plan (AIP) (2.5%)

The respondent noted their commitment to being an inclusive organisation and noted its previous work with the COW and local Clubs in accessing the beach wheel chair service at Quinns and Yanchep beach.

Evaluation Criteria 2 - Tenderer's Safety Management Systems (20%)

Evidence of safety management policies and practices was assessed from the tender 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.

Evaluation Criteria 3 - Demonstrated Experience of tenderer and personnel performing the services (35%)

SLSWA has been providing services to the City of Wanneroo for over 22 years. In addition, they have been providing similar services to the following Local Government and State Government departments, as outlined below:

- City of Albany: 19 years (ongoing);
- City of Busselton: 19 years (ongoing);
- City of Rockingham: 20 years (ongoing);
- Department of Parks and Wildlife: 9 years (ongoing);
- Town of Cottesloe: 20 years (ongoing);
- Town of Cambridge: 20 years (ongoing);
- City of Joondalup: 19 years (ongoing);
- City of Mandurah: 2 years (ongoing); and
- Department of Premier and Cabinet: 5 years.

As an organisation, SLSWA has been in operation for 109 years and has a network of 31 clubs and 22,000 volunteers. SLSWA has 30 full time, 26 part time and approximately 170 casual staff (seasonal) supporting their service delivery.

SLSWA's tender submission demonstrated an appropriate organisational structure to support the required service delivery and provided appropriate detail in respect to the experience of key staff involved in the delivery of the contract.

Evaluation Criteria 4 – Methodology, resources and capacity for maintenance services (25%)

The tenderer's resources as presented in their tender submission were assessed in order to evaluate their capacity to meet the requirements of the contract. Assessment of this criterion considered the tendering entity's understanding of the methodology to provide beach safety services. Assessment of the criterion also considered the Tenderer's staffing resources and qualifications in order to meet the terms of the contract.

Key points noted were:

- Operating procedures relevant to proposed service delivery and link to SurfCom and other emergency responders (i.e. COW Community Safety and Emergency Management, Police etc);
- The role of key staff in the delivery of the service methodology, compliance with AS/NZS standards in terms of beach signage and flags used during service delivery and integration with BEN signage system;
- Detailed the role and resourcing of SurfCom (state wide operations communication centre), within the proposed service delivery, noting it will operate from September to April each year (6am to 6pm 7 days a week);
- Capacity to provide the appropriate levels of on-site staff and support staff to implement and maintain the service;
- Use of digital radio communications in support of the proposed service delivery; and
- Provided overview of data collection, analysis and reporting.

It was also noted by the review panel that SLSWA had successfully delivered a high standard of service to the City over the last 5 years with no issues arising.

Overall Qualitative Weighted Assessment and Ranking

The Tender submission was reviewed in accordance with the Procurement and Evaluation Plan.

Value for Money Assessment

The Tendered lump sum pricing compared to current contract pricing is considered value for money. Refer to the Confidential Memorandum for additional information in respect to pricing submitted.

Overall Assessment and Comment

The tender submission from SLSWA achieved accepted scores for all qualitative criteria and satisfied the overall value for money assessment in accordance with the assessment criteria and weightings as detailed in the Procurement and Evaluation Plan.

SLSWA has a track record of providing comprehensive beach safety services to the City of Wanneroo over the past 22 years and are recognised as the peak industry body. Their capabilities in meeting the outcomes of this tender are evidenced by their long period of service delivery with the City of Wanneroo and the number and duration of service agreements with other Local Governments and State Government departments.

SLSWA is therefore, recommended as the successful Tenderer.

Consultation

Nil

Comment

Nil

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.*

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

5.5 - People feel safe in public places

Risk Management Considerations

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

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

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

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

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 advised that SLSWA has been assessed with a 'very strong' financial capacity to meet the requirements of the contract.

Performance Risk

As noted, SLSWA have provided a high-level service to the City for the past 22 years. The service provided to the City over the past 5 years has been of the highest standard with no performance issues noted.

SLSWA continue to be at the forefront of beach safety service provision and continue to innovate in this space in respect to the development of its professional and voluntary staff, community education and in relation to its plant and equipment and use of technology to support the service and the safety of beach users.

SLSWA are an integral part of the state emergency response infrastructure and provide the City with seamless integration into the emergency response framework when required.

Policy Implications

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

Financial Implications

The price schedule submitted by SLSWA in response to Tender 21141 has been provided as a confidential attachment.

The costs associated with Contract 21141 for the Provision of Beach Safety Service are included in the 2021/22 budget, noting that a budget adjustment of $19,970 will be required as a part of the 2021/22 mid-year review process to address the 2021/22 budget shortfall. This is due to the 2021/22 budget amount being a forecast figure based on the most recent year's contract cost.

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the tender submitted by Surf Life Saving Western Australia Inc for Tender 21141, for the Provision of Beach Safety Service for an initial period of three (3) years with two (2) twelve (12) month, or part thereof, options to extend at the discretion of the City.

Attachments:

1. *Attachment 1 - 21141 - Memorandum of Tender Recommendation to CEO (Report) - Beach Safety Services* *Confidential*

Attachment 1 – 21141 – Memorandum of Tender Recommendation to CEO (Report) – Beach Safety Services

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

Administration Use Only
Attachment 1 – HPE #21/398267[v2]

Community Safety & Emergency Management Report

CP04-10/21 Emergency Evacuation - Temporary Animal Relocation Area

File Ref: 3327V05 – 21/410833
Responsible Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider entering into a Memorandum of Understanding with the Wanneroo Trotting and Training Club for a temporary animal relocation area for emergency purposes.

Background

Over the past ten years, a number of bushfires in Australia have had serious impacts on the welfare of animals and their owners. This has prompted the development of National Planning Principles for Animals in Disasters that feature greater integration of animals into disaster management.

The State Emergency Management Committee (**SEMC**) formally assigned the role and responsibility for coordinating animal welfare in emergencies to the Department of Primary Industries and Regional Development (**DPIRD**).

The State Emergency Management Support Plan for Animal Welfare in Emergencies has since been prepared by DPIRD in collaboration with the SEMC and clarifies roles and responsibilities between various stakeholders for the delivery of emergency response and recovery activities in relation to animal welfare in emergencies. This plan was activated for the first time during the Wooroloo and Hills Bushfires in February 2021. The City provided support to the City of Swan by opening the Wanneroo Showgrounds as an animal welfare evacuation point.

Lessons learnt from the activation of Wanneroo Showgrounds during the Wooroloo Hills Bushfires have identified the need to source a facility for the temporary relocation of horses during a major emergency evacuation event.

In November 2020, Council approved the lease of portions of Crown Reserves 19545 and 34616 to the Wanneroo Trotting and Training Club Inc for a term of five years. Administration has since investigated the possibility of utilising Nanovich Park as a primary animal relocation area with Wanneroo Showgrounds identified as a back-up alternative facility. Wanneroo Showgrounds would only be activated if Nanovich Park became under threat due an emergency disaster event impacting the immediate area. If both sites came under threat, our capacity to provide a Temporary Relocation Area would be exhausted and the City would require State support from DPIRD.

This facility includes a club house, toilets, kitchen, two stables, 54 horse stalls and the capacity to house 150 horses, refer **Attachment 1** for site map details.

Detail

The City is not legislatively required to assist in the evacuation and housing of animals however there is a clear expectation from the community that provisions are in place. State agencies whilst responsible for this area have traditionally not actively assisted during incidents. During the recent Wooroloo fires DPIRD did however assist.

Previous major bushfires within the City highlighted the expectation that local governments support the community and their animals that are evacuated during disasters.

A key issue is to identify an appropriate location for a Temporary Animal Relocation Area and ensure the site is prepared in advance. The facility will remain activated for the duration of the event and will be at the discretion of the City.

Any arrangements established will not remove the responsibility of animal owners to manage the welfare of their animals during times of emergency. It is recommended that they first seek shelter with family or friends, rather than relying on this facility being made available.

The City acknowledges that during an emergency, standards of animal care may be compromised, as those in charge of animals may need to relocate quickly, potentially leaving animals behind, or may be restricted in their ability to care for animals. In such cases, State emergency management arrangements come into effect when local arrangements become overwhelmed.

Consultation

Discussions with the Wanneroo Trotting and Training Club have indicated a likely agreement with the City to utilise Nanovich Park for the relocation of horses and other animals during emergencies.

Consultation has occurred with the State Animal Welfare Department at DPIRD and have indicated their support of this facility being established in the event of the need for emergency animal evacuation.

An Environmental Planning Considerations (**EPC**) report for the proposed construction of the fencing along 139 Benmuni Road, Wanneroo has been prepared.

Comment

Any person in charge of an animal has a primary duty of care to ensure it is protected from unreasonable pain or suffering. Personal safety plans and emergency household/property plans should include contingencies for animals regardless of whether they will remain at the property or be relocated during an emergency.

Any arrangements established will not remove the responsibility of owners to manage the welfare of their animals during times of emergency. It is recommended that they first seek shelter with family or friends, rather than rely on this facility if it becomes available.

It should also be noted that the Department of Communities who is the appointed Hazard Management Agency responsible for the management of Emergency Evacuation Centres, do not support the accommodation of companion animals or livestock inside Evacuation Centres due to health and safety concerns of evacuees.

Administration will ensure the City's Local Emergency Management Arrangements (**LEMA**) are updated with the relevant provisions in the Local Emergency Animal Welfare Plan.

The City has entered in to a Partnering Agreement with the North and East Recovery Group, consisting of seven other local governments (Joondalup, Stirling, Bayswater, Swan, Bassendean, Kalamunda and Mundaring) for the provision of mutual aid for recovery during emergencies. The agreement allows for the local governments to provide support with the requestor being responsible for all incidental costs associated with the provider's support.

Statutory Compliance

The City has a statutory obligation under the *Emergency Management Act 2005* to be prepared in response to all emergencies and to manage recovery following an emergency affecting the community.

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

5.6 - Prepared and resilient

Risk Management Considerations

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

Risk Title	**Risk Rating**
ST-S26 Resilient and Productive Communities	Moderate
Accountability	**Action Planning Option**
Director Community and Place	Manage

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

The above risk/s relating to the issue contained within this report have been identified and considered within the City's Strategic and Corporate risk registers. Action plans have been developed to manage these risks to support existing management systems, the fencing recommendations is currently in the budget allocation for the existing CWP.

Nanovich Park is located within the bush fire prone area with a risk rating of very high. A mitigation burn was conducted in 2014 and is included in the annual fuel reduction mitigation program. The next prescribed burn is due within the next two years.

Policy Implications

Nil

Financial Implications

The cost to implement this plan will be sourced from existing budget allocations and grant funding opportunities, noting that the owner/carer of an animal has the primary duty of care and is responsible for any costs incurred during the emergency event.

Under the Disaster Recovery Funding Arrangements in Western Australia (DRFA–WA) local governments undertaking emergency response activities, may incur unforeseen costs and may be eligible for reimbursement of some expenses. The event will need to be declared as an emergency under Section 50 of the *Emergency Management Act 2005* and will need to satisfy the set criteria.

Should the Local Government Partnering Agreement with the North and East Recovery Group be activated, the requesting local government will be responsible for all incidental costs associated with the provider's support.

The Wanneroo Trotting and Training Club would not be expected to pay for any costs during the facility's activation as an emergency animal evacuation shelter.

Fencing has also been recommended along Benmuni Road for added safety and security. This will offer additional containment, particularly if animals become distressed. An Emergency Animal Welfare Resource Kit is also required to have on hand key items such as signs, stationery items and leads.

It is intended this expenditure will be funded as follows:

Replace bollards along Benmuni Road with fencing: Budget allocation within the existing Capital Works Budget (PR-1101)	$20,000
Emergency Animal Welfare Resource Kit: Funding currently being sourced through the Animal Welfare in Emergencies Grant Program.or will be funded from existing operational budget	$5,000

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **APPROVES entering in to a Memorandum of Understanding with the Wanneroo Trotting and Training Club for the provision of Nanovich Park as a facility for the temporary relocation of horses and other animals during major emergency evacuations;**

2. **NOTES the construction of fencing along 139 Benmuni Road, Wanneroo for added safety and security; and**

3. **NOTES the temporary animal relocation area may be activated to support neighbouring local governments during emergency disasters.**

Attachments:

1⇩. Attachment 1 - Proposed Emergency Temporary Evacuation Site Layout - Nanovich Park 21/346476

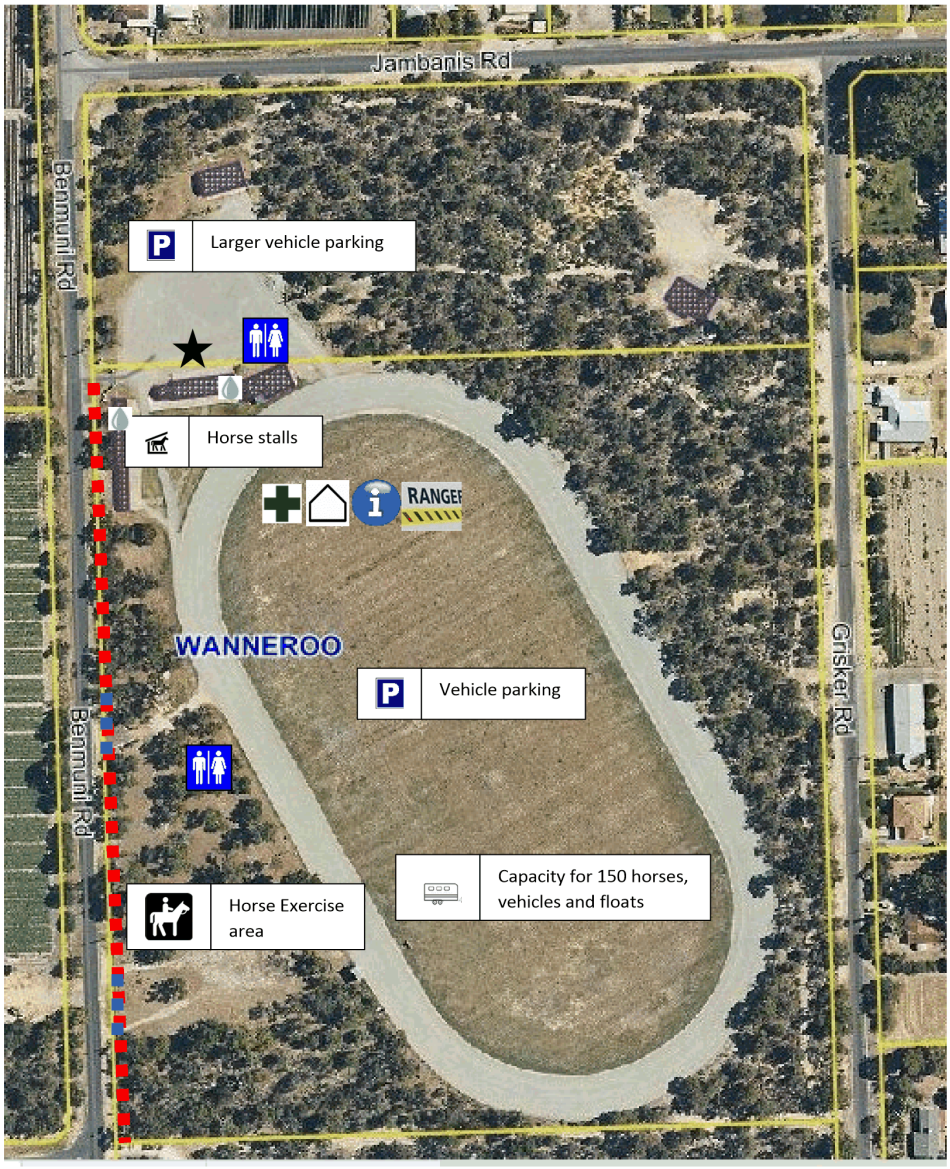
Temporary Relocation Area for Animals
Nanovich Park - Site Plan

City of Wanneroo

Map Key:

Information / Registration	Vehicle access
First Aid	Emergency vehicle access
City Rangers	Emergency Assembly Area
Proposed fencing	Bin drop off point
Gate	Car parking
Portable Toilets	Marquee
Existing power	Horse exercise area
Generator	Camping area
Water source	Existing lighting
	Lighting tower
	Horse stalls

Temporary Relocation Area for Animals
Nanovich Park - Site Plan



Place Activation

CP05-10/21 Public Community Events Policy Review

File Ref: 1442V02 – 21/413148
Responsible Officer: Director Community & Place
Disclosure of Interest: Nil
Attachments: 3

Issue

To consider the revised Public Community Events Policy for public comment.

Background

The City of Wanneroo has a vibrant and diverse community and the rapid growth of the City's population has been reflected in a significant increase in the number and variety of community and commercial events held each year. Events, whether they are large scale public events, fundraisers or neighbourhood gatherings, are key ingredients of the City's cultural and community life.

The aspiration is for events staged in the City to invoke a feeling of community pride, a sense of place and increase socialisation. The aim is to provide a high standard of customer service to the community and recognise the wishes of local residents and businesses by ensuring:

- The benefits of events to the local community are maximised;
- Potential negative impact of events are identified and reduced; and
- The events approval process is simplified and streamlined to support a 'Customer Focused' approach.

Detail

The current Public Community Events Policy was last reviewed in 2017 and requires updating to ensure it is fit for purpose. A draft revised Policy has been prepared incorporating feedback from key stakeholders and event applicants (refer to tracked changes version at **Attachment 2** and clean version included at **Attachment 3**).

The key changes proposed to the Policy include:

- The requirement to issue an acknowledgement letter for events held on private land;
- Changes to reflect current legislation; and
- A change in Policy ownership following the transfer of the community event function from Communications and Brand to Place Management.

Consultation

The preparation of the draft revised Policy benchmarking with other Local Governments and feedback received verbally from event applicants.

The draft revised Policy was presented to the City's Festival and Cultural Events (FACE) Committee on 25 August 2021 where it resolved as follows:

> *"That the Festival and Cultural Events Committee ENDORSES the draft revised Public Community Events Policy included at Attachment 3 and NOTES that it will be presented to Council for adoption."*

Comment

The Public Community Events Policy documents the City's strategic intent with regard to managing public community events. It is expected that the number of applications will continue to increase as public confidence returns following the COVID-19 pandemic.

The majority of proposed changes to the Policy are administrative in nature. The most significant change relates to the Policy providing a distinction between events on public and private land. The City can only issue a licence for events on public land under the *Public Places and Local Government Property Local Law*. Organisers of events held on private land are still required to submit an application to the City as these events need to demonstrate compliance with health legislation. For these events, the City will now issue a letter of acknowledgement that includes all required health conditions.

Statutory Compliance

Some aspects of the events approval process require adherence to legislation, most particularly related to Health and Compliance, and Building and Planning.

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

1.4 - Bringing people together

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 Public Community Events Policy forms part of the Council Policy framework.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the Public Community Events Policy as outlined in Attachment 3 of this report.

Attachments:

1⇩.	*Public Community Events Policy*	*17/72003[v2]*
2⇩.	*Attachment 2 - Public Community Events Policy - track changes version*	*21/306498*
3⇩.	*Attachment 3 - Public Community Events Policy - revised August 2021*	*17/179310[v2]*

City of Wanneroo

Policy Manual

Public Community Events

Policy Owner: Communications, Marketing and Events
Contact Person: Manager Communications, Marketing and Events
Date of Approval: 27 June 2017 - CP07-06/17

POLICY STATEMENT

The purpose of this policy is to ensure support and delivery of **public community events** is aligned with the City of Wanneroo's (City's) vision of *creating a vibrant, progressive City.* We want events staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

POLICY OBJECTIVE

1. To establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events.

2. To provide the City and community with a set of guidelines and procedures that ensures best practice event management.

SCOPE

A public community event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

The policy applies to all public community events conducted by the City or external **event organisers.**

The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes **civic events** delivered by the City.

CONSULTATION WITH STAKEHOLDERS

The development of this policy has been informed by a project working group comprising of key internal stakeholders involved in the event application and approval process.

City of Wanneroo Policy Manual

IMPLICATIONS (Strategic, Financial, Human Resources)

The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: *1.4 Connected Communities* and *2.4 Places of Destination.*

IMPLEMENTATION

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is also committed to supporting local events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

The City's facilities and public open space (POS) provide an attractive location for community activities and functions. The City currently coordinates and facilitates the approval process for a large number of public community events each year, which vary in size, scale and complexity. The escalating population growth and development across the municipality has led to an increasing demand for events by community members. This not only creates pressure on City facilities and POS to cater for such requests, but also requires the City to ensure best practice event management to guarantee public safety and protect local amenity. The City therefore recognises the need for a more efficient, integrated and outcome-based approach to event assessment and approval.

The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

Public Community Event Objectives

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places

Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity

Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities

Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of a becoming a vibrant, progressive City.

Public Community Event Approval

Public community events held at City-managed venues require approval from the City through an event application process.

Event approval will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any amendments made to City facilities or public open space (POS) to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Public community events held at non-City managed venues (including schools, privately owned land or developer-managed land) require notification to the City to ensure any City requirements are met.

ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

The Manager Communications, Marketing and Events is responsible for the implementation of this policy.

All event organisers are responsible for adhering to the key principles of this policy.

DISPUTE RESOLUTION

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

WHO NEEDS TO KNOW ABOUT THIS POLICY

- Elected Members

- City of Wanneroo employees
- City of Wanneroo residents
- Event organisers

EVALUATION AND REVIEW PROVISIONS

The adopted policy shall be reviewed every 4 years or earlier in line with relevant legislative changes.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Public Community Event	Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.
Event Organiser	Any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.
Civic Events	Activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include: citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Public Community Events Management Procedure
- Public Community Events Framework
- Public Community Events Application Guidelines
- Circuses Policy
- Civic Functions, Ceremonies and Receptions Policy

REFERENCES

- City of Wanneroo Strategic Community Plan

RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications, Marketing and Events

Version	Next Review	Record No:
1 – 27 June 2017	June 2021	17/72003

City of Wanneroo

Policy Manual

Public Community Events

Policy Owner: ~~Communications, Marketing and Events~~Place Management
Contact Person: Manager Place Management ~~Communications, Marketing and Events~~
Date of Approval: ~~27 June 2017 - CP07-06/17~~

POLICY STATEMENT

The purpose of this policy is to ensure support and delivery of **public community events** is aligned with the City of Wanneroo's (City's) vision of *creating a vibrant, progressive City.* We want events staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

POLICY OBJECTIVE

1. To establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events.

2. To provide the City and community with a set of guidelines and procedures that ensures best practice event management.

SCOPE

A public community event is any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes. This includes, but is not limited to: festivals, markets, concerts, arts and cultural events, street parties or parades, sporting events, commercial activities or promotions.

The policy applies to all public community events held at any venue across the City (including facilities, roads, footpaths, parks, gardens and reserves).

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The policy does not apply to regular community facility hire bookings that are covered by the facility hire arrangements, or private activities such as wedding and funerals or other gatherings that are by invitation only occurring on private property as these are not deemed to fall within the definition of public community events.

The policy excludes **civic events** delivered by the City.

CONSULTATION WITH STAKEHOLDERS

The development of this policy has been informed by key internal stakeholders involved in the event application and approval process.

City of Wanneroo Policy Manual

~~The development of this policy has been informed by a project working group comprising of key internal stakeholders involved in the event application and approval process.~~

IMPLICATIONS (Strategic, Financial, Human Resources)

The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: *1.*~~*3 Facilities and activities for all*~~*4 Connected Communities* and *1.4* ~~*2.4*~~ *Bringing people together*~~*Places of Destination*~~.

IMPLEMENTATION

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is also committed to supporting local events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

The City's facilities and public open space (POS) provide an attractive location for community activities and functions. The City currently coordinates and facilitates the approval process for a large number of public community events each year, which vary in size, scale and complexity. The escalating population growth and development across the municipality has led to an increasing demand for events by community members. This not only creates pressure on City facilities and POS to cater for such requests, but also requires the City to ensure best practice event management to guarantee public safety and protect local amenity. The City therefore recognises the need for a more efficient, integrated and outcome-based approach to event assessment and approval.

The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

Public Community Event Objectives

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places

Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity

Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities

City of Wanneroo Policy Manual

Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Banksia Grove, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of a becoming a vibrant, progressive City.

Public Community Event Approvals and Acknowledgements

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

~~Public community events held at City-managed venues require approval from the City through an event application process.~~

Event applications~~proval~~ for events held on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992 and the WA Event Guidelines. This includes events held in City owned venues, events on City owned land and events on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any amendments made to City facilities or public open space (POS) to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

~~Public community events held at non-City managed venues (including schools, privately owned land or developer-managed land) require notification to the City to ensure any City requirements are met.~~

ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore

important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

The Manager Place Management ~~Communications, Marketing and Events~~ is responsible for the implementation of this policy.

All event organisers are responsible for adhering to the key principles of this policy.

DISPUTE RESOLUTION

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

WHO NEEDS TO KNOW ABOUT THIS POLICY

- ~~Elected~~ Council Members
- City of Wanneroo employees
- City of Wanneroo residents
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EVALUATION AND REVIEW PROVISIONS

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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Public Community Events Management Procedure
- Public Community Events Framework
- Public Community Event~~s Application~~ Guidelines

City of Wanneroo Policy Manual

- Circuses and Performing Animals Policy
- Civic Functions, Ceremonies and Receptions Policy

REFERENCES

- City of Wanneroo Strategic Community Plan

RESPONSIBILITY FOR IMPLEMENTATION

~~Manager Communications, Marketing and Events~~Manager Place Management

Version	Next Review	Record No:
1 – 27 June 2017	June 2021	17/72003
12 October 2021	12 October 2023	17/179310*

City of Wanneroo

Policy Manual

Public Community Events

Policy Owner: Place Management
Contact Person: Manager Place Management
Date of Approval:

POLICY STATEMENT

The purpose of this policy is to ensure support and delivery of **public community events** is aligned with the City of Wanneroo's (City's) vision of *creating a vibrant, progressive City.* We want events staged in the City to invoke a sense of public pride, activate places and encourage community participation and cohesion. This policy also seeks to ensure events held within the City of Wanneroo are safe, well-managed and inclusive.

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1. To establish an operational framework that ensures a consistent, coordinated and equitable approach in the assessment and approval of public community events.

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The policy excludes **civic events** delivered by the City.

CONSULTATION WITH STAKEHOLDERS

The development of this policy has been informed by key internal stakeholders involved in the event application and approval process.

City of Wanneroo Policy Manual

IMPLICATIONS (Strategic, Financial, Human Resources)

The Public Community Events Policy relates to following Strategic Community Plan (SCP) objectives: *1.3 Facilities and activities for all* and *1.4 Bringing people together.*

IMPLEMENTATION

The City recognises that public community events play an important role in creating vibrant, distinctive places, strengthening community connectedness, celebrating the community's cultural heritage and providing opportunities for tourism and business development.

In addition to the City's annual calendar of events, the City is also committed to supporting local events run by individuals, groups and organisations. This support may be provided in a variety of ways, including, but not limited to: the provision of in-kind services, funding and sponsorship, advocacy and/or strategic advice.

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The Public Community Events Policy will provide a framework of transparent and equitable processes under which event applications are considered, with the aim of improving customer service delivery and increasing the City's effectiveness in managing events.

Public Community Event Objectives

The City aims to support the delivery of a diverse range of public community events in accordance to three key objectives that support the City's Strategic Community Plan:

1. Creating vibrancy through the activation of distinctive places
Enhancing the utilisation and activation of community assets by bringing communities together through place based sport, leisure, culture, art and entertainment opportunities.

2. Enhancing the City's cultural heritage and diversity
Celebrating the City's community members by providing a variety of events focussed on cultural and heritage diversity and promoting access and inclusion for all.

3. Supporting the growth of prosperous communities
Showcasing Wanneroo as a desirable place to live, work and invest by raising the profile of the City through events which focus on tourism, business opportunities and economic benefit.

In addition, the City recognises that public community events held in key activity centres (such as Wanneroo, Clarkson, Banksia Grove, Girrawheen, Koondoola, Alkimos and Yanchep) are important to achieve the City's goals of a becoming a vibrant, progressive City.

Public Community Event Approvals and Acknowledgements

All public community events delivered within the City require approval or acknowledgement from the City through an event application.

Event applications for events on City land will be considered according to an impact approach which addresses the social, environmental, economic and reputational risks and benefits. Events which contravene City policy, legislation and/or local laws will not be approved and are not permitted to proceed. The City is required to act in accordance with its statutory obligations and has the overriding authority to cancel events due to non-compliance or risk mitigation, particularly if it is considered that the running of an event poses a threat to public safety.

All applications are assessed to ensure they are compliant with the Health (Miscellaneous Provisions) Act 1911, Health (Public Buildings) Regulations 1992 and the WA Event Guidelines. This includes events held in City owned venues, events on City owned land and events on privately owned land.

The event organiser is responsible for paying costs associated with any works required in relation to the event. This includes any amendments made to City facilities or public open space (POS) to accommodate the event or any damages caused to City facilities or POS as a result of the event.

To ensure ongoing compliance, an audit and review process may be conducted for some events.

Events held in City owned venues or on City owned land will receive an event licence once compliant. Events held on private land will receive an event acknowledgement letter once compliant.

ROLES AND RESPONSIBILITIES

The City will play various roles in the public community event process, including as a capacity builder, facilitator, promoter, funder, regulator and strategic partner. It is therefore important that all City employees are aware of this policy and their specific roles and responsibilities within the application and approval process.

The Manager Place Management is responsible for the implementation of this policy.

All event organisers are responsible for adhering to the key principles of this policy.

DISPUTE RESOLUTION

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

City of Wanneroo

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WHO NEEDS TO KNOW ABOUT THIS POLICY

- Council Members
- City of Wanneroo employees
- City of Wanneroo residents
- Event organisers

EVALUATION AND REVIEW PROVISIONS

The adopted policy shall be reviewed every 4 years or earlier in line with relevant legislative changes.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Public Community Event	Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.
Event Organiser	Any person, group or organisation that is responsible for organising an event and ensuring notification is made to the City to gain approval.
Civic Events	Activities or functions hosted by the Mayor on behalf of the City to commemorate special occasions and honour individuals in their civic endeavours. Examples include: citizenship ceremonies, Pioneers Lunch, Australia Day Awards and official openings of Council services and facilities.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Public Community Events Management Procedure
- Public Community Events Framework
- Public Community Event Guidelines
- Circuses and Performing Animals Policy
- Civic Functions, Ceremonies and Receptions Policy

REFERENCES

- City of Wanneroo Strategic Community Plan

RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

Version	Next Review	Record No:
1 – 27 June 2017	June 2021	17/72003

City of Wanneroo

Policy Manual

12 October 2021	12 October 2023	17/179310V2

CP06-10/21 Community Engagement Policy Review

File Ref:	37130V04 – 21/391588
Responsible Officer:	Director Community & Place
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider adoption of the City's revised Community Engagement Policy following public advertising.

Background

The City's Community Engagement Policy has been in place since 2006 and is reviewed biennially to ensure it is up-to-date and the principles are clear and concise. A scheduled review of the Policy has been completed and has resulted in some proposed changes to the Policy to support the City's Social Strategy and Place Management approach, which has a new community leadership and empowerment vision encouraging community-led initiatives (refer **Attachment 1** for tracked changes).

Council considered the draft revised Community Engagement Policy at its meeting on 13 July 2021 (CP04-07/21) and resolved as follows:

"That Council APPROVES the draft revised Community Engagement Policy included as Attachment 3 being released for public consultation for a period of 28 days with feedback to be submitted to a future Council meeting for consideration."

The draft revised Policy was subsequently advertised for public comment for a period of 35 days from 26 July 2021 to 29 August 2021.

Detail

One submission was received during the consultation period, requesting that the City adhere to the principles of the Policy for future engagements. The submission requested that decision making be based on the majority view of participants in community consultation processes, and not the disapproval of single residents. The submitter was pleased to see that this matter was suitably addressed by the Policy principle of *"encouraging broad representation from stakeholders within the City of Wanneroo to ensure a diverse range of views are expressed and considered"*.

The City considers all views and submissions made by participants on merit and applies the principles of the Community Engagement Policy in its decision making. No changes to the Policy are considered necessary in response to this submission, however it will be considered in Administration's subsequent review of the supporting Management Procedure and toolkits.

The revised Policy included at **Attachment 2** is presented to Council for final adoption.

Consultation

Community consultation was carried out between 26 July 2021 and 29 August 2021 by way of:

- Advertising on the "Your Say" community engagement hub on the City's website;
- Advertising in the Wanneroo Times;
- Announcements in social media posts and the City's monthly online eNews; and

- Email notification to the City's Community Engagement Network.

Comment

Should Council endorse the revised Policy, Administration will subsequently finalise its review of the Community Engagement Management Procedure to ensure the procedure allows for the management of the overall engagement process efficiently and effectively, including consideration of the issues raised in the submission on the draft Policy. The Community Engagement Management Procedure will also be updated to:

- Modernise community engagement communication tools with the increased use of social media;
- Provide a mix of engagement methods i.e. online, hard copies, in person, onsite signage, newspaper advertising etc., including letter drops to surrounding local residents;
- Require mail or letter drops to adjoining residents within 400m (or other distance as appropriate) from the affected site, where there is potential to be affected by the proposal;
- Require onsite signage where there is potential for the proposal to have an impact beyond just adjoining residents;
- Clarify the City's position on the use of incentives to increase public participation;
- Cater for all community members, including those with specific needs (e.g. people with disability, older people, people from culturally and linguistically diverse backgrounds); and
- Reference the City's latest guidelines for Access and Inclusion and engagement with Traditional Owners.

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

Risk Title	**Risk Rating**
ST-S20 Strategic Community Plan	Low
Accountability	**Action Planning Option**
Director Corporate Strategy & Performance	Manage

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

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

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

Policy Implications

Nil

Financial Implications

There are no specific financial implications associated with this report, noting that community engagement is funded as required within the City's annual budget.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the revised Community Engagement Policy included at Attachment 2.

Attachments:

1⇩.	*Attachment 1 - Revised Community Engagement Policy - Tracked Changes*	*17/196922[v9]*
2⇩.	*Attachment 2 - Revised Community Engagement Policy - Final*	*17/196922[v10]*

City of Wanneroo

Policy Manual

Community Engagement Policy

Policy Owner:	Place Management, Community and Place
Contact Person:	~~Principal Specialist~~ Manager Place Management
Date of Approval:	May~~9~~ 2021~~19 CP08-04/19~~

POLICY OBJECTIVE

The purpose of this Policy is to provide guiding principles for community engagement to ensure consistent, meaningful and best practice engagement is carried out within the City of Wanneroo (the City).

POLICY STATEMENT

The City is committed to ensuring engagement provides stakeholders with the opportunity to participate at the appropriate level in the development and review of policies, plans and services and that feedback is provided on the results of the engagement. The Policy ensures stakeholder's comments and concerns are acknowledged and considered, and available for decision-making.

SCOPE

This policy applies to all City ~~staff~~employees who deliver services, or undertake~~s~~ projects that impact the community~~stakeholders~~. The City will engage with a variety of community members and stakeholders using a number of different methods appropriate to the level of engagement and in accordance with the City's Community Engagement Framework.

This Policy also applies to engagement carried out under the City's Place Approach, but it does not apply to advocacy campaigns or~~and it does not~~ negate the need to adhere to statutory and legal obligations.

COMMUNITY ENGAGEMENT~~CONSULTATION WITH STAKEHOLDERS~~

Actively engaging with local communities is a requirement for Councils under the Local Government Act.

This Policy has been developed in consultation with internal service units and the wider community, and is based on the principles for community engagement in the Local Government Act and International Association for Public Participation (IAP2) ~~model and~~ 'Quality Assurance Standard for Community and Stakeholder Engagement'.

The Policy was the subject of two ~~an~~ internal Audits in 2016 and 2020 with recommendations integrated as appropriate.

City of Wanneroo Policy Manual

IMPLICATIONS (Financial, Human Resources)

Each Service Unit that initiates new, or revises existing projects or services, is required to appropriately budget funds and capacity to undertake community engagement where applicable. Engagement requirements and appropriate resourcing can be determined by accessing the Community Engagement Management Procedure and contacting the City's Engagement Advisor.

IMPLEMENTATION

Key Principles
The City is committed to the following engagement principles:

- Encouraging participation of people who live, work, visit or support the City of Wanneroo;
- Encouraging broad representation from stakeholders within the City of Wanneroo to ensure that a diverse range of views are expressed and considered;
- Minimising barriers to participation;
- Clearly stating the purpose and aims of the engagement, and any associated limitations or constraints;
- Ensuring relevant information is readily available and that it is accurate, comprehensive and easy to understand;
- Clearly defining the engagement period and allowing sufficient time and opportunity for stakeholders to participate;
- Listening, responding and providing feedback to stakeholders about how the information gathered through the engagement process was used to inform the decision or outcome;
- Being efficient, responsible and accountable for each engagement undertaken and the decisions made as a result;
- Accurate and comprehensive records; and
- Appropriate resourcing is allocated for effective engagement processes and to address the above listed key principles.

When Not To Engage
Where appropriate and possible, a decision should be delayed to allow time for community engagement; however, engagement is not effective or appropriate, when:

- A final decision has already been made by Council or another agency (however, every attempt should be made to engage prior to the decision being made);
- Council cannot influence a decision being made by another agency or party; and/or
- There is insufficient time available to engage due to legislative or legal constraints, or urgent safety issues.

In these events the City will document ~~provide information relating to~~ the reasons why engagement could not occur and why the decision has been made and provide this information to interested parties.

In addition, where practicable, no engagement is to take place between the last Council Meeting of the calendar year and the first Council Meeting of the New Year, unless specified by Council, a legislated requirement, or 'business as usual', as with libraries and other community services within the City.

Council
In accordance with the City's Risk Management Methodology, projects that set a direction or define a position for the City, have a high level of media interest, operational and/or financial implications with a high 'Risk Acceptance/Reporting Criteria', are to be considered by Council prior to engagement.

Timeframes for Engagement
In accordance with the City's Risk Management Methodology, for projects that set a direction or define a position for the City, have a high level of media interest, operational and/or financial implications with a high 'Risk Acceptance/Reporting Criteria', a minimum of 28 days is recommended for engagement.

Statutory Engagement
Where the statutory requirements regarding community engagement are not clear, however the decision being made impacts on the community or other stakeholders, community engagement should be carried out in accordance with this Policy.

ROLES AND RESPONSIBILITIES

~~Staff~~Employees undertaking engagement and the relevant Manager/Director have a role and responsibility in planning and implementing community engagement. The Engagement Advisor is available to assist and participate where required.

More detailed information regarding specific roles and responsibilities can be found in the Community Engagement Management Procedure.

DISPUTE RESOLUTION

All internal disputes in regard to the level of engagement required will be referred to the relevant Director in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling. This does not impact Council's ability to elevate levels of engagement where they see necessary.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

The Mayor and a~~A~~ll City of Wanneroo Council ~~Elected~~ Members and Administration need to be aware of this policy and be able to interpret and implement its requirements.

EVALUATION AND REVIEW PROVISIONS

The Community Engagement Policy will be reviewed every two (2) years.

City of Wanneroo Policy Manual

DEFINITIONS

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

Advocacy	Advocacy is action intended to influence those who hold government, political or economic authority and to influence public policies, resources and projects to the benefit of any specific affected or interest populations within:
	• The City of Wanneroo and/or
	• The Regions, including:
	  ○ Adjacent Councils;
	  ○ Greater Perth region; and
	  ○ Interface Municipalities.

Community Engagement	The term **'Community Engagement'** covers the range of activities that the City utilises to encourage the participation of stakeholders in decision-making processes. These processes include the following five~~four~~ levels of community participation: • Inform; • Consult; • Involve; ~~and~~ • Collaborate; and • Empower.
Place Management	Within the City of Wanneroo, Place Management is responding to local community priorities through the coordination of services provided in place, through integrated governance, facilitation, collaboration and leadership approaches.

City of Wanneroo

Policy Manual

Stakeholder	A Stakeholder is defined as an individual, group, organisation business and/or government entity that has an interest or concern, or who may be affected by the project or service in question within the City of Wanneroo geographical area (or surrounding locations). A stakeholder can either be internally within the organisation, i.e. a particular Service Unit or Directorate, or externally, i.e. an individual, group, organisation, business or government entity operating outside of the organisation, but still has an interest or an association with the City of Wanneroo and/or the City's geographical area.
Statutory	Prescribed or required by statute. This is a legal requirement the City must adhere to.

City of Wanneroo Policy Manual

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

The following documents relate to the planning and delivery of community engagement within the City of Wanneroo:

- Community Engagement Planning Guide (17/359436*);
- Community Engagement Management Procedure (14/93368*);
- Community Engagement Level Matrix (16/361983*)
- Community Engagement Plan template 17/143943*;
- Community Engagement Register (16/18564*);
- Community Engagement Toolkit
  Part A: Engagement Planning (18/170721*)
  Part B: Engagement Methods (18/170725*); and
- Statutory Requirements for Community Engagement (16/303523*)
- Community Led Initiatives and Collaborations Management Procedure (19/368613)
- Community Funding Policy (19/211787)
- Cycle of Council Meetings Guidance Note (19/489469)

REFERENCES

IAP2 Public Participation Spectrum
The Public Participation Spectrum aims to provide the City with a guide as to when, and how, to engage with the community in different situations.

IAP2 Quality Assurance Standard
The IAP2 Quality Assurance Standard is recognised as the international standard for public participation practice. IAP2 also provide a process by which the quality of an engagement practice can be measured and benchmarked across the industry.

RESPONSIBILITY FOR IMPLEMENTATION

MANAGER~~PRINCIPAL SPECIALIST~~ PLACE MANAGEMENT, COMMUNITY AND PLACE

Version	Next Review	Record No:
26 April 2006 (GS07-04/06)	April 2008	501131
05 April 2011 (CD04-04/11)	February 2014	10/64025
14 October 2014 (CD02-10/14)	October 2016	12/148824[v2]
25 July 2017 (CP02-07/17)	May 2019	12/148824[v3]
9 April 2019 (CP08-04/19)	May 2021	17/196922[V4]
April 2021	May 2023	17/196922[V9]

City of Wanneroo

Policy Manual

Community Engagement Policy

Policy Owner:	Place Management, Community and Place
Contact Person:	Manager Place Management
Date of Approval:	May 2021

POLICY OBJECTIVE

The purpose of this Policy is to provide guiding principles for community engagement to ensure consistent, meaningful and best practice engagement is carried out within the City of Wanneroo (the City).

POLICY STATEMENT

The City is committed to ensuring engagement provides stakeholders with the opportunity to participate at the appropriate level in the development and review of policies, plans and services and that feedback is provided on the results of the engagement. The Policy ensures stakeholder's comments and concerns are acknowledged and considered, and available for decision-making.

SCOPE

This policy applies to all City employees who deliver services, or undertake projects that impact the community. The City will engage with a variety of community members and stakeholders using a number of different methods appropriate to the level of engagement and in accordance with the City's Community Engagement Framework.

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The Policy was the subject of two internal Audits in 2016 and 2020 with recommendations integrated as appropriate.

IMPLICATIONS (Financial, Human Resources)

Each Service Unit that initiates new, or revises existing projects or services, is required to appropriately budget funds and capacity to undertake community engagement where applicable. Engagement requirements and appropriate resourcing can be determined by accessing the Community Engagement Management Procedure and contacting the City's Engagement Advisor.

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WHO NEEDS TO KNOW ABOUT THIS POLICY?

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City of Wanneroo

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RESPONSIBILITY FOR IMPLEMENTATION

MANAGER PLACE MANAGEMENT, COMMUNITY AND PLACE

Version	Next Review	Record No:
26 April 2006 (GS07-04/06)	April 2008	501131
05 April 2011 (CD04-04/11)	February 2014	10/64025
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25 July 2017 (CP02-07/17)	May 2019	12/148824[v3]
9 April 2019 (CP08-04/19)	May 2021	17/196922[V4]
May 2021	May 2023	17/196922[V10]

Corporate Strategy & Performance

Business & Finance

CS01-10/21 Financial Activity Statement for the Period Ended 31 August 2021

File Ref: 42309 – 21/396992
Responsible Officer: Director, Corporate Strategy & Performance
Disclosure of Interest: Nil
Attachments: 8

Issue

To consider the Financial Activity Statement for the period ended 31 August 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. For the 2020/21 financial year the statement of financial activity will be presented by nature and type.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, which requires a local government to adopt a percentage or value, calculated in accordance with Australian Accounting Standards, to be used in statements of financial activity for reporting material variances. For the 2020/21 financial year 10% and a value greater than $100,000 will be used for the reporting of variances."

Detail

Financial Activity for the period ended 31 August 2021

Council adopted the Annual Budget for the 2021-22 financial year on 29 June 2021 (SCS01-06/21). The figures in this report are compared to the adopted budget.

Overall Comments Month-to-Date

Results from Operations

The Financial Activity Statement report for the month of August 2021 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of $2.6m.

The favourable variance is due to underspends in Employment Costs, Materials & Contracts, Utility Charges and Interest Expense.

Description	Current Month - August 2021				
	Actual $m	Revised Budget $m	Variance $m	Variance %	Comments
Operating Revenue	3.3	2.9	0.4	13.8	Overall operating revenue is tracking inline with the Budget
Operating Expense	(15.7)	(17.9)	2.2	12.3	The favourable variance is mainly due to underspends in Material & Contracts, Employee Costs and Utility Charges. Please refer to note 4, 5 and 6 for further details.
Result from Operations	**(12.4)**	**(15.0)**	**2.6**	**17.3**	

Capital Program

During August 2021, $2.3m was spent on various capital projects of which $1.3m was spent on Sport Facilities, Roads and IT Equipment and Software (Refer to **Attachment 3** for more details).

Description	Month Actual $m	Month Revised Budget $m	% Complete of Month Revised Budget
Expenditure	2.3	5.5	41.8%

Overall Comments on Year-to-Date (YTD) Figures

Results from Operations

The Financial Activity Statement report for the year-to-date of August 2021 shows an overall favourable variance from Operations before Non-Operating Revenue and Expenses of $4.5m.

The favourable variance is due to higher revenue from Operating Grants and Fees & Charges, and underspend in Employment Costs, Materials & Contracts, Utility Charges and Interest Expense.

Description	Year-To-Date August 2021				
	Actual $m	Revised Budget $m	Variance $m	Variance %	Comments
Operating Revenue	174.5	174.1	0.4	0.2	Overall favourable variance is mailnly due to higher revenue from Operating Grants, Fees & charges and Interest earnings.
Operating Expense	(30.0)	(34.1)	4.1	12.0	The favourable variance is mainly due to underspends in Material & Contracts, Employee Costs and Utility Charges. Please refer to note 4, 5 and 6 for further details.
Result from Operations	**144.5**	**140.0**	**4.5**	**3.2**	

Capital Program

At the end of August 2021, $4.3m was expended on various capital projects of which $1m was spent on Waste Management and further 0.9m on Sports Facilities (Refer **Attachment 4** – Top Projects 2021-22 for more details).

Description	YTD Actual $m	YTD Revised Budget $m	% Complete of YTD Revised Budget	Annual Revised Budget $m	% Complete of Annual Revised Budget
Expenditure	4.3	11.8	36.4%	82.5	5.2%

Investment Portfolio Performance

Portfolio Value $m	Monthly Weighted Return	Comments
422.1	0.44%	Portfolio balance has increased by $23.6m from July 2021. The monthly weighted return is 0.44% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 0.39%. (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:

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 31 AUGUST 2021

Description	Current Month					Year to Date				
	Actual	Original Budget	Variance		Notes	Actual	Original Budget	Variance		Notes
	$	$	$	%		$	$	$	%	
Revenues										
Rates	123,834	0	123,834	0.0	1	138,161,874	138,167,680	(5,806)	0.0	1
Operating Grants, Subsidies & Contributions	1,249,499	1,135,863	113,636	10.0	2	1,607,684	1,286,044	321,640	25.0	2
Fees & Charges	1,557,502	1,463,438	94,064	6.4	3	34,237,032	34,191,181	45,851	0.1	3
Interest Earnings	247,893	200,558	47,335	23.6		411,858	395,672	16,186	4.1	
Other Revenue	84,119	66,995	17,124	25.6		104,854	100,079	4,775	4.8	
Total Operating Revenue	**3,262,847**	**2,866,854**	**395,993**	**13.8**		**174,523,302**	**174,140,656**	**382,646**	**0.2**	
Expenses										
Employee Costs	(6,348,851)	(7,373,194)	1,024,343	13.9	4	(12,612,432)	(13,524,303)	911,871	6.7	4
Materials & Contracts	(4,466,659)	(5,554,944)	1,088,285	19.6	5	(7,874,189)	(10,758,646)	2,884,457	26.8	5
Utility Charges	(763,114)	(786,961)	23,847	3.0	6	(1,239,648)	(1,575,687)	336,039	21.3	6
Depreciation	(3,700,952)	(3,700,952)	0	0.0		(7,401,904)	(7,401,904)	0	0.0	
Interest Expenses	(264,255)	(342,815)	78,560	22.9		(607,658)	(685,643)	77,985	11.4	
Insurance	(111,133)	(98,629)	(12,504)	(12.7)		(221,646)	(196,758)	(24,888)	(12.6)	
Total Operating Expenditure	**(15,654,964)**	**(17,857,495)**	**2,202,531**	**12.3**		**(29,957,477)**	**(34,142,941)**	**4,185,464**	**12.3**	
RESULT FROM OPERATIONS	**(12,392,117)**	**(14,990,641)**	**2,598,524**	**(17.3)**		**144,565,825**	**139,997,715**	**4,568,110**	**3.3**	
Non Operating Revenue & Expenses										
Non Operating Grants, Subsidies & Contributions	889,962	1,589,672	(699,710)	(44.0)	7	2,180,385	3,179,344	(998,959)	(31.4)	7
Contributed Physical Assets	0	0	0	0.0		0	0	0	0.0	
Profit on Asset Disposals	24,086	139,167	(115,081)	(82.7)	8	24,086	305,369	(281,283)	(92.1)	8
Loss on Assets Disposals	0	0	0	0.0		0	(1,013,273)	1,013,273	100.0	8
TPS* & DCP** Revenues	96,185	344,799	(248,614)	(72.1)	9	816,019	583,598	232,421	39.8	9
TPS* & DCP** Expenses	(106,619)	(129,113)	22,494	17.4		(132,310)	(155,096)	22,786	14.7	
Total Non Operating Revenue and Expenses	**903,614**	**1,944,525**	**(1,040,911)**	**(53.5)**		**2,888,180**	**2,899,942**	**(11,762)**	**(0.4)**	
NET RESULT (OPERATING & NON OPERATING)	**(11,488,503)**	**(13,046,116)**	**1,557,613**	**11.9**		**147,454,005**	**142,897,657**	**4,556,348**	**(3.2)**	
Other Comprehensive Income	**0**	**0**	**0**	**0.0**		**0**	**0**	**0**	**0.0**	
TOTAL COMPREHENSIVE INCOME	**(11,488,503)**	**(13,046,116)**	**1,557,613**	**11.9**		**147,454,005**	**142,897,657**	**4,556,348**	**3.2**	

*TPS=Town Planning Schemes
**DCP=Developers Contribution Plans

Revenues

Note 1 Rates

Month to Date - (Actual $123k, Adopted Budget $0k)

The variance is favourable by $123k due to Interim Rates.

Year to Date - (Actual $138.2m, Adopted Budget $138.2m)

The variance is unfavourable by $5k as a result of the actual number of properties were slightly lower than anticipated amount at the budget development stage.

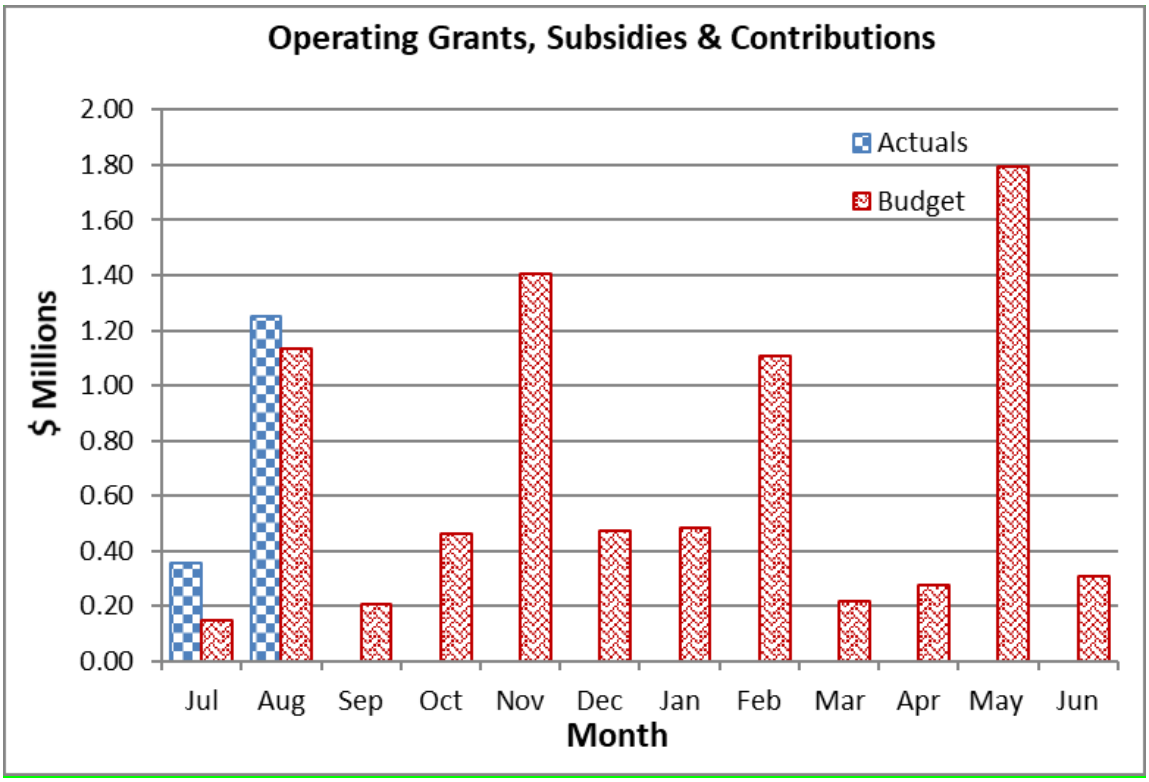
Note 2 Operating Grants, Subsidies & Contributions

Month to Date - (Actual $1.2m, Adopted Budget $1.1m)

The variance is favourable by $114k mainly relates to a favourable variance from Reimbursement Income of $151k partially offset by an unfavourable variance of $37k Cash Donation Income.

Year to Date - (Actual $1.6m, Adopted Budget $1.3m)

In addition to the comments in the Month to Date section above, there has been an early receipt of a State Government Grant of $113k and a $136k from the Container Deposit Scheme contributed to overall variance of $249k.



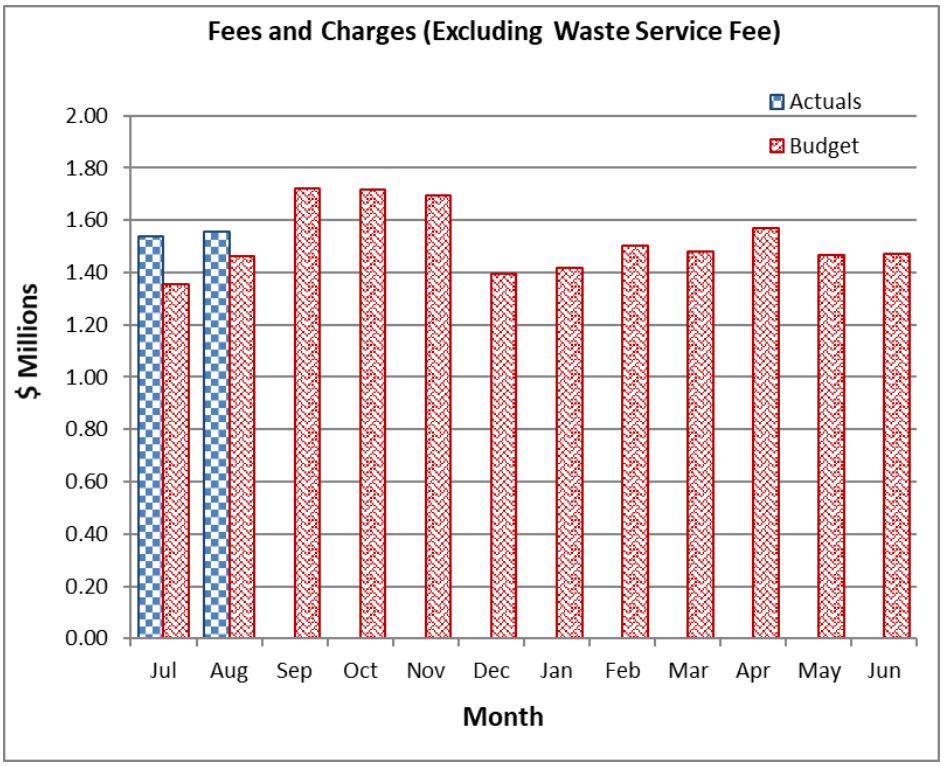
Note 3 Fees and Charges

Month to Date - (Actual $1.6m, Adopted Budget $1.5m)

The favourable variance of $94k for August is due to an increase in Facility Booking Fee of $69k from Aquamotion, $42k from Rates Instalment Admin Fees partially offset by $17k decrease from Application License Permit Fees.

Year to Date - (Actual $34.2m, Adopted Budget $34.2m)

The favourable variance of $45.9k is due to above explained Month to Date Facility Booking Fees for Aquamotion.



Expenses

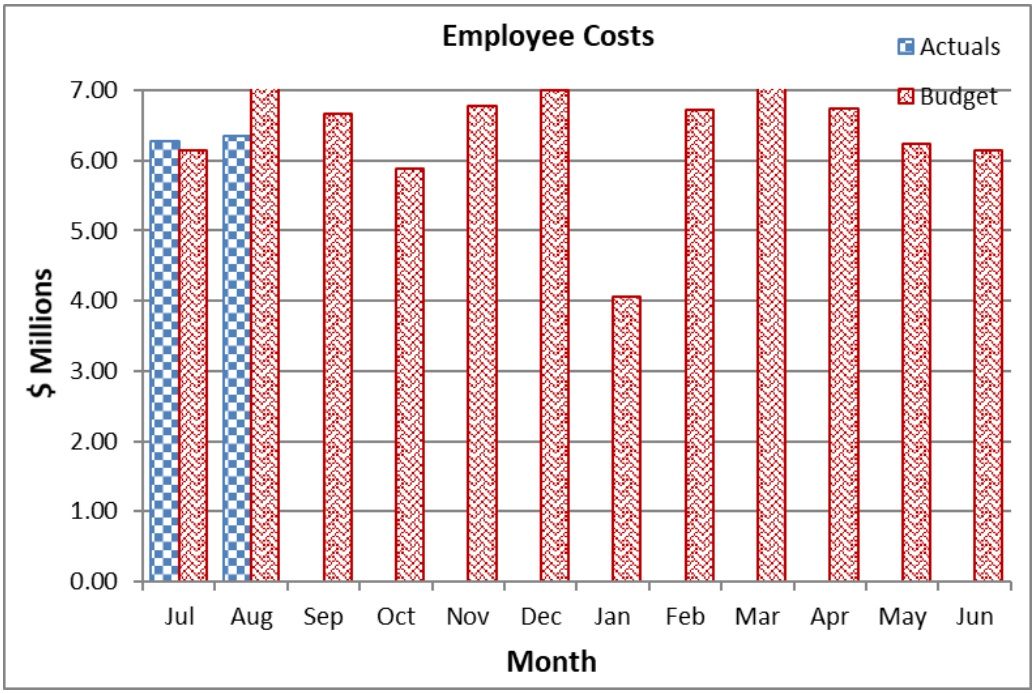
Note 4 Employee Costs

Month to Date - (Actual $6.3m, Adopted Budget $7.4m)

The favourable variance of $1.1m mainly arising from deferment in filling vacant roles and utilisation of annual leave and long service leave.

Year to Date - (Actual $12.6m, Adopted Budget $13.5m)

The variance is favourable by $912k from deferment in filling vacant roles.



Note 5 Materials & Contracts

Month to Date - (Actual $4.5m, Adopted Budget $5.6m)

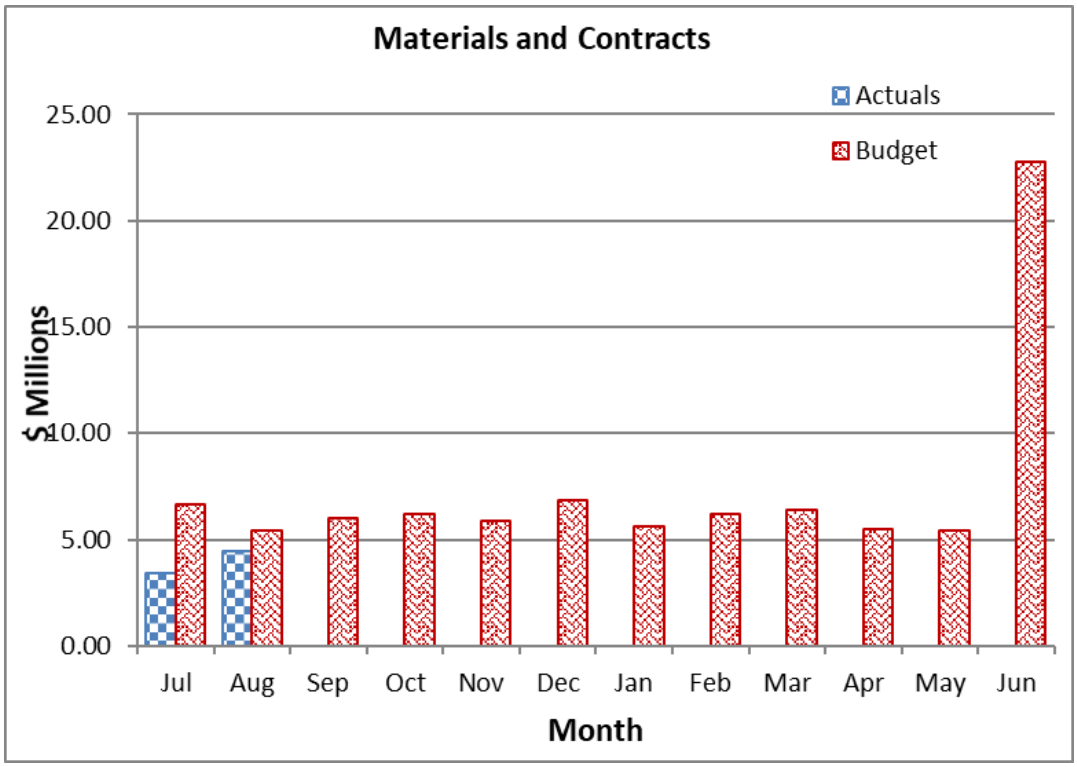
The variance is favourable by $1.1m mainly relates to:

- Lower Contract Expenses of $567k to maintain road reserve, park land and health assessment services;
- Lower Leases Management Expenses of $264k due to refund of land tax for lot 8000 Splendid Avenue; and
- Lower Material Expense of $178k to maintain road reserves, park land, waste domestic plant, heavy vehicles and provide engineering services.

Year to Date - (Actual $7.9m, Adopted Budget $10.8m)

The variance is favourable by $2.9m mainly due to:

- Lower Contract Expenses of $1.1m to maintain road reserve, park land, Carramar Golf Course structures, road drainage, road pavement seal, operating facilities, and waste management services;
- Lower Refuse Removal Expenses of $543k than anticipated at the budget development stage;
- Lower Leases Management Expenses of $279k mainly due to refund of Land Tax for Lot 8000 Splendid Avenue; and
- Remaining $832k favourable variance due to delayed expenses related to Material Expenses, Consulting Fees, Postage, Discount Allowed and Legal Fees.



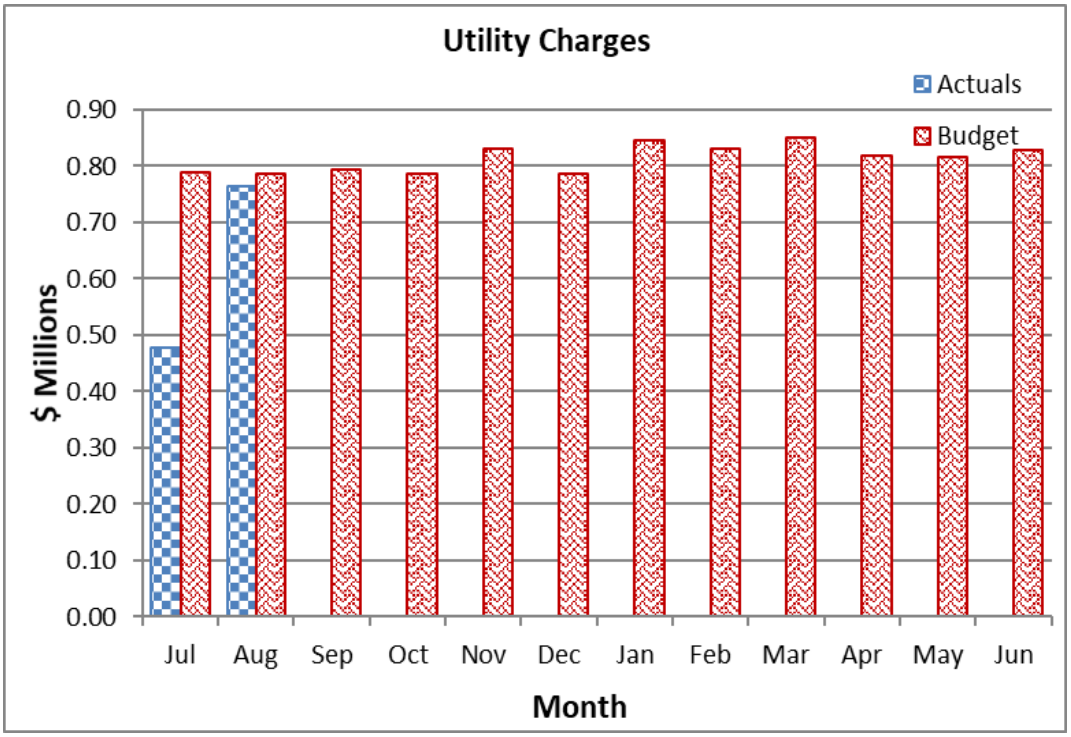
Note 6 Utility Charges

Month to Date - (Actual $763k, Adopted Budget $787k)

The variance is favourable by $24k due to lower water charges offset by higher electricity expenses.

Year to Date - (Actual $1.2m, Adopted Budget $1.6m)

The variance is favourable by $336k due to lower water, electricity, mobile and telephone expenses.



Non Operating Revenue & Expenses

Note 7 Non Operating Grants, Subsidies & Contributions

Month to Date – (Actual $890k, Adopted Budget $1.6m)

The unfavourable variance of $700k is attributed to grants received but performance obligations have not been met. Under the Australian Accounting Standard (AASB)1058, grants with performance obligations can only be recognised upon meeting the attached obligations.

Year to Date – (Actual $2.2m, Adopted Budget $3.2m)

The unfavourable variance of $999k is also for the same reason as mentioned under the Month to Date variance.

Note 8 Profit / Loss on Asset Disposals

Month to Date – (Combined Actual $24k, Combined Adopted Budget $139k)

The unfavourable variance of $115k is a result of a delay in disposal of residential land than anticipated during budget development stage.

Year to Date – (Combined Actual $24k, Combined Adopted Budget -$708k)

The variance is favourable by $732k due to delay in disposal of residential land and assets.

Note 9 TPS & DCP Revenues

Month to Date – (Actual $96k, Adopted Budget $345k)

The unfavourable variance of $249k is due to an income for Headworks Levy of $254k received in July instead of August and partially offset by higher than anticipated interest income of $6k for Town Planning Scheme (TPS) and Reserves.

Year to Date – (Actual $816k, Adopted Budget $584k)

The favourable YTD variance of $232k is due to increased income of $217k for headworks levy in July 2021 and higher than anticipated interest income for Town Planning Scheme (TPS) and Reserves of $15k.

Statement of Financial Position (Attachment 2)

CITY OF WANNEROO

STATEMENT OF FINANCIAL POSITION

AS AT 31 AUGUST 2021

Description	30 Jun 2021 Actual $	31 August 2021 Actual $	Variance $	Variance %	Notes
Current Assets	430,654,371	571,370,908	140,716,537	32.7	
Current Liabilities	(91,206,084)	(95,365,135)	(4,159,051)	(4.6)	
NET CURRENT ASSETS	**339,448,287**	**476,005,773**	**136,557,486**	**40.2**	**1**
Non Current Assets	2,345,866,817	2,356,680,592	10,813,775	0.5	**2**
Non Current Liabilities	(161,585,976)	(161,503,232)	82,744	0.1	**3**
NET ASSETS	**2,523,729,128**	**2,671,183,133**	**147,454,005**	**5.8**	
TOTAL EQUITY	**(2,523,729,128)**	**(2,671,183,133)**	**147,454,005**	**5.8**	

Note 1 - Net Current Assets

When compared to the opening position at 30 June 2021 Net Current Assets have increased by $137m, which is predominately due to the levying of 2021/22 Rates and Waste Service Fees in July 2021.

Within the Current Assets, Current Receivables of $145.6m are mainly comprised of collectable Rates and Waste Service Fees debtors of $123.7m and Emergency Services Levy of $17.1m, with the remaining balance attributed to General Debtors of $4.8m.

Note 2 - Non-Current Assets

Non-Current Assets as at 31 August 2021 have increased by $10.8m from 30 June 2021 Actuals. The movement is due to increase in Investments of $14.1m, work in progress and asset acquisition of $3.3m partially offset by accumulated depreciation of $7.4m (estimated).

Note 3 - Non-Current Liabilities

Non-Current Liabilities as at 31 August 2021 have decreased by $82.7k due to movement in provisions and the interest bearing liabilities.

The existing loan with the Western Australia Treasury Corporation remains unchanged making up 40% of total Non-Current Liabilities. The balance 60% consists of various provisions and payables.

Financial Performance Indicators

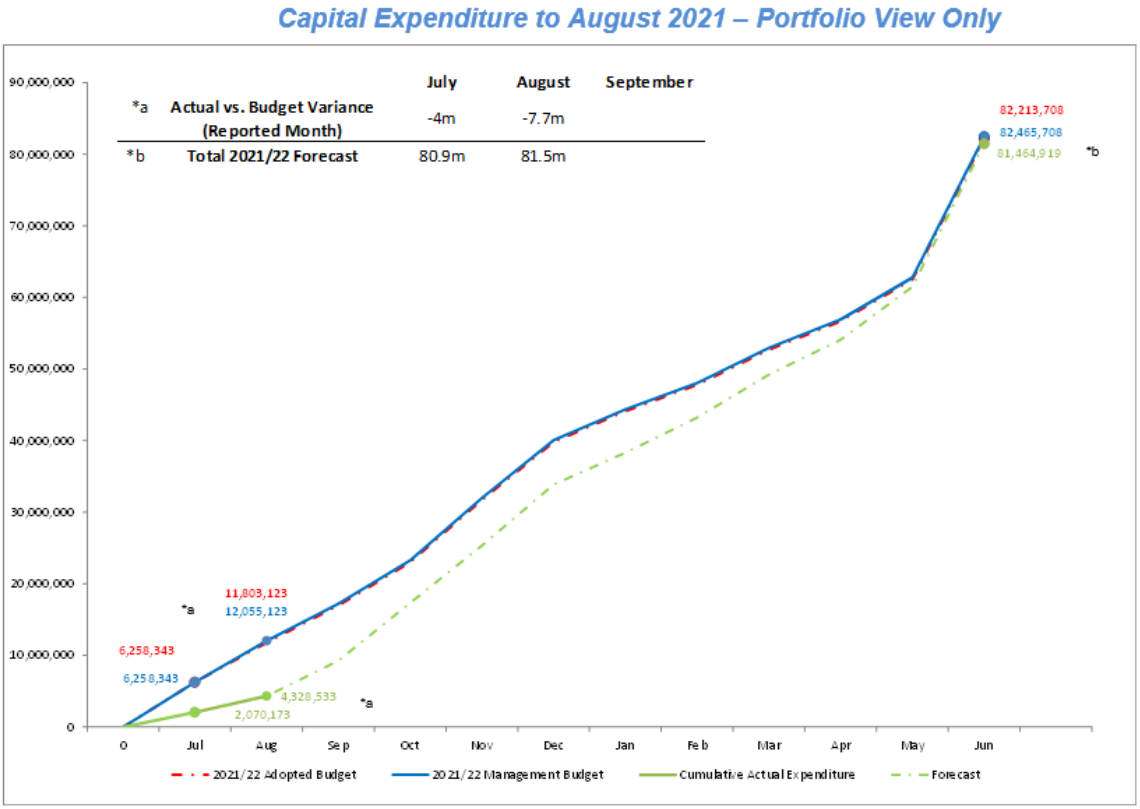
The ratios will be published as part of the Statutory Financial Statements which are currently under review.

Capital Works Program

The status of the Capital Works Program is summarised by Sub-Program in the table below:

Sub-Program	No. of Projects	Current Month Actual $	YTD Actual $	Revised Budget $	% Spend
Community Buildings	20	15,437	88,623	4,668,374	2%
Community Safety	7	57,934	98,353	2,140,261	5%
Conservation Reserves	4	3,307	5,651	452,000	1%
Corporate Buildings	4	10,164	64,027	979,830	7%
Environmental Offset	4	60,631	65,260	427,000	15%
Fleet Mgt - Corporate	6	-	245,563	12,771,624	2%
Foreshore Management	8	6,665	8,897	3,489,582	0%
Golf Courses	3	1,510	1,723	643,117	0%
Investment Projects	11	99,614	101,524	2,610,688	4%
IT Equipment & Software	17	353,748	567,285	9,583,746	6%
Parks Furniture	11	93,733	119,190	4,494,587	3%
Parks Rehabilitation	1	129,287	126,829	1,486,800	9%
Passive Park Development	7	24,022	36,949	1,131,179	3%
Pathways and Trails	5	161,315	183,808	3,236,956	6%
Roads	18	459,648	641,527	7,877,863	8%
Sports Facilities	38	490,629	918,450	20,851,401	4%
Stormwater Drainage	2	1,205	1,827	570,000	0%
Street Landscaping	7	44,577	35,663	275,896	13%
Traffic Treatments	14	7,543	26,712	2,755,008	1%
Waste Management	5	237,393	990,672	2,019,796	0%
Grand Total	**192**	**2,258,361**	**4,328,533**	**82,465,708**	**5%**

During August 2021, $2.3m was spent. Details of significant expenditure for the month are included in **Attachment 3.** Up to 31 August 2021, the City has spent $4.3m, which represents 5% of the $82.5m Capital Works Budget.



The City's forecast spend of $81.5m represents 98.8% of the 2020/21 revised budget.

To further expand on the Capital Works Program information above, updates in key capital projects are selected to be specifically reported on, is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

Capital Changes

The following changes are proposed to be made to the 2021/22 Capital Works budget.

PR-1015 Upgrade Community Buildings - Minor Works – An additional $25,000 is required for Western Power compliance works at Warradale Community Centre. It is proposed to fund this from savings identified in PR-2558 Renew Corporate Building Assets ($15,000) due to a reduction in scope, and PR-1910 Parks Asset Renewal Program ($10,000) due to a procurement saving.

PR-1042 Upgrade Corporate Buildings - Minor Works – An additional $15,000 is required for the extension of the biobox in Council Chambers to comply with ergonomic requirements. It is proposed to fund this from PR-2558 Renew Corporate Building Assets due to a reduction in scope.

PR-1101 Upgrade Protection Fencing at Various Conservation Reserves – An additional $30,000 is required for an urgent upgrade to fencing around Nanovich Park to comply with Local Emergency Management Arrangements. It is proposed to fund this from PR-1910 Parks Asset Renewal Program due to a procurement saving.

PR-2203 Renew Community Facilities Furniture – As per Council report CEO01-07/21, the City has received an $18,000 grant from the Department of Communities to replace furniture and equipment at the Alexander Heights Community Centre. Of this figure, $16,200 is capital in nature and $1,800 will be budgeted for in operating GL – 717417-9399-247.

PR-4257 Library Shelving, Various Locations, New Installations – An additional $55,000 is required for works to the lighting over the new shelving being installed in the libraries. It is proposed to fund this from PR-4337 Wanneroo Aquamotion, New Parking ($54,000), which has been terminated due to inadequate area suitable for parking from arborist report findings, and $1,000 from PR-1910 Parks Asset Renewal Program due to a procurement saving.

PR-4276 Lenore Road, Hocking, Upgrade Road from Kemp St to Elliot Rd – An additional $21,000 is required to complete design works for the dual carriageway. It is proposed to fund this from PR-4337 Wanneroo Aquamotion, New Parking, which has been terminated due to inadequate area suitable for parking from arborist report findings.

PR-4354 Wanneroo Central Fire Brigade, New Mobile Trailer – The City has received an $80,000 grant from the Department of Fire and Emergency Services for the purchase of a mobile forward command trailer and other miscellaneous equipment. Of this figure, $30,000 is capital in nature and $50,000 will be budgeted for in operating GL – 717351-9399-244.

Local Roads and Community Infrastructure Program (LRCIP)

The following budget movements are proposed between LRCIP Phase 1 funded projects, as already approved by the Department of Infrastructure, Transport, Regional Development and Communications, to ensure full expenditure of grant funds (**Attachment 7**):

- PR-4250 Edgar Griffiths Park, Wanneroo, New Car Park ($4,954 reduction) – Savings identified following award of contract.
- PR-4290 Splendid Park, Yanchep, New Toilet Block at Netball Courts ($1,612 reduction) – Savings identified following award of contract.
- PR-4292 Hepburn Avenue, Madeley, New Roundabout Landscaping ($9,701 reduction) – Savings identified following award of contract.
- PR-4294 Road Reserves, Verges and Parks, Various locations, New Tree Planting ($1,026 increase) – Additional funds required for completion of works.
- PR-4301 Kingsway Olympic Soccer Club, Madeley, Upgrade External Accessibility ($11,313 increase) – Additional funds required due to increased scope.
- PR-4311 Gungurru Park, Hocking and Houghton Park, Carramar, Upgrade BMX Tracks ($3,928 increase) – Additional funds required for completion of works.

The following budget movements are proposed between LRCIP Phase 2 funded projects, as already approved by the Department of Infrastructure, Transport, Regional Development and Communications, to ensure full expenditure of grant funds. It is to be noted that the below changes include $83,077 of unallocated grant funds, resulting from a change of funding source for PR-4311 Gungurru Park, Hocking and Houghton Park, Carramar, Upgrade BMX Tracks, from Phase 2 to Phase 1 grant funding (**Attachment 7**).

- PR-2568 New Playground Equipment ($24,000 increase) – Additional funds required for shade sail installation at Quinns Mindarie Community Centre.
- PR-2664 Landsdale Library and Youth Innovation Hub ($50,000 reduction) – Grant funds not required.
- PR-4196 Aquamotion Wanneroo, New Family Change Area ($30,000 reduction) – Savings identified following award of contract.

- PR-4197 Dalvik Park, Merriwa, upgrade seniors recreation space ($2,500 increase) – Additional funds required for project completion.

- PR-4214 Paloma Park, Marangaroo, Upgrade Sports Floodlighting ($55,000 reduction) – Savings identified following project completion.

- PR-4240 Jindinga Park, Wanneroo, Upgrade Passive Park ($45,367 reduction) – Savings identified due to Western Power costs being lower than expected.

- PR-4256 Gumblossom Reserve, Quinns Rocks, upgrade path network ($10,000 increase) – Additional funds required for project completion.

- PR-4308 Studmaster Park, Wanneroo, Renew Bridge, Boardwalk and Viewing Tower ($164,690 increase) – Additional funds required for significant increase in material costs.

- PR-4309 Wanneroo Library and Culture Centre, upgrade to include adult change facility ($19,407 increase) – Additional funds required for on street ACROD bay adjacent to the changing place facility.

- PR-4310 Clubrooms, Various Locations, Upgrade Ventilation ($70,000 increase) – Additional funds required for power and electrical upgrades to suit HVAC renewal at Anthony Waring Park clubrooms.

- PR-4313 Hinckley Park, Hocking, New Car Park ($14,918 reduction) – Savings due to works being undertaken in-house.

- PR-4314 Various Locations, New Pathways ($10,728 increase) – Additional funds required to complete Lisford Avenue pathway works.

- PR-4315 Various Locations, New Bus Shelters ($16,000 increase) – Additional funds required to suit cost agreement with Public Transport Authority.

- PR-4316 Lot 555 Dundebar Road, Wanneroo, New Public Car Park ($10,000 increase) – Additional funds required following detailed design and revised cost estimate.

- PR-4317 Kingsway Indoor Stadium, Renew Toilets and Changerooms ($140,000 reduction) – Scope reduced for project.

- PR-4318 John Maloney Park, Marangaroo, New Fitness Equipment ($1,334 reduction) – Savings identified on project.

- PR-4319 Phil Renkin Leisure Centre, Two Rocks, Upgrade Ventilation ($40,000 increase) – Additional funds required for working with heritage listed building of complex built form.

- PR-4320 Civic Drive, Wanneroo, Upgrade Access to Aquamotion and Wanneroo Shopping Centre ($25,000 increase) – Additional funds required following detailed design and revised cost estimate.

- PR-4322 Quinns Mindarie Community Centre, upgrade access ($32,629 reduction) – Savings identified following completion of procurement process.

- PR-4323 Margaret Cockman Pavilion, Wanneroo, upgrade flooring ($100,000 reduction) – Project removed from program pending outcome of Wanneroo Recreation Centre upgrade feasibility study.

- PR-4324 Aquamotion, Wanneroo, renew hydropool change rooms and toilets ($160,000 increase) – Additional funds required following detailed design and revised cost estimate.

Carry Forward Adjustments

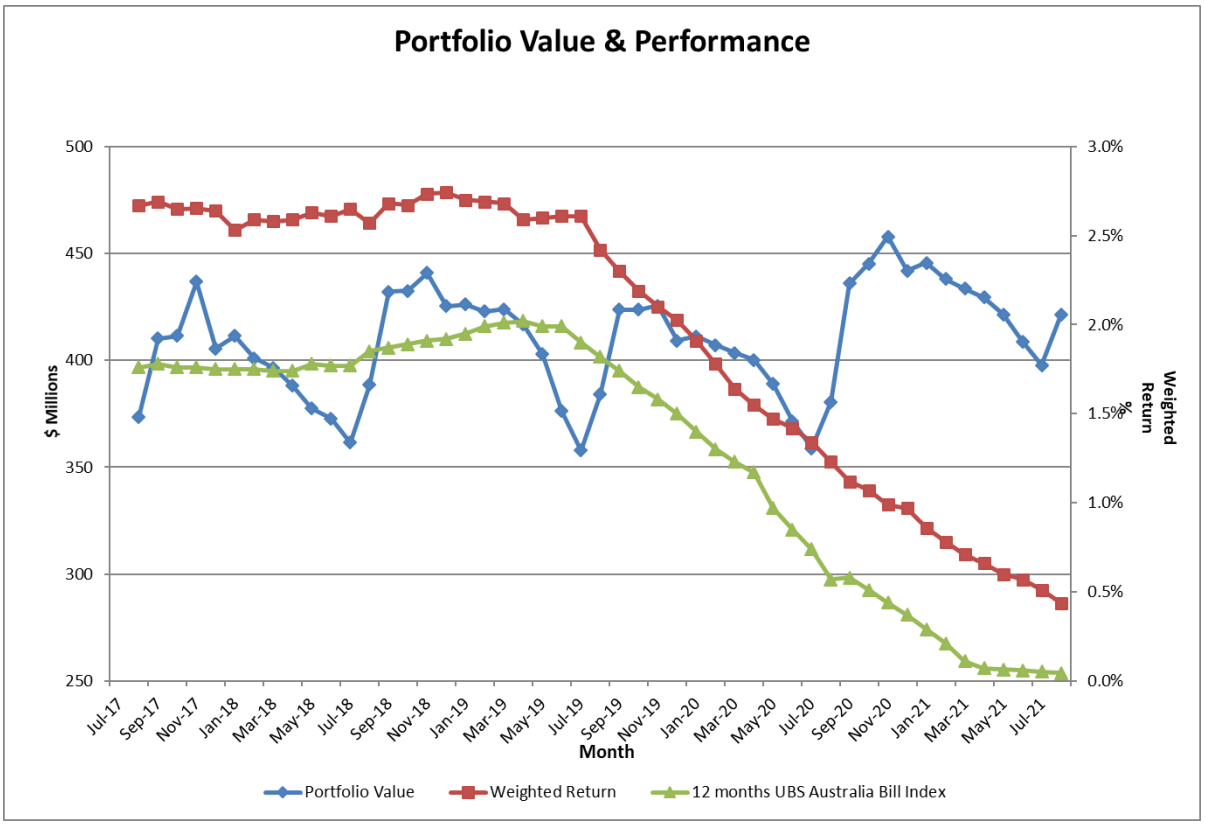
As a part of the annual capital budget development process, Project Managers are required to estimate if there will be any unspent funds at the end of the financial year that will be needed to progress/complete their projects in the following year. These unspent funds are known as carry forwards, and form part of the new financial year's capital program. In 2020/21 the amount of carry forwards was estimated to be $12.7 million.

It is important to note that the carry forward figure adopted by Council as part of the budget adoption process is an estimate only. Once the previous year's expenditure figures have been finalised, the carry forward estimates need to be adjusted to account for the actual expenditure on each project. After reviewing the carry forwards it is proposed that the revised figure total $14.7 million.

A list of the changes to the carry forward budget is shown in **Attachment 8.**

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 August 2021, the City held an investment portfolio (cash & cash equivalents) of $421.3m (Face Value), equating to $422.1m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.39% pa (0.44% pa vs. 0.045% pa), however it is noted that Interest Earnings were budgeted at a 0.43% yield.

The Reserve bank of Australia has lowered its cash rate to a historical low of 1.10% in November 2020, which is expected to continue in to the future. This has affected the City's ability to attract higher interest rates from ADI's.

Rate Setting Statement (Attachment 6)

The Rate Setting Statement represents a composite view of the finances of the City, identifying the movement in the Surplus/ (Deficit) based on the Revenues (excluding Rates), Expenses, Capital Works and Funding Movements, resulting in the Rating Income required. It is noted that the closing Surplus/ (Deficit) will balance to the reconciliation of Net Current Assets Surplus/ (Deficit) Carried Forward (detailed below):

NET CURRENT ASSETS SURPLUS/(DEFICIT) CARRIED FORWARD

AS AT 31 AUGUST 2021

Description	30 Jun 2021 Actual $	31 August 2021 Actual $	30 Jun 2022 Adopted Budget $
Current Assets			
Cash & Cash Equivalents - Unrestricted	79,391,314	92,620,410	5,098,612
Cash & Cash Equivalents - Restricted	335,221,785	332,802,494	344,199,497
Receivables	15,737,191	145,623,302	16,539,300
Inventory	304,083	324,703	326,400
TOTAL CURRENT ASSETS	**430,654,373**	**571,370,909**	**366,163,809**
Current Liabilities			
Payables*	(69,562,042)	(73,422,988)	(29,724,590)
Provisions	(21,644,042)	(21,942,147)	(21,687,259)
TOTAL CURRENT LIABILITIES	**(91,206,084)**	**(95,365,135)**	**(51,411,849)**
Net Current Assets	**339,448,289**	**476,005,774**	**314,751,960**
Adjustments for Restrictions			
Cash & Cash Equivalents - Restricted	(335,221,785)	(332,802,494)	(344,199,497)
Provision for leave liability (Cash Backed)	13,280,492	13,693,589	12,631,569
Contract Liabilities*	26,552,346	26,552,346	14,435,412
TPS Receivables	(648,800)	(110,437)	-
TPS Payables	1,228,244	635,987	-
TOTAL RESTRICTED ASSETS	**(294,809,503)**	**(292,031,009)**	**(317,132,516)**
Surplus/(Deficit) Carried Forward	**44,638,786**	**183,974,765**	**(2,380,556)**

**The change in the AASB Standard 15 has resulted in the City now recognising Grants and Contributions received as a liability when performance obligations have not yet been met.*

Consultation

This document has been prepared in consultation with Responsible Officers for review and analysis.

Comment

In reference to Statement of Comprehensive Income in the report, the following colours have been used to categorise three levels of variance:

Revenues:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

Expenses:

- Green > 0%;
- Amber -0% to -10%; and
- Red < -10%.

Statutory Compliance

This monthly financial report complies with *Section 6.4 of* the Act and *Regulations 33A and 34 of the Local Government (Financial Management) Regulations 1996.*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 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**
Financial / Commercial	Moderate
Accountability	**Action Planning Option**
Director Corporate Strategy & Performance	Manage

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

Policy Implications

- Accounting Policy;
- Investment Policy;
- Reserves Policy; and
- Strategic Budget Policy.

Financial Implications

As outlined in the report and detailed in **Attachments 1 to 6.**

Voting Requirements

Absolute Majority

Recommendation

That Council:

1. **RECEIVES the Financial Activity Statement and commentaries on variances year to date Budget for the period ended 31 August 2021 consisting of:**
   a) **August 2021 year to date Financial Activity Statement;**
   b) **August 2021 year to date Net Current Assets Position; and**
   c) **August 2021 year to date Material Financial Variance Notes.**
2. **APPROVES the changes to the Local Roads and Community Infrastructure Program funded projects as listed in Attachment 7;**
3. **ACCEPTS BY ABSOLUTE MAJORITY the $80,000 grant funding from the Department of Fire and Emergency Services as per the signed Grant Agreement;**
4. **APPROVES BY ABSOLUTE MAJORITY the changes to the 2020/21 Carry Forwards as detailed in Attachment 8; and**
5. **APPROVES BY ABSOLUTE MAJORITY the following changes to the 2021/22 Capital Works Budget:**

Number	From	To	Amount	Description
PR-1015	PR-1910 Parks Asset Renewal Program	PR-1015 Upgrade Community Buildings - Minor Works	$10,000	Funds required for Western Power compliance works at Warradale Community Centre.
PR-1015	PR-2558 Renew Corporate Building Assets	PR-1015 Upgrade Community Buildings - Minor Works	$15,000	Funds required for Western Power compliance works at Warradale Community Centre.
PR-1042	PR-2558 Renew Corporate Building Assets	PR-1042 Upgrade Corporate Buildings - Minor Works	$15,000	Funds required for the extension of the biobox in Council Chambers to comply with ergonomic requirements.
PR-1101	PR-1910 Parks Asset Renewal Program	PR-1101 Upgrade Protection Fencing at Various Conservation Reserves	$30,000	Funds required for an urgent upgrade to fencing around Nanovich Park to comply with Local Emergency Management Arrangements.

PR-2203	**State Government Grants**	**PR-2203 Renew Community Facilities Furniture**	**$16,200**	**Purchase of chairs for the Alexander Heights Community Centre.**
PR-4257	**PR-1910 Parks Asset Renewal Program**	**PR-4257 Library Shelving, Various Locations, New Installations**	**$1,000**	**Funds required for works to the lighting over the new shelving being installed in the libraries.**
PR-4257	**PR-4337 Wanneroo Aquamotion, New Parking**	**PR-4257 Library Shelving, Various Locations, New Installations**	**$54,000**	**Funds required for works to the lighting over the new shelving being installed in the libraries.**
PR-4276	**PR-4337 Wanneroo Aquamotion, New Parking**	**PR-4276 Lenore Road, Hocking, Upgrade Road from Kemp St to Elliot Rd**	**$21,000**	**Funds required to complete design works for the dual carriageway.**
PR-4354	**State Government Grants (DFES)**	**PR-4354 Wanneroo Central Fire Brigade, New Mobile Trailer**	**$30,000**	**Grant received from DFES for mobile command trailer.**
Operating	**State Government Grants (DFES)**	**GL 717351-9399-244**	**$50,000**	**Grant received from DFES for uniforms and miscellaneous equipment**
Operating	**State Government Grants**	**GL 717417-9399-247**	**$1,800**	**Purchase of a dishwasher for the Alexander Heights Community Centre.**

Attachments:

1⇩.	*Attachment 1 - Statement of Comprehensive Income August 2021*	*21/427966*
2⇩.	*Attachment 2 - Statement of Financial Position August 2021*	*21/407992*
3⇩.	*Attachment 3 - Significant Capital Expenditure August 2021*	*21/407993*
4⇩.	*Attachment 4 - Top Projects 2020-21 August 2021*	*21/408002*
5⇩.	*Attachment 5 - Investment Report August 2021*	*21/408008*
6⇩.	*Attachment 6 - Rate Setting Statement August 2021*	*21/408011*
7⇩.	*Attachment 7 - LRCIP Changes*	*21/421328*
8⇩.	*Attachment 8 - 2020-21 Carry Forward Adjustments*	*21/421284*

CITY OF WANNEROO

STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE **Attachment 1**

FOR THE PERIOD ENDED 31 AUGUST 2021

Description	Current Month					Year to Date				Annual			
	Actual	Original Budget	Variance		Notes	Actual	Original Budget	Variance		Revised Budget	Variance		Notes
	$	$	$	%		$	$	$	%	$	$	%	
Revenues													
Rates	123,834	0	123,834	0.0	1	138,161,874	138,167,680	(5,806)	0.0	141,191,680	0	0	1
Operating Grants, Subsidies & Contributions	1,249,499	1,135,863	113,636	10.0	2	1,607,684	1,286,044	321,640	25.0	8,015,370	0	0	2
Fees & Charges	1,557,502	1,463,438	94,064	6.4	3	34,237,032	34,191,181	45,851	0.1	50,296,054	0	0	3
Interest Earnings	247,893	200,558	47,335	23.6		411,858	395,672	16,186	4.1	2,283,458	0	0	
Other Revenue	84,119	66,995	17,124	25.6		104,854	100,079	4,775	4.8	725,295	0	0	
Total Operating Revenue	**3,262,847**	**2,866,854**	**395,993**	**13.8**		**174,523,302**	**174,140,656**	**382,646**	**0.2**	**202,511,857**	**0**	**0**	
Expenses													
Employee Costs	(6,348,851)	(7,373,194)	1,024,343	13.9	4	(12,612,432)	(13,524,303)	911,871	6.7	(77,092,475)	0	0	4
Materials & Contracts	(4,466,659)	(5,554,944)	1,088,285	19.6	5	(7,874,189)	(10,758,646)	2,884,457	26.8	(88,738,173)	0	0	5
Utility Charges	(763,114)	(786,961)	23,847	3.0	6	(1,239,648)	(1,575,687)	336,039	21.3	(9,755,555)	0	0	6
Depreciation	(3,700,952)	(3,700,952)	0	0.0		(7,401,904)	(7,401,904)	0	0.0	(44,411,424)	0	0	
Interest Expenses	(264,255)	(342,815)	78,560	22.9		(607,658)	(685,643)	77,985	11.4	(4,115,430)	0	0	
Insurance	(111,133)	(98,629)	(12,504)	(12.7)		(221,646)	(196,758)	(24,888)	(12.6)	(1,285,633)	0	0	
Total Operating Expenditure	**(15,654,964)**	**(17,857,495)**	**2,202,531**	**12.3**		**(29,957,477)**	**(34,142,941)**	**4,185,464**	**12.3**	**(225,398,690)**	**0**	**0**	
RESULT FROM OPERATIONS	**(12,392,117)**	**(14,990,641)**	**2,598,524**	**(17.3)**		**144,565,825**	**139,997,715**	**4,568,110**	**3.3**	**(22,886,833)**	**0**	**0**	
Non Operating Revenue & Expenses													
Non Operating Grants, Subsidies & Contributions	889,962	1,589,672	(699,710)	(44.0)	7	2,180,385	3,179,344	(998,959)	(31.4)	19,394,024	318,000	2	7
Contributed Physical Assets	0	0	0	0.0		0	0	0	0.0	12,180,000	0	0	
Profit on Asset Disposals	24,086	139,167	(115,081)	(82.7)	8	24,086	305,369	(281,283)	(92.1)	4,945,035	0	0	8
Loss on Assets Disposals	0	0	0	0.0		0	(1,013,273)	1,013,273	100.0	(1,013,273)	0	0	8
TPS* & DCP** Revenues	96,185	344,799	(248,614)	(72.1)	9	816,019	583,598	232,421	39.8	25,630,638	0	0	9
TPS* & DCP** Expenses	(106,619)	(129,113)	22,494	17.4		(132,310)	(155,096)	22,786	14.7	(19,907,771)	0	0	
Total Non Operating Revenue and Expenses	**903,614**	**1,944,525**	**(1,040,911)**	**(53.5)**		**2,888,180**	**2,899,942**	**(11,762)**	**(0.4)**	**41,228,653**	**318,000**	**1**	
NET RESULT (OPERATING & NON OPERATING)	**(11,488,503)**	**(13,046,116)**	**1,557,613**	**11.9**		**147,454,005**	**142,897,657**	**4,556,348**	**(3.2)**	**18,341,820**	**318,000**	**2**	
Other Comprehensive Income	**0**	**0**	**0**	**0.0**		**0**	**0**	**0**	**0.0**	**0**	**0**	**0**	
TOTAL COMPREHENSIVE INCOME	**(11,488,503)**	**(13,046,116)**	**1,557,613**	**11.9**		**147,454,005**	**142,897,657**	**4,556,348**	**3.2**	**18,341,820**	**318,000**	**2**	

*TPS=Town Planning Schemes
**DCP=Developers Contribution Plans

Attachment 2

CITY OF WANNEROO

STATEMENT OF FINANCIAL POSITION

AS AT 31 AUGUST 2021

Description	30/06/2021 Actual $	31/08/2021 Actual $
Current Assets		
Cash at Bank	3,222,670	3,296,570
Investments	411,390,427	422,126,333
Receivables	15,737,191	145,623,302
Inventories	304,083	324,703
	430,654,371	**571,370,908**
Current Liabilities		
Payables	(69,562,042)	(73,422,988)
Provisions	(21,644,042)	(21,942,147)
	(91,206,084)	**(95,365,135)**
NET CURRENT ASSETS	**339,448,287**	**476,005,773**
Non Current Assets		
Receivables	4,088,366	3,983,089.94
Investments	21,164,904	35,355,587
Inventories	20,710,191	20,710,191
Land	121,405,168	121,405,168
Buildings	203,616,892	202,524,764
Plant	15,828,618	15,828,618
Equipment	42,972,301	42,562,609
Furniture & Fittings	4,881,189	4,326,533
Infrastructure	1,855,902,413	1,850,556,985
Work in Progress	55,296,775	59,427,047
	2,345,866,817	**2,356,680,592**
Non Current Liabilities		
Interest Bearing Liabilities	(74,390,877)	(74,378,423)
Provisions & Payables	(87,195,099)	(87,124,809)
	(161,585,976)	**(161,503,232)**
NET ASSETS	**2,523,729,128**	**2,671,183,133**
Equity		
Retained Surplus	(1,227,515,160)	(1,376,614,751)
Reserves - Cash/Investment Backed	(231,961,132)	(230,315,546)
Reserves - Asset Revaluation	(1,064,252,836)	(1,064,252,836)
TOTAL EQUITY	**(2,523,729,128)**	**(2,671,183,133)**

Attachment 3

Significant Capital expenditure for Aug 2021

- *$279K Recurring Program, Renew Transport Infrastructure Assets*
- *$215K Renew Finance Systems*
- *$212K Three Bin Kerbside Collection System*
- *$150K New Pathways, Various Locations*
- *$129K Renewal, rehabilitation and upgrade of existing irrigation infrastructure throughout the City*
- *$125K Upgrade Roads and Drainage Infrastructure, Yanchep Industrial Area*
- *$106K Halesworth Park, Butler, New Sports Facilities*

Significant (LTD) commitments in the Capital Works Program as at 31 Aug 2021

- *$6.69m Recurring Program, Renew Domestic Waste Vehicles*
- *$1.43m Renew Finance System*
- *$1.42m Dalvik Park, Merriwa, New Sports Amenities Building and Carpark*
- *$1.41m Recurring Program, Renew Park Assets*
- *$1.02m Recurring Program, Renew Transport Infrastructure Assets*
- *$758K Recurring Program, New Domestic Mobile Garbage Bins*
- *$610K Renewal of Bridge, Boardwalk and Viewing tower, Studmaster Park*
- *$547K New Building, Landsdale Library and Youth Innovation Hub*
- *$542K Upgrade Roads and Drainage Infrastructure, Yanchep Industrial Area*
- *$522K Recurring Program, New Playground Equipment*
- *$515K Renewal, rehabilitation and upgrade of existing irrigation infrastructure throughout the City*
- *$512K Halesworth Park, Butler, New Sports Facilities*
- *$507K New Family Change Area, Wanneroo Aquamotion*
- *$440K Recurring Program, Renew Heavy Trucks*
- *$439K Neerabup Industrial Area, Neerabup, New Development*
- *$395K Recurring Program, Renew Light Vehicles*
- *$376K Recurring Program, Renew Park Structures*
- *$353K Recurring Program, Upgrade Beach Accessways*
- *$339K Recurring Program, Renew Corporate Building Assets*
- *$329K Upgrade various playgrounds and provide accessible pathways*
- *$312K Upgrade Sports Floodlighting, Ferrara Park*
- *$291K New Pathways, Various Locations*
- *$270K Upgrade To Dual Carriageway from Wanneroo Road to Old Yanchep Road*
- *$234K Renew Assets Management System*
- *$230K New Sports Amenities Building. Heath Park*
- *$221K Upgrade Passive Park, Wonambi Park*
- *$209K New Public Car Park, Dundebar Road*
- *$205K Recurring Program, Replace IT Equipment and Software*
- *$185K Recurring Program, New IT Equipment and Software*
- *$177K Recurring Program, Renew Plant*
- *$177K Upgrade Carpark and Surrounds - Frederick Stubbs Park, Quinns Rocks*
- *$145K Recurring Program, New Installation of Shade Structures*
- *$141K Upgrade Oval Extension, Abbeville Park*
- *$140K Upgrade from Flynn Drive to Pederick Road*
- *$126K Upgrade External Accessibility, Kingsway Olympic Soccer Club*
- *$121K Recurring Program, Upgrade Corporate Business Systems*
- *$111K New Sites for Environmental Offset Requirements*

Attachment 3

- *$110K Upgrade sports amenities building, Warradale Reserve*
- *$108K Renewal of sporting structures that have reached the end of their useful life*
- *$104K Gumblossom Park, Quinns Rocks, Upgrade Path Network*
- ***LTD – Life to Date***

As at 31 Aug 2021, the City has spent $2.6m (21%) of the $12.7m carry forward budget from 2020/2021. Significant Actual (YTD) expenditure against carry forward projects include (% shown as Actual expenditure against Carry Forward budget only):

- *$965K Three Bin Kerbside Collection System (75%)*
- *$282K Renew Finance System (35%)*
- *$231K New Family Change Area, Wanneroo Aquamotion (85%)*
- *$220K Halesworth Park, Butler, New Sports Facilities (55%)*
- *$101K Upgrade External Accessibility, Kingsway Olympic Soccer Club (38%)*

Top Capital Projects 2021/22 - August 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 Overall Project	Stage	Council Comment
PMO16052	PR-2616	23740	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	1,453,172	28,388	1,424,784	(0)	3,985,000	3,982,123	2,877					74	S4. Design	Detailed design is progressing.
PMO16061	PR-2955	23756	Halesworth Park, Butler, New Sports Facilities	6,148,235	220,509	5,927,725	1	20,824,937	20,824,937	0					78	S5. Delivery	Southern and Northern ovals opened to public on 6 September 21. Tender for construction issued August 21; recommendation report to Council anticipated for November 21 Council meeting. Risk of increased costs due to construction industry cost escalation; labour rates and staff availability, and materials availability.
PMO16175	PR-2664	25883	Landsdale Library and Youth Innovation Hub, New Building	1,811,000	32,871	1,778,128	1	10,501,250	10,501,249	1					29	S4. Design	Architect Bollig Design Group is redesigning new concepts for Library and Youth Innovation Hub with input from executive and project stakeholders. Risk of revised schedule if further time is required to received feedback on concept design to proceed with the development application.
PMO18063	PR-4088	30136	Neerabup Industrial Area, Neerabup, New Development	1,660,059	83,439	1,125,090	451,530	15,855,004	15,855,004	0					22	S5. Delivery	Lot 9100 subdivision planning application lodged with WAPC in June 21; awaiting response to continue industrial subdivision engineering design. Stage 1 resource extraction works, renewable energy supply model and water infrastructure planning contract works continues. Development funding process started with the Water Corporation. Rebudget at mid-year review for multi-year project.
PMO19001	PR-2792	32947	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	1,692,750	-24,541	1,494,130	198,612	2,263,306	2,263,305	1					77	S5. Delivery	Construction is underway with brickwork nearing completion and roof structure in progress. Current budget is negative due to EOFY journal reversal; expense of $209,197 overstated in FY 20/21 reversed 21/22 resulting in current year variance.
PMO19071	PR-4180	37143	Alexander Drive, Landsdale, New Shared Pathway from Gnangara Rd to Hepburn Ave	1,525,000	3,841	1,521,159	(0)	3,200,000	3,176,888	23,112					5	S4. Design	Project design and cost estimate approved.
PMO19098	PR-4219	37618	Quinns Road, Quinns Rocks, Upgrade Traffic Treatments Tapping Way Roundabout to Marmion Ave	1,101,666	1,605	1,100,061	0	1,207,638	1,202,366	5,272					22	S4. Design	MRWA Project Manager nominated August 21. Children's crossing discussed with WA Police to stay uninterrupted during construction anticipated for December 21 to January 2022 during school term holidays.

Top Capital Projects 2021/22 - August 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 Overall Project	Stage	Council Comment
PMO20004	PR-4238	38839	Three Bin Kerbside Collection New System	1,552,904	965,354	517,400	70,150	6,794,858	6,539,844	255,014					90	S5. Delivery	Roll out of the new bin system complete. There were about 20% (~7500) of activities that the contractor was unable to complete. Planning is now underway within the Waste Operations Team to complete these tasks.
PMO20049	PR-4271	40569	Splendid Park, Yanchep, Upgrade Splendid Park Cycling Path	2,207,100	22,374	2,184,726	(0)	2,397,100	2,329,510	67,590					49	S4. Design	Detailed design nearing completion; meeting with Project Working Group scheduled September 21. Funding of project under review.
PMO20057	PR-4277	40645	Alkimos, New Alkimos Aquatic and Recreation Centre	3,449,667	0	3,449,452	215	40,000,000	40,000,000	0					16	S4. Design	Revised concepts and cost estimates prepared for presentation to Project Working Group. Land acquisition negotiation progressing.
PMO21060	PR-4347	42656	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	450,000	7,258	455,055	(12,313)	22,762,313	22,762,313	(0)					9	S3. Delivery Planning	Design consultancy awarded to Cossill & Webley Detail Design to cover duplication of Flynn Drive from Wanneroo to Old Yanchep Road. Actual construction works to extend as far as possible to Old Yanchep Road with the funds provided MRWA. Funding $20M approval / reporting has been issued to City based on a standard 40%/40%/20% arrangement. Federal Government funding $2.5M requires Project Proposal Report to be completed. Report due for submission to Federal Government by the end of September 21. The detailed design not complete therefore required service relocations are unknown and approvals for land clearing of vegetation unconfirmed.
				23,051,553	1,341,100	20,977,710	708,194	129,791,406	129,437,539	353,867							

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 31 August 2021

Face Value $	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Current Value $	YTD Accrued Interest $		Accrued Interest
Current Account Investment Group										
26,280,000.00	0.01	Commonwealth Bank of Australia Perth	A1	N/A		N/A	26,280,000.00			
26,280,000.00	**0.01%**						**26,280,000.00**			
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	10,036,646.58	12,909.59		36,646.58
0.00	0.95	National Australia Bank	A1	05-July-2021	5,000,000.00	02-July-2020	0.00	-		0.00
5,000,000.00	0.35	National Australia Bank	A1	14-July-2022	5,000,000.00	13-July-2021	5,002,349.32	2,349.32		2,349.32
0.00	0.86	Westpac Banking Corporation	A1	28-July-2021	5,000,000.00	28-July-2020	0.00	-		0.00
0.00	0.83	Westpac Banking Corporation	A1	05-August-2021	10,000,000.00	07-August-2020	0.00	-		0.00
0.00	0.83	Westpac Banking Corporation	A1	11-August-2021	5,000,000.00	11-August-2020	0.00	-		0.00
0.00	0.85	National Australia Bank	A1	11-August-2021	5,000,000.00	11-August-2020	0.00	-		0.00
5,000,000.00	0.33	Westpac Banking Corporation	A1	18-August-2022	5,000,000.00	18-August-2021	5,000,587.67	587.67		587.67
15,000,000.00	0.32	Westpac Banking Corporation	A1	24-August-2022	15,000,000.00	24-August-2021	15,000,920.55	920.55		920.55
10,000,000.00	0.76	Westpac Banking Corporation	A1	14-September-2021	10,000,000.00	07-September-2020	10,036,646.58	12,909.59		36,646.58
0.00	0.70	Australia & New Zealand Bank	A1	20-July-2021	10,000,000.00	07-September-2020	0.00	-		0.00
0.00	0.70	Australia & New Zealand Bank	A1	28-July-2021	15,000,000.00	15-September-2020	0.00	-		0.00
5,000,000.00	0.71	Commonwealth Bank of Australia Perth	A1	22-September-2021	5,000,000.00	22-September-2020	5,033,360.27	6,030.14		33,360.27
15,000,000.00	0.70	Westpac Banking Corporation	A1	07-October-2021	15,000,000.00	07-October-2020	15,094,356.16	17,835.62		94,356.16
5,000,000.00	0.66	Commonwealth Bank of Australia Perth	A1	21-October-2021	5,000,000.00	21-October-2020	5,028,389.04	5,605.48		28,389.04
10,000,000.00	0.62	Commonwealth Bank of Australia Perth	A1	28-October-2021	10,000,000.00	28-October-2020	10,052,147.95	10,531.51		52,147.95
10,000,000.00	0.60	Westpac Banking Corporation	A1	06-November-2021	10,000,000.00	06-November-2020	10,048,986.30	10,191.78		48,986.30
10,000,000.00	0.59	Commonwealth Bank of Australia Perth	A1	29-November-2021	10,000,000.00	27-November-2020	10,009,860.27	10,021.92		9,860.27
10,000,000.00	0.53	Commonwealth Bank of Australia Perth	A1	09-December-2021	10,000,000.00	09-December-2020	10,038,479.45	9,002.74		38,479.45
10,000,000.00	0.52	Commonwealth Bank of Australia Perth	A1	16-December-2021	10,000,000.00	21-December-2020	10,036,043.84	8,832.88		36,043.84
20,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	11-January-2022	20,000,000.00	11-January-2021	20,061,019.18	16,306.85		61,019.18
10,000,000.00	0.47	National Australia Bank	A1	17-January-2022	10,000,000.00	14-January-2021	10,029,487.67	7,983.56		29,487.67
10,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	20-January-2022	10,000,000.00	21-January-2021	10,029,194.52	8,153.42		29,194.52
5,000,000.00	0.48	Commonwealth Bank of Australia Perth	A1	28-January-2022	5,000,000.00	29-January-2021	5,014,071.23	4,076.71		14,071.23
10,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	03-February-2022	10,000,000.00	04-February-2021	10,026,213.70	7,813.70		26,213.70
10,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	10-February-2022	10,000,000.00	11-February-2021	10,025,331.51	7,813.70		25,331.51
5,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	15-February-2022	5,000,000.00	15-February-2021	5,003,843.84	3,906.85		3,843.84
15,000,000.00	0.50	Commonwealth Bank of Australia Perth	A1	23-February-2022	15,000,000.00	23-February-2021	15,038,835.62	12,739.73		38,835.62
15,000,000.00	0.50	Commonwealth Bank of Australia Perth	A1	09-March-2022	15,000,000.00	09-March-2021	15,035,958.90	12,739.73		35,958.90
30,000,000.00	0.46	Commonwealth Bank of Australia Perth	A1	29-March-2022	30,000,000.00	08-April-2021	30,054,821.92	23,441.10		54,821.92
20,000,000.00	0.37	Westpac Banking Corporation	A1	10-May-2022	20,000,000.00	10-May-2021	20,022,909.59	12,569.86		22,909.59
10,000,000.00	0.40	Westpac Banking Corporation	A1	19-May-2022	10,000,000.00	19-May-2021	10,011,397.26	6,794.52		11,397.26
15,000,000.00	0.42	Bankwest	A1	10-December-2021	15,000,000.00	10-June-2021	15,014,153.42	10,701.37		14,153.42
15,000,000.00	0.43	Bankwest	A1	10-June-2022	15,000,000.00	10-June-2021	15,014,490.41	10,956.16		14,490.41
5,000,000.00	0.35	Westpac Banking Corporation	A1	20-June-2022	5,000,000.00	18-June-2021	5,003,547.95	2,972.60		3,547.95
15,000,000.00	0.35	Australia & New Zealand Bank	A1	19-April-2022	15,000,000.00	23-June-2021	15,009,924.66	8,917.81		9,924.66
5,000,000.00	0.35	Westpac Banking Corporation	A1	28-July-2022	5,000,000.00	28-July-2021	5,001,630.14	1,630.14		1,630.14
15,000,000.00	0.35	National Australia Bank	A1	29-July-2022	15,000,000.00	29-July-2021	15,004,746.58	4,746.58		4,746.58
10,000,000.00	0.34	National Australia Bank	A1	05-August-2022	10,000,000.00	06-August-2021	10,002,328.77	2,328.77		2,328.77
10,000,000.00	0.35	National Australia Bank	A1	12-August-2022	10,000,000.00	11-August-2021	10,001,917.81	1,917.81		1,917.81
15,000,000.00	0.33	Westpac Banking Corporation	A1	12-August-2022	15,000,000.00	12-August-2021	15,002,576.71	2,576.71		2,576.71
10,000,000.00	0.25	Australia & New Zealand Bank	A1	11-April-2022	10,000,000.00	24-August-2021	10,000,479.45	479.45		479.45
395,000,000.00	**0.46%**						**395,827,654.80**	**279,295.89**		**827,654.80**
	Weighted Return									
421,280,000.00	**0.44%**	**Totals**					**422,107,654.80**	**279,295.89**		**827,654.80**

0.045%	12 month UBS Australia Bank Bill Index for	31 August 2021	**$422,107,654.70**
0.39%	Differential between Council's Weighted Return and	UBS Australia Bank Bill Index	- 0.10

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 insitution 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 31 AUGUST 2021

Attachment 6

Description	Year To Date				Annual			
	Actual	Adopted Budget	Variance		Adopted Budget	Revised Budget	Variance	
	$	$	$	%	$	$	$	%
Opening Surplus/(Deficit)	**44,638,785**	**1,373,000**	**43,265,785**	**0**	**1,373,000**	**1,373,000**	**0**	**0**
OPERATING ACTIVITIES								
Revenues								
Operating Grants, Subsidies & Contributions	1,607,684	1,286,044	321,640	25	8,015,370	8,015,370	0	0
Fees & Charges	34,237,032	34,191,181	45,851	0	50,296,054	50,296,054	0	0
Interest Earnings	411,858	395,672	16,186	4	2,283,458	2,283,458	0	0
Other Revenue	104,854	100,079	4,775	5	725,295	725,295	0	0
	36,361,428	**35,972,976**	**388,452**	**1**	**61,320,177**	**61,320,177**	**0**	**0**
Expenses								
Employee Costs	(12,612,432)	(13,524,303)	911,871	7	(77,092,475)	(77,092,475)	0	0
Materials & Contracts	(7,874,189)	(10,758,646)	2,884,457	27	(88,738,173)	(88,738,173)	0	0
Utility Charges	(1,239,648)	(1,575,687)	336,039	21	(9,755,555)	(9,755,555)	0	0
Depreciation	(7,401,904)	(7,401,904)	0	0	(44,411,424)	(44,411,424)	0	0
Interest Expenses	(607,658)	(685,643)	77,985	11	(4,115,430)	(4,115,430)	0	0
Insurance	(221,646)	(196,758)	(24,888)	(13)	(1,285,633)	(1,285,633)	0	0
	(29,957,477)	**(34,142,941)**	**4,185,464**	**12**	**(225,398,690)**	**(225,398,690)**	**0**	**0**
Non-Cash Amounts Excluded								
Depreciation	7,401,904	7,401,904	0	0	44,411,424	44,411,424	0	0
	13,805,855	**9,231,939**	**4,573,916**	**(50)**	**(119,667,089)**	**(119,667,089)**	**0**	**0**
INVESTING ACTIVITIES								
Non Operating Grants, Subsidies & Contributions	2,180,385	3,179,344	(998,959)	(31)	19,076,024	19,394,024	318,000	2
Contributed Physical Assets	0	0	0	0	12,180,000	12,180,000	0	0
Profit on Asset Disposals	24,086	305,369	(281,283)	(92)	4,945,035	4,945,035	0	0
Loss on Assets Disposals	0	(1,013,273)	1,013,273	100	(1,013,273)	(1,013,273)	0	0
TPS & DCP Revenues	816,019	583,598	232,421	40	25,630,638	25,630,638	0	0
TPS & DCP Expenses	(132,310)	(155,096)	22,786	15	(19,907,771)	(19,907,771)	0	0
Capital Expenditure	(4,328,533)	(11,800,000)	7,471,467	63	(82,213,708)	(82,465,708)	(252,000)	(0)
Proceeds From Disposal Of Assets	245,081	1,440,000	(1,194,919)	(83)	8,640,000	8,640,000	0	0
	(1,195,272)	**(7,460,058)**	**6,264,786**	**84**	**(32,663,055)**	**(32,597,055)**	**66,000**	**0**
Non-Cash Amounts Excluded								
Contributed Physical Assets	0	0	0	0	(12,180,000)	(12,180,000)	0	0
Profit on Asset Disposals	(24,086)	(305,369)	281,283	0	(4,945,035)	(4,945,035)	0	0
Loss on Assets Disposals	0	1,013,273	(1,013,273)	(100)	1,013,273	1,013,273	0	0
Movement in Non Current Lease Liability	(12,454)	0	(12,454)	0	0			
Movement in Non- Current Deffered Pensioner Rates	105,276	0	105,276	0	0			
Movement in Non- Current Leave Liability Provision	(70,290)	0	(70,290)	0	0			
	(14,192,237)	**707,904**	**(14,900,141)**	**(2,105)**	**(16,111,762)**	**(16,111,762)**	**0**	**0**
	(15,387,509)	**(6,752,154)**	**(8,635,355)**	**(128)**	**(48,774,817)**	**(48,708,817)**	**66,000**	**0**
FINANCING ACTIVITIES								
Contributions from New Loans	0	0	0	0	15,000,000	15,000,000	0	0
Transfers from Restricted Grants, Contributions & Loans	30,728	284,906	(254,178)	(89)	1,709,434	1,709,434	0	0
Transfers to Restricted Grants, Contributions & Loans	0	0	0	0	0	0	0	0
Transfers from Reserves	1,645,586	7,236,245	(5,590,659)	(77)	43,417,469	43,417,469	0	0
Transfers to Reserves		(6,516,552)	6,516,552	100	(39,099,312)	(39,099,312)	0	0
Cash Backed Employee Provisions Transfers	413,097	0	413,097	0	0	0		
Transfers from Trust Fund- Cash Paid in Lieu of POS	0	411,513	(411,513)	0	2,469,079	2,469,079		
Transfers from Schemes	720,241	3,651,904	(2,931,663)	(80)	21,911,423	21,911,423	0	0
Transfers to Schemes	(53,894)	(3,651,904)	3,598,010	99	(21,911,423)	(21,911,423)	0	0
	2,755,758	**1,416,112**	**1,339,647**	**95**	**23,496,670**	**23,496,670**	**0**	**0**
(DEFICIT)/SURPLUS	**45,812,889**	**5,268,897**	**40,543,993**	**769**	**(143,572,236)**	**(143,506,236)**	**66,000**	**0**
Amount To Be Raised From Rates	**138,161,874**	**138,167,680**	**(5,806)**	**(0)**	**141,191,680**	**141,191,680**	**0**	**0**
Closing Surplus/(Deficit)	**183,974,763**	**143,436,577**	**40,538,187**	**28**	**(2,380,556)**	**(2,314,556)**	**66,000**	**0**

Changes to LRCIP Grant Funded Projects

Phase 1 Projects

Project No.	Project Name	Increase / (Decrease)	Comment
PR-4250	Edgar Griffiths Park, Wanneroo, New Car Park	-$ 4,954	Savings identified following award of contract.
PR-4290	Splendid Park, Yanchep, New Toilet Block at Netball Courts	-$ 1,612	Savings identified following award of contract.
PR-4292	Hepburn Avenue, Madeley, New Roundabout Landscaping	-$ 9,701	Savings identified following award of contract.
PR-4294	Road Reserves, Verges and Parks, Various locations, New Tree Planting	$ 1,026	Additional funds required for completion of works.
PR-4301	Kingsway Olympic Soccer Club, Madeley, Upgrade External Accessibility	$ 11,313	Additional funds required due to increased scope.
PR-4311	Gungurru Park, Hocking and Houghton Park, Carramar, Upgrade BMX Tracks	$ 3,928	Additional funds required for completion of works.
	Net Impact	**$ -**	

Phase 2 Projects

Project No.	Project Name	Increase / (Decrease)	Comment
PR-2568	New Playground Equipment	$ 24,000	Additional funds required for shade sail installation at Quinns Mindarie Community Centre.
PR-2664	Landsdale Library and Youth Innovation Hub	-$ 50,000	Grant funds not required.
PR-4196	Aquamotion Wanneroo, New Family Change Area	-$ 30,000	Savings identified following award of contract.
PR-4197	Dalvik Park, Merriwa, upgrade seniors recreation space	$ 2,500	Additional funds required for project completion.
PR-4214	Paloma Park, Marangaroo, Upgrade Sports Floodlighting	-$ 55,000	Savings identified following project completion.
PR-4240	Jindinga Park, Wanneroo, Upgrade Passive Park	-$ 45,367	Savings identified due to Western Power costs being lower than expected.
PR-4256	Gumblossom Reserve, Quinns Rocks, upgrade path network	$ 10,000	Additional funds required for project completion.
PR-4308	Studmaster Park, Wanneroo, Renew Bridge, Boardwalk and Viewing Tower	$ 164,690	Additional funds required for significant increase in material costs.
PR-4309	Wanneroo Library and Culture Centre, upgrade to include adult change facility	$ 19,407	Additional funds required for on street ACROD bay adjacent to the changing place facility.
PR-4310	Clubrooms, Various Locations, Upgrade Ventilation	$ 70,000	Additional funds required for power and electrical upgrades to suit HVAC renewal at Anthony Waring Park clubrooms.
PR-4313	Hinckley Park, Hocking, New Car Park	-$ 14,918	Savings due to works being undertaken in-house.
PR-4314	Various Locations, New Pathways	$ 10,728	Additional funds required to complete Lisford Avenue pathway works.
PR-4315	Various Locations, New Bus Shelters	$ 16,000	Additional funds required to suit cost agreement with Public Transport Authority.
PR-4316	Lot 555 Dundebar Road, Wanneroo, New Public Car Park	$ 10,000	Additional funds required following detailed design and revised cost estimate.
PR-4317	Kingsway Indoor Stadium, Renew Toilets and Changerooms	-$ 140,000	Scope reduced for project.
PR-4318	John Maloney Park, Marangaroo, New Fitness Equipment	-$ 1,334	Savings identified on project

Project No.	Project Name	Increase / (Decrease)	Comment
PR-4319	Phil Renkin Leisure Centre, Two Rocks, Upgrade Ventilation	$ 40,000	Additional funds required for working with heritage listed building of complex built
PR-4320	Civic Drive, Wanneroo, Upgrade Access to Aquamotion and Wanneroo Shopping Centre	$ 25,000	Additional funds required following detailed design and revised cost estimate.
PR-4322	Quinns Mindarie Community Centre, upgrade access	-$ 32,629	Savings identified following completion of procurement process.
PR-4323	Margaret Cockman Pavilion, Wanneroo, upgrade flooring	-$ 100,000	Project removed from program pending outcome of Wanneroo Recreation Centre upgrade feasibility study.
PR-4324	Aquamotion, Wanneroo, renew hydropool change rooms and toilets	$ 160,000	Additional funds required following detailed design and revised cost estimate.
	Sub Total	**$ 83,077**	
	Grant allocation resulting from transfer of PR-4311 to Phase 1	-$ 83,077	
	Net Impact	**$ -**	

2020/21 Carry Forward Adjustments

Project No.	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-1010	Quinns Beach Caravan Park, Quinns Rocks, New Development	$ 61,923	$ 43,738	-$ 18,185
PR-1031	Recurring Program, New IT Equipment and Software	$ 534,035	$ 715,053	$ 181,018
PR-1032	Recurring Program, Renew IT Equipment and Software	$ 102,596	$ 393,709	$ 291,113
PR-1033	Recurring Program, Upgrade IT Equipment and Software	$ 327,436	$ 479,963	$ 152,527
PR-1037	Recurring Program, Renew Domestic Waste Vehicles	$ 3,411,256	$ 3,411,256	$ -
PR-1587	Motivation Dr, Wangara, Renew Lot 15 Environmental Investigation and Remediation	$ 78,706	$ 89,113	$ 10,407
PR-1658	Recurring Program, Renew Plant	$ 223,212	$ 223,212	$ -
PR-1659	Recurring Program, Renew Light Vehicles	$ 346,497	$ 346,497	$ -
PR-1660	Recurring Program, Renew Heavy Trucks	$ -	$ 146,630	$ 146,630
PR-1883	Recurring Program, Upgrade Corporate Business Systems	$ 186,375	$ 182,903	-$ 3,472
PR-2088	Badgerup Reserve, Wanneroo, Renew Site for Environmental Offset Various Requirements	$ -	$ 10,000	$ 10,000
PR-2089	Honeypossum and Boomerang Reserves, Banksia Grove, Renew Sites for Environmental Offset Requirements	$ -	$ 10,000	$ 10,000
PR-2094	Recurring Program, New CCTV Network and Supporting Infrastructure	$ 104,339	$ 154,114	$ 49,775
PR-2098	Recurring Program, New Corporate Business Systems	$ 256,042	$ 206,558	-$ 49,484
PR-2409	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	$ 80,866	$ 93,222	$ 12,356
PR-2455	Clarkson Youth Centre, Clarkson, Upgrade Building and Open Space	$ 71,308	$ 101,756	$ 30,448
PR-2568	Recurring Program, New Playground Equipment	$ -	$ 4,575	$ 4,575
PR-2616	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	$ 203,172	$ 281,973	$ 78,801
PR-2664	Landsdale Library and Youth Innovation Hub, New Building	$ 121,000	$ 153,991	$ 32,991
PR-2676	Wonambi Park, Wanneroo, Upgrade Passive Park	$ 1,000	$ 752	-$ 248
PR-2792	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	$ 99,970	$ -	-$ 99,970
PR-2805	Flynn Dr, Banksia Grove, Upgrade from Mather Dr to Old Yanchep Rd	$ 143,798	$ 143,798	$ -
PR-2955	Halesworth Park, Butler, New Sports Facilities	$ 400,000	$ 488,229	$ 88,229
PR-2990	Leatherback Park, Alkimos, New Sports Amenities Building	$ 10,000	$ 8,269	-$ 1,731
PR-3063	Hardcastle Park, Landsdale, Upgrade Passive Park	$ 9,540	$ 30,599	$ 21,059
PR-4030	New Enterprise Integration Solution	$ 42,835	$ 42,835	$ -
PR-4034	Hudson Park, Girrawheen, Upgrade Dennis Cooley Pavilion	$ -	$ 14,690	$ 14,690
PR-4055	Renew Finance System	$ 798,828	$ 1,064,424	$ 265,596
PR-4068	Renew Assets Management System	$ 355,388	$ 359,511	$ 4,123
PR-4069	Renew Performance Reporting System	$ 52,800	$ 52,800	$ -
PR-4070	Renew Reporting Portal	$ 221,235	$ 213,710	-$ 7,525
PR-4071	Renew Customer Request Management System	$ 150,944	$ 149,469	-$ 1,475
PR-4072	Renew Property and Rating System	$ 40,000	$ 40,000	$ -
PR-4074	Renew Facilities Management System	$ -	$ 33,166	$ 33,166
PR-4075	New Enterprise Project Management System	$ 7,345	$ 9,845	$ 2,500
PR-4077	New Human Resources Systems	$ -	$ 110,899	$ 110,899

Project No.	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-4088	Neerabup Industrial Area, Neerabup, New Development	$ 450,035	$ 556,958	$ 106,923
PR-4102	Shelvock Park, Koondoola, New Sports Amenities Building	$ 2,000	$ 2,000	$ -
PR-4140	Marmion Ave Upgrade to Dual Carriageway from Butler Bvd to Yanchep Beach Rd	$ 40,000	$ -	-$ 40,000
PR-4158	Marmion Avenue, Upgrade Street Landscaping	$ 80,000	$ 152,648	$ 72,648
PR-4161	Bin Stores, Upgrade Store Roofs and Enclosures	$ 15,000	$ 16,272	$ 1,272
PR-4169	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	$ 13,300	$ 35,039	$ 21,739
PR-4172	Hinckley Park, Hocking, Upgrade Passive Park	$ 75,172	$ 77,405	$ 2,233
PR-4178	Badgerup Reserve, Wanneroo, Renew Site for Environmental Offset for Old Yanchep Rd	$ -	$ 7,575	$ 7,575
PR-4180	Alexander Drive, Landsdale, New Shared Pathway from Gnangara Rd to Hepburn Ave	$ -	$ 19,234	$ 19,234
PR-4187	Butterworth Park, Koondoola, Sports Field Path Network	$ -	$ 1,898	$ 1,898
PR-4191	New Christmas Decorations	$ 9,802	$ 9,802	$ -
PR-4194	Wanneroo Animal Care Centre, Wanneroo, New Building	$ 26,200	$ 45,025	$ 18,825
PR-4196	Wanneroo Aquamotion, Wanneroo, New Family Change Area	$ 272,000	$ 250,000	-$ 22,000
PR-4197	Dalvik Park, Merriwa, Upgrade Seniors Recreation Space	$ 1,800	$ 2,078	$ 278
PR-4198	Warradale Park, Landsdale, New Eco-Lighting	$ 78,469	$ 84,362	$ 5,893
PR-4202	Montrose Park, Girrawheen, Upgrade Changeroom	$ 54,000	$ 60,919	$ 6,919
PR-4219	Quinns Road, Quinns Rocks, Upgrade Traffic Treatments Tapping Way Roundabout to Marmion Ave	$ 14,028	$ 17,786	$ 3,758
PR-4221	Yanchep Foreshore Reserve, Yanchep, New Fire Access Track	$ 22,746	$ 24,059	$ 1,313
PR-4234	Two Rocks Beach (South), Two Rocks, New Beach Accessway	$ 88,613	$ 89,149	$ 536
PR-4236	Kingsbridge BLVD, Camborne Parkway, Shelford BLVD, Upgrade Intersection	$ 4,600	$ 4,600	$ -
PR-4237	Mirrabooka Ave, Rawlinson Drive, Upgrade Intersection	$ 20,000	$ 20,000	$ -
PR-4238	Three Bin Kerbside Collection New System	$ 1,290,362	$ 1,475,227	$ 184,865
PR-4239	Frederick Duffy Park, Wanneroo, New Design and Develop Passive Park	$ -	$ 2,925	$ 2,925
PR-4240	Jindinga Park, Wanneroo, Upgrade Passive Park	$ -	$ 6,160	$ 6,160
PR-4244	New Leisure Management Software	$ 96,600	$ 87,656	-$ 8,944
PR-4247	Wangara Transfer Station, Wangara, Upgrade Site Works	$ 241,892	$ 241,892	$ -
PR-4249	Abbeville Park, Mindarie, Upgrade Oval Extension	$ -	$ 3,971	$ 3,971
PR-4250	Edgar Griffiths Park, Wanneroo, New Car Park	$ -	$ 4,954	$ 4,954
PR-4257	Library Shelving, Various Locations, New Installations	$ 15,000	$ 16,143	$ 1,143
PR-4258	Anthony Waring Park, Clarkson, New Storage Rooms (ARMP)	$ -	$ 4,852	$ 4,852
PR-4262	Kingsway Regional Sporting Complex, Madeley, New Car Park	$ 20,761	$ 20,134	-$ 627
PR-4264	Automatic Car Park Closing Gates and CCTV, Various Locations, New Installations	$ 9,536	$ 14,169	$ 4,633
PR-4265	Shelvock Park, Koondoola, Upgrade Car Park Extension	$ 4,288	$ 4,288	$ -
PR-4266	Gumblossom Community Centre, Quinns Rocks, Renew Public Artwork	$ 36,500	$ 36,500	$ -
PR-4267	Wanneroo BMX, Pearsall, Upgrade Existing Facilities	$ 40,000	$ 75,700	$ 35,700

Project No.	Project Name	Original CF Request	Revised CF Request	Revised CF Change
PR-4268	Carramar Golf Course, Carramar, Upgrade Water Mains	$ 23,117	$ 29,404	$ 6,287
PR-4270	Libraries Carpet Renewal, Various locations, Renew Library Carpet	$ 14,845	$ 16,527	$ 1,682
PR-4271	Splendid Park, Yanchep, Upgrade Splendid Park Cycling Path	$ -	$ 67,590	$ 67,590
PR-4276	Lenore Road, Hocking, Upgrade to Dual Carriageway from Kemp St to Elliot Rd	$ 20,000	$ 5,119	-$ 14,881
PR-4277	Alkimos, New Alkimos Aquatic and Recreation Centre	$ 79,667	$ 79,452	-$ 215
PR-4279	Wanneroo, Upgrade Wanneroo Recreation Centre Precinct	$ 21,800	$ -	-$ 21,800
PR-4281	Capricorn Coastal Node, Yanchep, New Recreation and Amenity Facilities	$ 45,845	$ 45,845	$ -
PR-4283	Heath Park, Eglinton, New Sports Amenities Building	$ 5,000	$ 4,874	-$ 126
PR-4287	Frederick Stubbs Park, Quinns Rocks, upgrade car park and surrounds	$ -	$ 10,938	$ 10,938
PR-4288	New Occupational Safety and Health Management System	$ 80,000	$ 80,000	$ -
PR-4290	Splendid Park, Yanchep, New Toilet Block at Netball Courts	$ 100,000	$ 104,214	$ 4,214
PR-4292	Hepburn Avenue, Madeley, New Roundabout Landscaping	$ -	$ 9,806	$ 9,806
PR-4297	Wangara Industrial Area, Wangara, New CCTV Network	$ 16,324	$ 34,903	$ 18,579
PR-4298	Renew Museum Collections Software	$ 73,000	$ 73,000	$ -
PR-4299	Wanneroo Aquamotion, Wanneroo, New Accessibility Pool Pod	$ 5,000	$ -	-$ 5,000
PR-4301	Kingsway Olympic Soccer Club, Madeley, Upgrade External Accessibility	$ 265,000	$ 220,871	-$ 44,129
PR-4308	Studmaster Park, Wanneroo, Renew Bridge, Boardwalk and Viewing Tower	$ -	$ 300	$ 300
PR-4310	Clubrooms, Various Locations, Upgrade Ventilation	$ 8,000	$ 9,290	$ 1,290
PR-4311	Gungurru Park, Hocking and Houghton Park, Carramar, Upgrade BMX Tracks	$ -	$ 51,072	$ 51,072
PR-4312	Community Safety, New CCTV Platform and Operating System	$ 36,562	$ 32,268	-$ 4,294
PR-4313	Hinckley Park, Hocking, New Car Park	$ -	$ 14,918	$ 14,918
PR-4314	Various Locations, New Pathways	$ -	$ 110,831	$ 110,831
PR-4315	Various Locations, Various, New Bus Shelters	$ 25,000	$ 24,603	-$ 397
PR-4316	Dundebar Road, Wanneroo, New Public Car Park	$ 34,830	$ 41,467	$ 6,637
PR-4317	Kingsway Indoor Stadium, Madeley, Renew Changerooms and Toilets	$ 20,000	$ 20,000	$ -
PR-4319	Phil Renkin Leisure Centre, Two Rocks, Upgrade Ventilation	$ 99,500	$ 102,361	$ 2,861
PR-4320	Civic Drive, Wanneroo, Upgrade Access to Aquamotion and Wanneroo Shopping Centre	$ 9,742	$ 8,894	-$ 848
PR-4327	Warradale Reserve, Landsdale, Upgrade Clubrooms	$ 15,000	$ 10,875	-$ 4,125
PR-4331	Kingsway Regional Sporting Complex, Madeley, Upgrade Soccer Field Floodlighting	$ -	$ 1,030	$ 1,030
PR-4339	Cafaggio Crescent, Wanneroo, Upgrade parking	$ 10,000	$ 5,000	-$ 5,000
PR-4347	Flynn Drive, Neerabup, Upgrade from Wanneroo Rd to Old Yanchep Rd	$ 200,000	$ 214,397	$ 14,397
		$12,673,382	$ 14,712,489	$ 2,039,107

Transactional Finance

CS02-10/21 Warrant of Payments for the Period to 31 August 2021

File Ref: 1859V02 – 21/396485
Responsible Officer: Acting 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 August 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 August 2021:

Funds	Vouchers	Amount
Director Corporate Services Advance A/C		
Accounts Paid – August 2021		
Cheque Numbers	121981 -	$935,605.87
EFT Document Numbers	122124	$27,875,428.22
TOTAL ACCOUNTS PAID	4204 - 4231	**$28,811,034.09**
Less Cancelled Cheques		($6,027.87)
Manual Journals		$3,182.50
Town Planning Scheme		($830,331.64)
RECOUP FROM MUNICIPAL FUND		**($27,977,857.08)**
Municipal Fund – Bank A/C		
Accounts Paid – August 2021		
Recoup to Director Corporate Services Advance A/C		$27,977,857.08
Direct Payments		$25,074.35
Payroll – Direct Debits		$3,669,403.95
TOTAL ACCOUNTS PAID		**$31,672,335.38**
Town Planning Scheme		
Accounts Paid – August 2021		
Cell 1		$3,898.89
Cell 2		$5,148.89
Cell 3		$4,588.89
Cell 4		$38,147.03
Cell 5		$3,338.89
Cell 6		$3,898.89
Cell 7		$4,398.89
Cell 8		$4,398.89
Cell 9		$762,512,38

TOTAL ACCOUNTS PAID		**$830,331.64**

At the close of August 2021, outstanding creditors amounted to $130,207.64.

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
1	00121981	03/08/2021	AJ & IP Pty Ltd	$147.00
			Refund - Development Application - Exempt	
2	00121982	03/08/2021	Angeth Deng	$100.00
			Bond Refund - Reissue Of Stale Cheque 119318	
3	00121983	03/08/2021	Adrian Schoonens	$2,000.00
			Refund - Street & Verge Bond	
4	00121984	03/08/2021	Brendon Bidwell	$104.80
			Refund - Copies Of Plans - Reissue Of Stale Cheque 118917	
5	00121985	03/08/2021	Sissay A Degeffa	$147.00
			Refund - Development Application - Withdrawn	
6	00121986	03/08/2021	Eduard Meiring	$2,000.00
			Refund - Street & Verge Bond	
7	00121987	03/08/2021	Graham Lloyd Williamson	$2,000.00
			Refund - Street & Verge Bond	
8	00121988	03/08/2021	Ian Moores	$2,000.00
			Refund - Street & Verge Bond	
9	00121989	03/08/2021	James McClarence	$23.40
			Refund - Facility Hire - Reissue Of Stale Cheque 119229	
10	00121990	03/08/2021	Laura Dunne	$100.00
			Bond Refund - Reissue Stale Cheque 119209	
11	00121991	03/08/2021	Michael Cooper	$2,000.00
			Refund - Street & Verge Bond	
12	00121992	03/08/2021	Brad Calleja	$2,000.00
			Refund - Street & Verge Bond	
13	00121993	03/08/2021	Roxanne Ingersoll	$65.60
			Refund - Copies Of Plans - Not Available	
14	00121994	03/08/2021	Kim Waters	$43.60
			Refund - Copies Of Plans - Not Available	
15	00121995	03/08/2021	Molly Ferrier	$65.60
			Refund - Copies Of Plans - Not Available	
16	00121996	03/08/2021	Trent Caines	$171.65
			Refund - Building Application - Rejected	
17	00121997	03/08/2021	Simon Ryan	$52.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
			Refund - Building Application - Fast Track Fee	
18	00121998	03/08/2021	WA Plunge Pools	$61.65
			Refund - Street & Verge Bond	
19	00121999	03/08/2021	M McKenzie-Murray	$49.60
			Refund - Copies Of Plans – Not Available	
20	00122000	03/08/2021	Cara Ford	$1,900.00
			Refund - Street & Verge Bond	
21	00122001	03/08/2021	Christopher Evans	$123.30
			Refund - Building Services Application - Rejected - Reissue Of Stale Cheque 119284	
22	00122002	03/08/2021	Christopher Hurlbatt	$61.65
			Refund - Building Application - Cancelled Reissue Of Stale Cheque 119227	
23	00122003	03/08/2021	Little Fitout Company	$30.00
			Refund - Building Services Levy - Reissue Of Stale Cheque 119283	
24	00122004	03/08/2021	Perth Solar Force	$2,000.00
			Refund - Street & Verge Bond	
25	00122005	03/08/2021	Bradley McGhie	$2,000.00
			Refund - Street & Verge Bond	
26	00122006	03/08/2021	AARCO Environmental Solutions Pty Ltd	$1,131.63
			Disposal Of Asbestos - Waste	
27	00122007	03/08/2021	Axiell Pty Ltd	$26,136.00
			Software Licence - Museum Collections Management System - ICT	
	00122008	03/08/2021	Cancelled	
28	00122009	03/08/2021	Reece Pty Ltd	$3,098.35
			Urinal Partition - Ashby Operations	
29	00122010	03/08/2021	Westral Home Improvements	$618.00
			3 Security Screens - Building Maintenance	
30	00122011	03/08/2021	Trang Huynh	$100.00
			Bond Refund	
31	00122012	03/08/2021	Shree Kutch Leva Patel Cricket Club	$350.00
			Bond Refund	
32	00122013	03/08/2021	Rates Refund	$283.66
33	00122014	03/08/2021	Hainsworth Youth Services Petty Cash	$183.10
			Petty Cash	
34	00122015	03/08/2021	Insurance Advisernet Australia Pty Ltd	$1,122.00
			Liability Insurance - 01.08.2021 - 01.08.2021 - Risk Management	
35	00122016	03/08/2021	New Sensation Homes Pty Ltd	$12,000.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
			Refund - 6 Street & Verge Bonds	
36	00122017	03/08/2021	Perth Patio Magic Pty Ltd	$2,000.00
			Refund - 2 Street & Verge Bonds	
37	00122018	03/08/2021	Telstra	$1,210.00
			Ethernet Services - Girrawheen Hub	
38	00122019	10/08/2021	Allaboutxpert Technologies Pty Ltd	$1,980.00
			Consultancy Services - Payroll - 23.06.2021 - 22.12.2021 - ICT	
39	00122020	10/08/2021	Chraseden Global Pty Ltd	$189.53
			10 Security Roller Stamps - Customer Relations	
40	00122021	10/08/2021	CoreLogic Asia Pacific	$1,781.87
			Annual Subscription - RP Data Property Search - Property Services	
41	00122022	10/08/2021	Factory Direct WA	$1,500.00
			Supply & Install Gable Garage - Girrawheen Lions Club - Property Services	
42	00122023	10/08/2021	JCS Online Resources Limited	$6,533.33
			Annual Subscription - Findmypast - Library Services	
43	00122024	10/08/2021	Minter Ellison	$5,748.93
			Legal Services For The City	
	00122025	10/08/2021	Cancelled	
44	00122026	10/08/2021	The Trustee for the Replay Browns	$255.00
			IPlay - Whitfords Group - Youth Services	
45	00122027	10/08/2021	The Trustee For Joondalup AVIT No. 2 Trust AVIT No. 2 Trust	$1,076.73
			3 Cameras, Cases & SD Cards - Compliance Services	
46	00122028	10/08/2021	Ms Linda Truong	$100.00
			Bond Refund	
47	00122029	10/08/2021	Castlerock	$68.00
			Refund - Development Application - Overpayment	
48	00122030	10/08/2021	Noel Henderson	$360.00
			Vehicle Crossing Subsidy	
49	00122031	10/08/2021	Victory Functional Fit & Boxing	$295.00
			Refund - Development Application - Not Required	
50	00122032	10/08/2021	Cheak-Suan Chai	$30.00
			Dog Registration Refund - Sterilised	
	00122033	10/08/2021	Cancelled	
51	00122034	10/08/2021	Trang Nguyen	$88.00
			Refund - Term Pass Cancelled - Age Range Has Changed	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
52	00122035	10/08/2021	Jane Clarkson	$73.00
			Refund - Development Application - Incorrect Category	
53	00122036	10/08/2021	TCC Wanneroo Pty Ltd	$294.00
			Refund - Food Business Application - Submitted Twice	
54	00122037	10/08/2021	Specialised Building Solutions Pty	$441.00
			Refund - Development Application - Duplicate	
55	00122038	10/08/2021	J Hinds	$65.60
			Refund - Copies Of Plans - Not Available	
56	00122039	10/08/2021	Vescon Australia Pty Ltd	$26.57
			Refund - Building Application Fee - Overpayment	
57	00122040	10/08/2021	Jacob Taylor	$80.40
			Hire Fee Refund	
58	00122041	10/08/2021	Australian Outdoor Living (WA) Pty Ltd	$1,000.00
			Refund - Street & Verge Bond	
59	00122042	10/08/2021	Health Services Petty Cash	$129.30
			Petty Cash	
60	00122043	10/08/2021	Pirone Builders	$2,000.00
			Refund - Street & Verge Bond	
61	00122044	10/08/2021	Cr F Cvitan	$4,596.15
			Monthly Meeting Attendance	
62	00122045	10/08/2021	Cr X Nguyen	$2,690.46
			Monthly Meeting Attendance	
63	00122046	17/08/2021	AARCO Environmental Solutions Pty Ltd	$7,337.50
			Asbestos Removal - Various Locations - Waste	
64	00122047	17/08/2021	HiDrive Group	$1,452.54
			Vehicle Repair - Fleet	
65	00122048	17/08/2021	Sage Copywriting	$1,512.00
			Consultation & Written Business Testimonials - Investment Attraction Project - Advocacy & Economic Development	
66	00122049	17/08/2021	Streetside Advertising	$1,738.00
			Seat Advertising - Marangaroo Golf Course - Property Services	
67	00122050	17/08/2021	Daisy Hill Boutique	$295.00
			Refund - Development Application - Change Of Use	
68	00122051	17/08/2021	Rosie Hanson	$147.00
			Refund - Food Inspection Fee Cancelled	
69	00122052	17/08/2021	Tony Gbaryou	$65.60

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Refund - Copies Of Plans - Not Available	
70	00122053	17/08/2021	Rupert Guenther	$76.00
			Refund - Copies Of Plans - Not Available	
71	00122054	17/08/2021	West Coast Landscaping Solutions	$171.65
			Refund - Building Application Fees - Application Made In Error	
72	00122055	17/08/2021	Classic Home & Garage Innovations Pty Ltd	$171.65
			Refund - Building Application Fee - Rejected	
73	00122056	17/08/2021	Firma Homes Pty Ltd	$205.60
			Partial Refund - Incorrect Fee Paid - Refund Of The Difference	
74	00122057	17/08/2021	Evangeline Jayme	$222.40
			Hire Fees Refund	
75	00122058	17/08/2021	Ferraro Planning & Development Consultancy	$295.00
			Reimbursement - Development Application Fees - Withdrawn	
76	00122059	17/08/2021	Sharronjit Govender	$65.60
			Refund - Copies Of Plans - Not Available	
77	00122060	17/08/2021	P England	$70.50
			Refund - Copies Of Plans - Not Available	
78	00122061	17/08/2021	Purestyle Engineering & Design	$171.65
			Refund - Building Application - Payment Taken Twice	
79	00122062	17/08/2021	Nicky Gomez	$163.20
			Refund - Sign Licence Application - Insufficient Information	
80	00122063	17/08/2021	Richard Tempest	$41.30
			Refund - Building Application Fast Track Fee - Not A Fast Track Application	
81	00122064	17/08/2021	Northsands Resources	$3,000.00
			Refund - Extractive Industry Administration Annual Fee - Not Required	
82	00122065	17/08/2021	Allweather Patios	$166.65
			Refund - Building Application - Duplicate	
83	00122066	17/08/2021	Carolyn Husten	$64.00
			Refund - Copies Of Plans - Not Available - Reissue Of Stale Cheque 00118975	
84	00122067	17/08/2021	James Rankine	$25.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
			Refund - Copy Of Septic Tank Plans - No Septics On The Property	
85	00122068	17/08/2021	Kirsty Giddens	$14.00
			Refund - Botanic Golf - Youth Services - Reissue Of Stale Cheque 00118985	
86	00122069	17/08/2021	Nathan Ward	$30.00
			Dog Registration Refund - Sterilised - Reissue Of Stale Cheque 00118968	
87	00122070	17/08/2021	Susan Brown	$40.00
			Dog Registration Refund - Deceased - Reissue Of Stale Cheque 00119052	
	00122071	17/08/2021	Cancelled	
88	00122072	17/08/2021	Rates Refund	$655.85
89	00122073	17/08/2021	Aquamotion Office Petty Cash	$218.95
			Petty Cash	
90	00122074	17/08/2021	Ashby Operations Centre Petty Cash	$290.50
			Petty Cash	
91	00122075	17/08/2021	City of Wanneroo	$250.00
			Cash Advance - Furniture For Buckingham House - Cultural Development	
92	00122076	17/08/2021	Clarkson Library Petty Cash	$179.85
			Petty Cash	
93	00122077	17/08/2021	David Wills and Associates	$352.00
			Reimbursement - Development Application Fees - Withdrawn	
94	00122078	17/08/2021	Telstra	$99,089.17
			Internet / Phone Charges For The City	
95	00122079	23/08/2021	Australian Local Government Womens Association	$80.00
			National Networking Breakfast - 21.06.2021 - 1 Attendee - Council & Corporate Support	
96	00122080	23/08/2021	Blackwell & Associates Pty Ltd	$660.00
			Design Review Panel - Approval Services	
97	00122081	23/08/2021	Cranetech Australia Pty Ltd	$1,364.96
			Maxilift Maintenance - Fleet	
98	00122082	23/08/2021	Miriam Gardiner	$1,050.00
			Watercolour Workshop - Clarkson Library	
99	00122083	23/08/2021	Perth Injury & Pain Clinic Pty Ltd	$275.00
			Presentation - Athlete Wellbeing - Community Development	
100	00122084	23/08/2021	Robert Boyd Publications	$425.99
			50 My Family History Books - Cultural Services	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
101	00122085	23/08/2021	Solo Resource Recovery	$157,243.43
			Kerbside Collection Of Organic Bins - Waste Services	
102	00122086	24/08/2021	Wanneroo Civic Choir Incorporated	$394.20
			Hire Fee Refund	
103	00122087	24/08/2021	J Fig Pension Fund Pty Ltd	$215.40
			Partial Refund - Building Approval - Application Lodged In Error	
104	00122088	24/08/2021	Afsoun Daniells	$241.80
			Hire Fee Refund	
105	00122089	24/08/2021	Rahaf Abou Khir	$18.55
			Hire Fee Refund	
106	00122090	24/08/2021	Wanneroo Patios	$167.60
			Refund - Building Application - Additional Fees Paid At The Time Of Lodgement	
107	00122091	24/08/2021	David Taylor	$171.65
			Refund - Building Application - Not Required	
108	00122092	24/08/2021	Banksia Grove Development Nominees	$532,039.30
			Refund - Subdivision Bond WAPC 156073 Banksia Grove Stage 49B - Finance	
109	00122093	24/08/2021	Wanneroo Patios	$167.60
			Refund - Building Application - Overpayment	
110	00122094	24/08/2021	Nicholas Mitchell	$73.00
			Refund - Plan Research Fee - Incorrect Application Type	
111	00122095	24/08/2021	Hali Telve	$80.86
			Hire Fee Refund	
112	00122096	24/08/2021	Association Of The Liberian Community Of WA Incorporated	$350.00
			Bond Refund	
113	00122097	24/08/2021	Renata Markovic	$147.00
			Refund - Food Business Inspection - Application Withdrawal	
114	00122098	24/08/2021	WA Pork Crackles	$300.00
			Refund - Food Business Application - Double Payment	
115	00122099	24/08/2021	Bryan Anderson	$2,000.00
			Refund - Street & Verge Bond	
116	00122100	24/08/2021	Ashdale Secondary College	$350.00
			Bond Refund	
117	00122101	24/08/2021	Kirsty Burns	$850.00
			Bond Refund	
118	00122102	24/08/2021	Rates Refund	$1,481.69

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
119	00122103	24/08/2021	Patricia Merson	$350.00
			Bond Refund	
120	00122104	24/08/2021	Adriana Palmeri	$350.00
			Bond Refund	
121	00122105	24/08/2021	Rates Refund	$1,265.03
122	00122106	24/08/2021	Community History Centre Petty Cash	$38.60
			Petty Cash	
123	00122107	24/08/2021	Girrawheen Library Petty Cash	$231.25
			Petty Cash	
124	00122108	24/08/2021	Telstra	$34.95
			Fire Protection Wireless Data - ICT	
125	00122109	31/08/2021	Neverfail Springwater Limited	$31.68
			Bottled Water - Print Room	
126	00122110	31/08/2021	Eview Group - Julie Ormston & Partners	$22.00
			Refund - Copies Of Plan - No Longer Required	
127	00122111	31/08/2021	Sandra Senior	$22.00
			Refund - Copies Of Plans - Not Required	
128	00122112	31/08/2021	Assetbuild Pty Ltd	$3,312.32
			Refund - Building Application Fees - Already Paid	
129	00122113	31/08/2021	Wanneroo Patios	$110.00
			Refund - Building Application Administration Fee Only - Rejected	
130	00122114	31/08/2021	Australand Holdings Ltd	$4,156.35
			Bond Refund - Lots 3 - 5 Kingsway Madeley	
131	00122115	31/08/2021	I L Keenan Super P/L ATFT Security Trust	$441.00
			Refund - Development Application Fees - Exempt	
132	00122116	31/08/2021	Kim Stewart	$147.00
			Refund - Development Application Fees - Withdrawn	
133	00122117	31/08/2021	Northern Stars Volleyball Club	$1,200.00
			Bond Refund	
134	00122118	31/08/2021	BE Surveys	$73.00
			Refund - Partial Subdivision Fees Refund - Overpayment	
135	00122119	31/08/2021	Abdulaa Mohyeddin	$2,000.00
			Refund - Street & Verge Bond	
136	00122120	31/08/2021	Abel Todea	$2,000.00
			Refund - Street & Verge Bond	
137	00122121	31/08/2021	Vincent Road Developments	$582.84

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Refund - Partial Refund Of Fees Not Expended Processing Amendment No.15 To The East Wanneroo Cell 2 Structure Plan No. 4	
138	00122122	31/08/2021	Ms Jannine Klavins - Dianella Primary School	$350.00
			Bond Refund	
139	00122123	31/08/2021	Clarkson Youth Centre Petty Cash	$69.20
			Petty Cash	
140	00122124	31/08/2021	Telstra	$1,210.00
			Girrawheen Hub Ethernet - ICT	
			Total Director Corporate Services Advance - Cheques	**$935,605.87**
ELECTRONIC FUNDS TRANSFER				
	00004204	02/08/2021		
141			Hickey Constructions Pty Ltd	$121,345.18
			Construction Of Family Changeroom Addition - Wanneroo Aquamotion - Assets	
	00004206	03/08/2021		
142			A Team Printing Pty Ltd	$226.60
			Printing - Note Books - Customer Relations	
143			Action Glass & Aluminium	$1,247.73
			Glazing Services For The City	
144			Advanced Traffic Management	$1,485.06
			Traffic Control Services For The City	
145			AE Hoskins Building Services	$10,844.63
			Replace Skylights - Gumblossom - Building Maintenance	
146			Ambrosini Global Resources Pty Ltd	$1,335.04
			Casual Labour For The City	
147			Aqua Attack Drilling	$64,344.50
			Bore Works - Various Locations - Parks	
148			Archival Survival Pty Ltd	$212.85
			Tissues For Cultural Services	
149			Asignit Pty Ltd	$4,895.00
			Asignit License - 02.05.2021 - 02.05.2021 - ICT	
150			Atom Supply	$752.40
			Stock - Stores Issues	
151			Aussie Natural Spring Water	$21.00
			15L Water Bottle - Place Management	
152			Australian Airconditioning Services Ltd	$2,011.60

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
			Airconditioning Maintenance For The City	
153			AV Truck Service Pty Ltd	$309.78
			Vehicle Spare Parts - Fleet	
154			Better Pets and Gardens Wangara	$156.07
			Animal Care Centre Supplies	
155			Bladon WA Pty Ltd	$1,044.92
			Corporate Uniform For Customer Relations - June 2021	
156			Bollig Design Group Ltd	$27,379.00
			Consultancy - Sports Amenities Building - Halesworth Park - Assets	
157			Bridgestone Australia Limited	$10,260.84
			Tyre Fitting Services For The City	
158			Brownes Foods Operations Pty Limited	$321.87
			Milk Deliveries For The City	
159			BT Equipment Pty Ltd	$476.08
			Vehicle Spare Parts - Fleet	
160			Bunzl Limited	$4,674.39
			Wypall Wipes - Stores	
161			Car Care Motor Company Pty Ltd	$1,547.57
			Vehicle Service - Fleet	
162			Centaman Systems Pty Ltd	$11,880.00
			Consultancy - Facility Booking Program - ICT	
163			Chandler Macleod Group Limited	$5,509.01
			Casual Labour For The City	
164			Chemical Essentials Pty Ltd	$1,141.80
			Stock - Stores Issues	
165			Cherry's Catering	$1,230.40
			Catering Services For The City	
166			Civica Pty Ltd	$83,732.55
			Consultancy - Review And Document Current Use Of Eservices - ICT	
			Spydus Managed Services - 01.09.2021 - 31.08.2022 - ICT	
167			Coastal Navigation Solutions	$148.50
			Install Plaque - Ridgewood Mosaic - Cultural Services	
168			Coca Cola Amatil Pty Ltd	$542.34
			Beverages - Kingsway	
169			Corsign (WA) Pty Ltd	$3,376.60
			Street Name Plates - Engineering	
			2 Signs - Kingsway Olympic Soccer Club - Assets	
170			Critical Fire Protection & Training Ltd	$215.60

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Extinguisher - Butler Community & Grandis Park Sports - Building Maintenance	
171			CS Legal	$12,670.80
			Court Fees - Rating Services	
172			CW Brands Pty Ltd	$446.82
			Stock - Stores Issues	
173			Daimler Trucks Perth	$312.27
			Vehicle Spare Parts - Stores	
174			Diamond Lock & Security	$3,630.00
			Stock - Stores Issues	
175			Direct Communications	$308.00
			Car Mounting Bracket & Charger Unit For Vertex Radio - Fleet	
			Remove Mount From Vehicle - Fleet	
176			Drainflow Services Pty Ltd	$5,527.50
			Sweeping - Wesco Road - Engineering	
177			Driving Wheels	$220.00
			Wheel Alignment - WN 34069 - Fleet	
178			EI Irrigation Pty Ltd	$683.90
			Repair Irrigation Break - Wangara Greens Recycling - Parks	
179			Emerge Associates	$16,500.00
			Consultancy - Splendid Park Cycling Facility - Assets	
180			Environmental Health Australia (Western Australia) Incorporated	$2,390.00
			Corporate Membership - 01.07.2021 - 30.06.2022 - Health Services	
181			Environmental Industries Pty Ltd	$35,598.25
			Landscape Maintenance For The City	
182			Forestvale Trees Pty Ltd	$594.00
			Plants - Parks	
183			Fusion Applications Pty Ltd	$9,281.25
			Oracle Integration Cloud Service - ICT	
			Financial ERP Architect & Advisory Services - ICT	
184			Geoff's Tree Service Pty Ltd	$105,407.31
			Pruning Works For The City	
185			Gillmore Electrical Services	$924.00
			Lighting - Koondoola Tennis Courts - Assets	
186			Green Options Pty Ltd	$12,910.72
			Mowing Services For The City	
187			Greenway Turf Solutions Pty Ltd	$1,293.60
			Fertiliser - Parks	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
188			Hays Personnel Services	$9,217.23
			Casual Labour For The City	
189			Hendry Group Pty Ltd	$1,925.00
			Dilapidation Report - Eden Beach Surf Club Building - Assets	
190			Hickey Constructions Pty Ltd	$3,817.00
			Install Concrete Kerbing - Kalbarri Park - Parks	
191			Horizon West Landscape Construction	$2,306.52
			Additional Bollards - Hinckley Park - Parks	
192			Hose Right	$679.07
			Vehicle Spare Parts - Fleet	
193			Hydroquip Pumps	$86,937.40
			Irrigation Pump Works - Various Locations - Parks	
194			Imagesource Digital Solutions	$71.50
			A3 Plaque Stickers - Edgar Griffiths Dog Park & Edgar Griffiths Sports Pavilion - Assets	
195			Integrity Industrial Pty Ltd	$35,214.20
			Casual Labour For The City	
196			Integrity Staffing	$6,814.23
			Casual Labour For The City	
197			Intelife Group	$18,257.16
			Barbecue Cleaning - June 2021 - Parks	
198			J Blackwood & Son Ltd	$323.67
			Stock - Stores Issues	
			PPE Issues - Parks	
199			Kalyx Australia Pty Ltd	$4,334.00
			Instalment 1 - Wanneroo Perth Pre EM Herbicides Urban Weeds - Parks	
200			Komatsu Australia Pty Ltd	$153.47
			Wiper Blade - Fleet	
201			Landscape Elements	$530.23
			Irrigation Maintenance - Kennerton Park - Parks	
202			LD Total	$20,631.24
			Landscape Maintenance For The City	
203			Ligna Construction	$1,516.59
			Replace Limestone Capping - Longford Park - Parks	
			Repair Limestone Wall - Velvet Park - Parks	
204			Major Motors	$1,398.23
			Vehicle Spare Parts - Stores	
205			Marketforce Pty Ltd	$341.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Artwork Production - Budget Campaign 2021 - Finance	
206			Metropolitan Cash Register Co	$380.60
			Thermal Paper Rolls - Cultural Development	
207			Michelle Nelson-Cox	$250.00
			Cancellation Fee - Cooking Workshop - Youth Services	
208			Mindarie Regional Council	$235,504.79
			Refuse Disposal For The City	
209			Miracle Recreation Equipment Pty Ltd	$1,298.44
			Playground Equipment Repairs - Various Locations - Parks	
210			Moodjar Consultancy	$3,074.50
			Naming Projects - Honeymyrtle, Kinsale & Conti Parks - Assets	
211			NAPA - GPC Asia Pacific Pty Ltd	$432.97
			Vehicle Spare Parts - Fleet	
212			Natural Area Holdings Pty Ltd	$10,635.63
			Landscape Maintenance For The City	
213			Nespresso Professional	$269.00
			Nespresso Pods - CEO's Office	
214			Nu-Trac Rural Contracting	$4,692.00
			Beach Cleaning - 3 Locations - Engineering	
215			Nutrien Ag Solutions Limited	$2,191.62
			Black Chain Mesh - Parks	
216			On Tap Plumbing & Gas Pty Ltd	$13,514.20
			Plumbing Maintenance For The City	
217			OSHGroup Pty Ltd	$2,921.25
			Assessment And Report - Fitness For Work And Report - People And Culture	
218			Perlex Holdings	$665.00
			Inflatable Hire - Hainsworth - Youth Services	
219			Perth Heavy Towing	$866.25
			Towing Services - Fleet	
220			Plantrite	$3,143.61
			Plants / Tubestock - Parks	
221			Prestige Alarms	$1,703.52
			Alarm / CCTV Services For The City	
222			RAC Motoring & Services Pty Ltd	$1,610.00
			Subscription Renewal - Fleet	
223			Reliable Fencing WA Pty Ltd	$1,195.70
			Fencing / Gate Works For The City	
224			Repco	$303.27

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
			Vehicle Spare Parts - Stores	
225			Ricoh Australia Pty Ltd	$1,432.43
			Copier Lease Charges - Print Room	
226			Rogers Axle & Spring Works Pty Ltd	$464.20
			Vehicle Spare Parts - Fleet	
227			Scott Print	$7,942.00
			Printing - Post Cards - Play School - Library Services	
			Printing - Rates Brochures - Rating Services	
228			Siteimprove Australia Pty Ltd	$6,699.00
			Subscription Fees - 01.09.2021 - 31.08.2022 - ICT	
229			SJ McKee Maintenance Pty Ltd	$1,963.00
			Repair Works - Various Locations - Waste	
230			Skipper Transport Parts	$480.08
			Vehicle Spare Parts - Stores	
231			Skyline Landscape Services (WA)	$1,686.68
			Streetscape Maintenance - Wanneroo South - Parks	
			Pruning Roadside Vegetation - Clarkson - Parks	
232			Smartbuilt Perth Pty Ltd	$66.00
			Pest Control Services For The City	
233			Softfallguys National	$379.50
			Repair Softfall - Delamere Park - Parks	
234			Sonic Healthplus Pty Ltd	$3,098.34
			Medical Fees For The City	
235			Sport and Recreation Surfaces	$1,870.00
			Tennis Court Maintenance - Elliott Tennis - Parks	
236			St John Ambulance Western Australia	$661.23
			First Aid Supplies Services For The City	
237			Stewart & Heaton Clothing Company Pty Ltd	$1,104.05
			Staff Uniforms - Community Safety	
238			Sunny Industrial Brushware	$1,234.42
			Brooms - Stores	
239			Supreme Shades Pty Ltd	$236.50
			Remove Shade Sails - Halesworth Park - Parks	
240			Terravac Vacuum Excavations Pty Ltd	$1,301.85
			Location Of Services - Kingsway Airforce Cadets - Assets	
241			The Distributors Perth	$375.35

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Snacks & Confectionery - Kingsway Stadium	
242			The Good Guys Joondalup	$982.68
			Weber Q, Accessories & Smart TV - Youth Services	
243			The Trustee for Hayto Trust	$275.00
			Photography - Tree Planting Community Event - Communications & Brand	
244			TJ Depiazzi & Sons	$20,418.09
			Mulch Supplies - Various Locations - Parks	
245			Toll Transport Pty Ltd	$237.16
			Courier Services - Print Room	
246			Total Landscape Redevelopment Services Pty Ltd	$13,156.00
			Seat Replacement - Various Locations - Assets	
247			Trophy Choice	$33.00
			Engraving Plaque - Ridgewood Mosaic - Cultural Services	
248			Trophy Shop Australia	$41.10
			Employee Name Badges	
249			Truck Centre WA Pty Ltd	$1,023.54
			Vehicle Service - Fleet	
250			Two Rocks IGA	$186.05
			Catering - Activate Yanchep Event - Place Management	
251			UES (Int'L) Pty Ltd	$365.20
			Toolbox - Fleet	
			Water Tank With Soap Dispenser - Fleet	
252			VoiceX Communications	$1,015.00
			Dictation & Transcription Starter Kit - Legal Services	
253			WA Hino Sales & Service	$162,164.43
			New Vehicle Purchase - Hino FD WN 34555 $161,850.10 - Fleet Assets	
			Vehicle Spare Parts - Stores / Fleet	
254			Wanneroo Central Bushfire Brigade	$840.85
			Reimbursement - Catering - Emergency Management	
255			Wanneroo Electric	$14,297.88
			Electrical Maintenance For The City	
256			Wanneroo Fire Support Brigade	$2,534.23
			Reimbursement - Operational Costs - Emergency Management	
257			West Coast Turf	$25,249.40
			Turfing Works For The City	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	PAYMENT	DATE	DESCRIPTION	AMOUNT
258			Wirtgen Australia	$296.93
			Vehicle Spare Parts - Stores	
259			Work Clobber	$75.60
			Staff Uniforms - Health Services	
260			Yanchep Beach Joint Venture	$8,906.32
			Rent 2021 / 2022 - Yanchep Hub - Property Services	
261			Zipform Pty Ltd	$1,090.16
			Community Consultation - Fred Stubbs Park Gate Closing Times - Community Safety & Emergency Management	
	00004207	03/08/2021		
262			Rates Refund	$2,926.46
263			Rates Refund	$1,551.58
264			Rates Refund	$1,738.22
	00004208	03/08/2021		
265			Australian Taxation Office	$1,097,235.00
			Payroll Deductions	
266			Blueprint Homes (WA) Pty Ltd	$1,699.73
			Refund - Development Application - Withdrawn	
			Refund - Development Application - Incomplete	
267			Celebration Homes Pty Ltd	$4,000.00
			Refund - 2 Street & Verge Bonds	
268			Cr Glynis Parker	$189.68
			Travel Allowance - 01.06.2021 - 30.06.2021	
269			Cr Lewis Flood	$776.64
			Travel Allowance - 01.06.2021 - 30.06.2021	
270			Dale Alcock Homes Pty Ltd	$13,298.68
			Refund - 7 Street & Verge Bonds	
271			Fila Constructions Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
272			Halpd Pty Ltd Trading As Affordable Living Homes	$2,000.00
			Refund - Street & Verge Bond	
273			High Flyers Trampoline & Gymnastics Academy	$600.00
			Donation - 4 Participants - Australian Gymnastics Championships - Carrara Qld - 12.05.2021 - 17.05.2021	
274			Home Group WA Pty Ltd	$12,000.00
			Refund - 6 Street & Verge Bonds	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
275			Home Industry Builders Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
276			Homebuyers Centre	$10,000.00
			Refund - 5 Street & Verge Bonds	
277			Hudson Park Primary School	$1,000.00
			Donation - Painting Of Poles For Aboriginal Messages Sticks - Season 6 Project	
278			JCorp Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
279			Kitco Builders Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
280			LGRCEU	$1,486.26
			Payroll Deductions	
281			Luca Construct Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
282			Luxury Living WA Pty Ltd Trading As Status Residential	$16,000.00
			Refund - 8 Street & Verge Bond	
283			Materon Investments WA Pty Ltd	$6,000.00
			Refund - 3 Street & Verge Bonds	
284			Mr Dale Martin	$1,850.55
			Reimbursement - Building Surveyor Level 2 Practitioner Renewal And Police Clearance	
			Study Assistance - Graduate Diploma Building Surveying	
285			Mr Jonathan Montebello	$300.00
			Refund - Food Business Application - Withdrawn	
286			Mr Lukas Plichta	$2,000.00
			Refund - Street & Verge Bond	
287			Mr Shaynon Stojiljkovic	$1,000.00
			Refund - Street & Verge Bond	
288			Mr Ty Matson	$1,350.00
			Reimbursement - Study Assistance	
289			Mrs Stephanie Bourne	$129.00
			Reimbursement - First Aid Refresher - Aquamotion	
290			Ms Maida Robertsen	$360.00
			Vehicle Crossing Subsidy	
291			Pure Homes Pty Ltd Trading As B1 Homes	$8,151.85
			Refund - 5 Street & Verge Bonds	
292			Redink Homes Pty Ltd	$4,000.00
			Refund - 2 Street & Verge Bond	
293			Solargain Pv Pty Ltd	$2,000.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Refund - Street & Verge Bond	
294			SSB Pty Ltd	$14,697.90
			Refund - 7 Street & Verge Bonds	
			Refund - Development Application - Incomplete	
295			Synergy	$13,652.86
			Power Supplies For The City	
296			Urban Development Institute of Australia WA Division Incorporated	$6,311.00
			Training - Professional Development Program - Built Form Development 24 - 25.03.2021 - Corporate Support	
			Corporate Membership - 01.07.2021 - 30.06.2021 - Office Of The CEO	
			Registration - 2021 State Conference - 24 - 26.02.2021 - Corporate Support	
297			Ventura Home Group Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
298			Water Corporation	$41,144.45
			Water Supplies For The City	
299			Yolk Syndicate 118 Pty Ltd	$2,090.00
			Progress Claim 4 - Roydon Park Construction - Land Development	
	00004209	10/08/2021		
300			Access Without Barriers Pty Ltd	$104,285.37
			Progress Claim 2 - Kingsway Olympic Soccer Club Madeley Upgrade External Accessibility - Projects	
301			Gillmore Electrical Services	$65,659.00
			Floodlight Upgrade - Paloma Park - Assets	
	00004210	09/08/2021		
302			WEX Australia Pty Ltd	$840.97
			Fuel Issues For July 2021	
	00004211	10/08/2021		
303			ABM Landscaping	$7,700.00
			Paving Repair - Sarasota Pass - Engineering	
304			Action Glass & Aluminium	$239.25
			Reglaze Broken Window - Dennis Cooley Pavilion - Building Maintenance	
305			Adelphi Apparel	$660.00
			PPE - Community Safety	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
306			Advanced Traffic Management	$17,628.37
			Traffic Control Services For The City	
307			AFGRI Equipment Australia Pty Ltd	$144.93
			Vehicle Spare Parts - Fleet	
308			Ambrosini Global Resources Pty Ltd	$1,614.97
			Casual Labour For The City	
309			Armaguard	$208.52
			Cash Collection Services For The City	
310			Arup Pty Ltd	$2,693.68
			Infrastructure Phase 1 - Kingsway Regional Sporting Complex - Assets	
311			Astro Synthetic Surfaces Pty Ltd	$4,840.00
			Install Synthetic Turf - Kingsway Discus Cages - Parks	
312			ATCO Gas Australia Pty Ltd	$35,318.70
			Stage 2 Gas Mains - Halesworth Park - Assets	
313			Atom Supply	$1,526.45
			Stock - Store Issues	
314			Aussie Natural Spring Water	$63.00
			Water Supplies - Yanchep Hub - Place Management	
315			Australian Airconditioning Services Ltd	$1,572.92
			Airconditioning Maintenance For The City	
316			AV Truck Service Pty Ltd	$1,559.74
			Vehicle Spare Parts - Fleet	
317			Azility	$2,517.90
			Utility Monitoring Services For The City	
318			Binley Fencing	$27.50
			Temporary Fencing - Yanchep - Assets	
319			Bladon WA Pty Ltd	$1,342.01
			Promotional Items - People & Culture	
320			Boral Construction Materials Group	$563.90
			Concrete Mix - Vermilion Street - Engineering	
			Concrete Mix - Silverton - Engineering	
321			BP Australia Ltd	$83,798.26
			Fuel Issues For July 2021	
322			Bridgestone Australia Limited	$4,396.11
			Tyre Fitting Services For The City	
323			Bring Couriers	$639.86
			Courier Services - Health Services	
324			Brownes Foods Operations Pty Limited	$321.87
			Milk Supplies For The City	
325			Bucher Municipal Pty Ltd	$12,761.62

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Vehicle Spare Parts - Fleet	
326			Bus Charters Perth	$660.00
			Bus Charter - School Holiday - 09.07.2021 - Youth Services	
327			Car Care Motor Company Pty Ltd	$2,823.06
			Vehicle Services - Fleet	
328			Carramar Resources Industries	$1,456.29
			Disposal Of Waste - Yanchep - Assets	
329			Castledine Gregory	$23,808.95
			Legal Fees For The City	
330			Cat Welfare Society Incorporated	$4,372.50
			Daily Impound Fees - Rangers	
331			Cathara Consulting Pty Ltd	$4,933.50
			Casual Labour For The City	
332			Chandler Macleod Group Limited	$5,178.92
			Casual Labour For The City	
333			Civica Pty Ltd	$4,251.56
			BIS Excel Report Writer And Pop Ups And BIS 7 Upgrade Licensing - ICT	
334			Colourpoint Print & Design	$735.00
			Printing - 100 Duties Performed By Ranger Books - Community Safety	
335			Corsign (WA) Pty Ltd	$1,856.02
			Signs - The Spot & Pinjar Park - Parks	
			Sign - This Bushland Has Been Adopted By Ashdale Primary School - Parks	
			Street Name Plates - Engineering	
			Mobilisation & Demobilisation Charge - Assets	
			Sign - Splendid Park - Assets	
336			Critical Fire Protection & Training Ltd	$610.50
			Call Out - Civic Centre - Property	
			Remove & Reinstall Smoke Detectors - Ashby Operations Centre Building 3 - Building Maintenance	
337			CS Legal	$2,552.60
			Court Fees - Rating Services	
338			Daimler Trucks Perth	$1,045.48
			Vehicle Spare Parts - Fleet	
339			Data #3 Limited	$5,420.32
			Acrobat Pro DC Team - ICT	
340			DDLS Australia Pty Ltd	$4,290.00
			Training - Comptia Cybersecurity Analyst - 1 Attendee - ICT	
341			Digga West	$1,457.50
			Vehicle Spare Parts - Fleet	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
342			Direct Communications	$910.91
			Vehicle Spare Parts - Fleet	
			Install Two Way Radio - Fleet Management	
343			Dowsing Group Pty Ltd	$11,878.58
			Concrete Works - Various Locations - Assets	
344			Drainflow Services Pty Ltd	$12,655.72
			Road Sweeping / Drain Cleaning For The City	
345			Dynamic Web Training Pty Ltd	$990.00
			Training - Advanced SQL Queries - 1 Attendee - ICT	
346			Ecoblue International	$165.00
			2 Nozzles - Gravity Feed Kits - Stores	
347			Elliotts Irrigation Pty Ltd	$1,855.30
			Irrigation Parts Replacement - Parks	
348			Environmental Industries Pty Ltd	$6,094.00
			Landscape Maintenance - Various Locations - Parks	
349			Forth Consulting Pty Ltd	$1,925.00
			Independent Structural Report - Dennis Cooley Pavilion - Assets	
350			Fusion Applications Pty Ltd	$19,882.50
			Oracle Integration Cloud Service Development / Architecture - ICT	
351			Gen Connect Pty Ltd	$1,799.82
			Standard Service - Wanneroo - Building Maintenance	
352			Geoff's Tree Service Pty Ltd	$1,396.05
			Pruning Works For The City	
353			Global Marine Enclosures Pty Ltd	$2,479.29
			Summer Maintenance - Coastal Projects	
354			Global Spill Control Pty Ltd	$831.60
			Sorbalite Zeolite 15Kg Bag - Stores	
355			Grasstrees Australia	$1,699.50
			Grasstree Supply - Golfview Park - Assets	
356			Haynes Australia Pty Ltd	$2,200.00
			Subscription - Haynes Car Manuals Online - Library Services	
357			Hays Personnel Services	$5,229.08
			Casual Labour For The City	
358			Heatley Sales Pty Ltd	$1,249.27
			Gloves & Hose Clamp - Stores	
359			Hemsley Paterson	$2,913.20
			Rent Valuation - Yanchep - Property	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
360			Hitachi Construction Machinery Pty Ltd	$79.45
			Vehicle Filters - Stores	
361			Hodge Collard Preston Unit Trust	$24,981.00
			Architectural Services - Warradale Clubrooms - Assets	
			Consultancy Services - Heath Park Sports Amenities Building - Assets	
362			Hydroquip Pumps	$12,848.00
			Irrigation Pump Unit Servicing - Various Locations - Parks	
363			Integrity Industrial Pty Ltd	$26,184.02
			Casual Labour For The City	
364			Integrity Staffing	$5,902.94
			Casual Labour For The City	
365			J Blackwood & Son Ltd	$1,271.15
			Stock - Store Issues	
			PPE - Waste Services & Building Maintenance	
366			James Bennett Pty Ltd	$3,323.22
			Book Purchases - Library Services	
367			JBS & G Australia Pty Ltd	$1,309.00
			Stage A Of Contaminated Sites Audit - Property Services	
368			JDSI Consulting Engineers	$3,994.23
			Consultancy Services - Butler North District Open Space - Assets	
369			Kleenheat Gas Pty Ltd	$28.95
			Gas Supplies For The City	
370			LD Total	$13,615.35
			Landscape Maintenance For The City	
371			Living Turf	$1,782.00
			Limesand - Alexander Heights - Parks	
372			Local Health Authorities Analytical Committee	$53,912.13
			LHAAC Fees 2021/2022 - Health & Compliance	
373			Logo Appointments	$2,418.13
			Casual Labour For The City	
374			Major Motors	$5,229.32
			Vehicle Spare Parts - Fleet	
375			Manheim Pty Ltd	$4,868.82
			Towage & Selling Fees - Rangers	
376			Marketforce Pty Ltd	$7,486.03
			Advertising Services For The City	
377			Mayday Earthmoving	$6,413.00
			Heavy Equipment Hire For The City	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
378			McLeods	$4,748.13
			Legal Fees For The City	
379			Michael Page International (Australia) Pty Ltd	$5,819.38
			Casual Labour For The City	
380			Mindarie Regional Council	$280,453.46
			Refuse Disposal For The City	
381			Miracle Recreation Equipment Pty Ltd	$528.00
			Playground Equipment Repairs - Parks	
382			NAPA - GPC Asia Pacific Pty Ltd	$294.04
			Vehicle Spare Parts - Fleet	
383			Navman Wireless Australia Pty Ltd	$1,734.15
			Monthly Fees - Solar Tracker Device - Fleet	
			Remove / Refit GPS Units - Fleet	
384			NS Projects Pty Ltd	$9,632.70
			Consultancy - Carramar & Marangaroo Golf Courses - Property Services	
385			On Road Auto Electrics	$854.70
			Remove Dash Camera - Fleet	
			Repair Starting Fault - Fleet	
386			Outdoor World	$61.65
			Refund - Building Application - Cancelled	
387			Paperbark Technologies Pty Ltd	$660.00
			Arboricultural Reports - Conservation / Parks	
388			Parker Black & Forrest	$69.30
			Keys Cut - Building Maintenance	
389			Parks & Leisure Australia	$2,750.00
			Annual Membership - Parks	
390			Porter Consulting Engineers	$13,695.00
			Design Consultancy Services - Mather Drive Duplication - Assets	
391			Powerhouse Batteries Pty Ltd	$301.43
			Vehicle Batteries - Fleet	
392			Prestige Alarms	$3,557.18
			Alarm / CCTV Services For The City	
393			Quinns Rock Bush Fire Brigade	$4,743.10
			Annual Contribution - 2021 / 2022 - Fire Services	
			Reimbursement - Operational Requirements	
394			Reliable Fencing WA Pty Ltd	$21,147.50
			Fencing Works For The City	
395			Road & Traffic Services	$517.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Line Marking - Santorini Promenade - Assets	
396			Roads 2000	$21,595.16
			Drainage Works - Studmaster Park - Construction	
			Final Claim - Wildflower Drive - Assets	
397			Roy Gripske & Sons Pty Ltd	$217.80
			Vehicle Spare Parts - Fleet	
398			RW Quantity Surveyors	$1,375.00
			Pre-Tender Estimate - WLCC Acrod Parking Bay - Assets	
			Pre-Tender Estimate - Civic Centre Entrance Canopy - Assets	
399			Safety And Rescue Equipment	$220.00
			Roof Safety System Compliance	
400			Skipper Transport Parts	$247.01
			Vehicle Spare Parts - Stores	
401			Skyline Landscape Services (WA)	$2,695.00
			City Of Wanneroo - North Streetscapes	
402			Smartbuilt Perth Pty Ltd	$83.36
			Pest Control Services For The City	
403			St John Ambulance Western Australia	$2,961.75
			First Aid Training Services For The City	
404			Statewide Pump Services	$1,320.00
			Repair Pump - Mary Lindsay Homestead - Building Maintenance	
			Periodic Inspections - Ashby Operations Centre Workshop & Rotary Park Toilets - Building Maintenance	
405			Stewart & Heaton Clothing Company Pty Ltd	$744.79
			PPE - Community Safety	
406			StrataGreen	$450.87
			60 Survey Stakes - Stores	
			Stake Driver, Tree Ties & Bypass Lopper - Parks	
407			Terravac Vacuum Excavations Pty Ltd	$6,533.84
			Location Of Services For The City	
408			The Factory (Australia) Pty Ltd	$2,016.77
			Storage Charges - Xmas Decorations - Building Maintenance	
409			The Trustee for New Dealership Trust	$59,927.61
			New Vehicle Purchase - Ford Ranger - Fleet Assets	
410			The Trustee For Nyaga Family Trust	$825.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Provision Of Advisory And Support Services To Community Clubs & Groups - Community Services	
411			Thirty4 Pty Ltd	$211.20
			Qnav Mobile Data Monthly Subscription - Community Safety	
412			TJ Depiazzi & Sons	$11,461.23
			Mulch - Various Locations - Parks	
413			Toll Transport Pty Ltd	$96.23
			Courier Services - Stores	
414			Toolmart	$129.00
			Angle Grinder - Fleet	
415			Top Of The Ladder Gutter Cleaning	$660.00
			Gutter Cleaning - Animal Care Centre - Building Maintenance	
416			Total Landscape Redevelopment Services Pty Ltd	$9,388.50
			Landscape Maintenance For The City	
417			Truck Centre WA Pty Ltd	$247.32
			Vehicle Spare Parts - Fleet	
418			Turf Care WA Pty Ltd	$15,012.25
			Turfing Works For The City	
419			Viva Energy Australia Pty Ltd	$61,345.34
			Fuel Issues For The City	
420			Wanneroo Electric	$510.82
			Electrical Maintenance For The City	
421			Wanneroo Fire Support Brigade	$280.30
			Reimbursement - Catering - IFF, Ground Controller & Machinery Course - Fire Services	
422			Western Australian Local Government Association	$103,768.74
			Association Membership - 2021 / 2022	
423			Western Resource Recovery Pty Ltd	$1,793.00
			Workshop Washdown - Ashby - Building Maintenance	
			Clean Up - Quinns Mindarie Community - Building Maintenance	
424			William James Axten	$2,000.00
			Historical Soundscape - Library Services	
425			Work Clobber	$147.60
			Staff Uniforms - Health Services	
426			Workpower Incorporated	$6,196.79
			Landscape Maintenance For The City	
427			Wrenoil	$16.50
			Oil Waste Disposal - Waste Services	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
428			WSP Australia Pty Ltd	$39,563.15
			Consultancy Services - CCTV And Automatic Gates - Assets	
	00004212	10/08/2021		
429			Vend Property	$10,120.00
			Refund - Overpayment Of Invoice 195277 Made In Error	
	00004213	10/08/2021		
430			Alinta Gas	$243.90
			Gas Supplies For The City	
431			Australia Post	$419.65
			Postage Charges For The City	
432			Australian Manufacturing Workers Union	$113.60
			Payroll Deductions	
433			Australian Services Union	$569.80
			Payroll Deductions	
434			Australian Taxation Office	$16,700.00
			Payroll Deductions	
435			Building & Construction Industry Training Board	$95,000.32
			Collection Approved Levy Payments - January & February 2021 - Finance	
436			Celebration Homes Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
437			CFMEU	$120.00
			Payroll Deductions	
438			Child Support Agency	$1,533.86
			Payroll Deductions	
439			City of Wanneroo - Payroll Rates	$2,488.00
			Payroll Deductions	
440			City of Wanneroo - Social Club	$644.00
			Payroll Deductions	
441			Department of Planning, Lands and Heritage	$10,670.00
			Application Fee Accepted By City Of Wanneroo On Behalf Of The Development Assessment Panel - Applicant: Peter Simpson - PTS Town Planning Pty Ltd - Reference: DAP/21/02043 - Address: Lot 2 (50) Peony Boulevard Yanchep - Proposal: Retail And Commercial Development	
442			Department of Treasury	$31,821.19
			Unclaimed Money - Department Of Treasury - Finance	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
443			First Homebuilders Pty Ltd	$1,003.24
			Refund - Street & Verge Bond	
444			Fleet Network	$998.25
			Payroll Deductions	
445			Halpd Pty Ltd Trading As Affordable Living Homes	$3,236.01
			Refund - 3 Street & Verge Bonds	
446			HBF Health Limited	$687.56
			Payroll Deductions	
447			Jag Demolition	$1,000.00
			Refund - Street & Verge Bond	
448			Jardine Lloyd Thompson Pty Ltd	$275.00
			Insurance - Marine Cargo 2021 / 2022	
449			LGISWA	$356,475.60
			Insurance - Bushfire 2021 / 2022	
			Insurance - Commercial Crime & Cyber Liability 2021 / 2022	
			Insurance - Personal Accident 2021 / 2022	
			Insurance - Travel 2021 / 2022	
			Membership Contributions 2021 /2022 Instalment 1	
			Insurance - Property - 30.06.2021 - 30.06.2022	
			Insurance - Management Liability - 30.06.2021 - 30.06.2022	
450			LGRCEU	$1,486.26
			Payroll Deductions	
451			Maxxia Pty Ltd	$8,606.40
			Payroll Deductions	
452			Mr Alan Tait	$2,000.00
			Refund - Street & Verge Bond	
453			Mr David Fox	$2,000.00
			Refund - Street & Verge Bond	
454			Mr Tian Kotze	$1,603.24
			Reimbursement - Annual Subscription - Chartered Accountant	
			Reimbursement - Technology For The Future-Ready Accountants Package	
455			Ms Susan Potter	$2,025.00
			Reimbursement Of Study Assistance - People & Culture	
456			Paul Daily	$2,000.00
			Refund - Street & Verge Bond	
457			Paywise Pty Ltd	$1,342.31
			Payroll Deductions	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
458			Perth Solar Force	$2,000.00
			Refund - Street & Verge Bond	
459			Pure Homes Pty Ltd Trading As B1 Homes	$1,072.86
			Refund - Street & Verge Bond	
460			Quinns Men's Shed Incorporated	$3,324.53
			Community Funding - Community Shed Establishment Fund - Community Development	
461			Redink Homes Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
462			Smartsalary	$6,662.43
			Payroll Deductions	
463			Solargain Pv Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
464			SSB Pty Ltd	$4,000.00
			Refund - 2 Street & Verge Bonds	
465			Synergy	$574,183.01
			Power Supplies For The City	
466			Trailer Parts Pty Ltd	$657.58
			Vehicle Spare Parts - Fleet	
467			Ventura Home Group Pty Ltd	$5,717.97
			Refund - 3 Street & Verge Bonds	
468			Water Corporation	$2,867.81
			Water Supplies For The City	
469			Yanchep Community Mens Shed	$13,800.00
			Community Sheds Establishment Fund - Community Development	
	00004214	10/08/2021		
470			City of Wanneroo - Rates	$735.00
			Rates Deductions From Monthly Allowances	
471			Cr Brett Treby	$2,690.46
			Monthly Meeting Attendance	
472			Cr Christopher Baker	$2,690.46
			Monthly Meeting Attendance	
473			Cr Domenic Zappa	$2,455.46
			Monthly Meeting Attendance	
474			Cr Dot Newton	$2,590.46
			Monthly Meeting Attendance	
475			Cr Glynis Parker	$2,690.46
			Monthly Meeting Allowance	
476			Cr Huu Van Nguyen	$2,690.46
			Monthly Meeting Attendance	
477			Cr Jacqueline Huntley	$2,690.46

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Monthly Meeting Attendance	
478			Cr Lewis Flood	$2,575.46
			Monthly Meeting Allowance	
479			Cr Linda Aitken	$2,690.46
			Monthly Meeting Attendance	
480			Cr Natalie Sangalli	$2,690.46
			Monthly Meeting Attendance	
481			Cr Paul Miles	$2,405.46
			Monthly Meeting Attendance	
482			Cr Sonet Coetzee	$2,690.46
			Monthly Meeting Attendance	
483			Mayor Tracey Roberts	$11,658.47
			Monthly Meeting Attendance	
	00004215	12/08/2021		
484			Morven Selfridge	$200.00
			Entertainment - Yanchep Inspiration Session - 22.07.2021 - Place Management	
	00004216	16/08/2021		
485			Australia Post	$39,555.22
			Postage Charges For The City	
	00004217	17/08/2021		
486			Acurix Networks Pty Ltd	$6,257.90
			Acurix Monthly Charges For Monitoring , Licencing & Support - ICT	
487			Advanced Traffic Management	$1,022.78
			Traffic Control Services For The City	
488			Air Liquide Australia	$221.76
			Gas Cylinder Hire - Stores	
489			Alexander House of Flowers	$210.00
			Large Arrangement - With Sympathy - J Hayden - Office Of The Mayor	
			Bright Arrangement - 60th Wedding Anniversary - Office Of The Mayor	
490			Ambrosini Global Resources Pty Ltd	$1,593.43
			Casual Labour For The City	
491			Aslab Pty Ltd	$924.00
			Basecourse Testing - Carosa Road - Assets	
492			Atom Supply	$1,994.26
			Stock - Store Issues	
493			Australian Airconditioning Services Ltd	$6,159.44

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Airconditioning Maintenance For The City	
494			Australian Communications & Media Authority	$157.00
			Licence Renewal - Fixed / Point To Point - Alexander Heights & Hainsworth Community Centres - ICT	
495			Bartco Traffic Equipment Pty Ltd	$2,088.90
			Fire Sign Maintenance - Safety And Emergency Services	
496			Benara Nurseries	$7,974.96
			Plants - Parks	
497			Bladon WA Pty Ltd	$156.92
			Staff Uniforms - Customer Relations & Rangers	
498			Boral Construction Materials Group	$3,919.99
			Concrete Mix - Various Locations - Engineering	
499			Bridgestone Australia Limited	$11,994.70
			Tyre Fitting Services For The City	
500			Brownes Foods Operations Pty Limited	$207.20
			Milk Deliveries For The City	
501			Budo Group Pty Ltd	$27,206.14
			Accessibility Works - Gumblossom Park - Footpath Upgrade - Construction	
			Accessibility Works - Quinns Mindarie Community Centre - Construction	
502			Car Care Motor Company Pty Ltd	$2,463.77
			Vehicle Services For The City	
503			Carramar Resources Industries	$412.50
			White Sand - Parks	
504			Chris Kershaw Photography	$330.00
			Presentation - Arts TNT - Cultural Services	
505			Clark Equipment Sales Pty Ltd	$528.91
			Front Windscreen - Fleet Assets	
506			Cooldrive Distribution	$524.16
			Vehicle Spare Parts - Fleet	
507			Corsign (WA) Pty Ltd	$862.65
			Various Signs - Engineering	
			Government Sign - Lisford Avenue - Assets	
508			Critical Fire Protection & Training Ltd	$378.13
			Check Alarm System - Wangara Recycling Centre - Building Maintenance	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Check Alarm System - Wanneroo Showgrounds Clubrooms - Building Maintenance	
509			CS Legal	$11,869.73
			Court Fees - Rating Services	
510			David Gray & Company Pty Ltd	$671.00
			Readi-Rac Rodenticide - Health	
511			Destination Perth	$2,666.67
			Membership - 2021 / 2022 - Economic Development	
512			Direct Communications	$607.42
			Install Two Way Radios - Fleet	
513			Dowsing Group Pty Ltd	$80,826.68
			Concrete Works - Various Locations - Engineering / Assets	
514			Drainflow Services Pty Ltd	$24,054.80
			Drain Cleaning / Sweeping Services For The City	
515			Edge People Management	$3,593.76
			Review Job Dictionaries - People & Culture	
			Ergonomic Assessment - People & Culture	
			Monitoring - Return To Work - People & Culture	
516			Elliotts Irrigation Pty Ltd	$2,237.24
			Irrigation Items / Repairs - Parks	
517			Environmental Industries Pty Ltd	$177,118.40
			Landscape Maintenance For The City	
518			Equifax Australasia Credit Rating Pty Ltd	$2,356.42
			5 Financial Assessments - Contracts & Procurement	
519			Forestvale Trees Pty Ltd	$4,323.00
			Eucalyptus Torquata - Parks	
520			Geoff's Tree Service Pty Ltd	$1,060.49
			Pruning Works For The City	
521			GPS Linemarking	$3,129.50
			Oval Linemarking - Halesworth Park - Assets	
522			Grand Toyota	$220.22
			Vehicle Spare Parts - Stores	
523			Headset ERA	$1,820.50
			Head Sets - Rates	
524			HFM Asset Management Pty Ltd	$8,881.51
			Condition Assessment And Validation Of Park Assets - Various Locations - Assets	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
525			Hodge Collard Preston Unit Trust	$9,707.50
			Architectural Consultancy - Clarkson Youth Centre - Assets	
526			Humes Concrete Products	$1,098.64
			Well Liner - Engineering	
527			Hydra Storm	$2,013.44
			Headwall For Pipe - Asset Maintenance	
528			Hydroquip Pumps	$440.00
			Service Irrigation Pump - Da Vinci Park - Parks	
529			Imagesource Digital Solutions	$68.76
			Plaque Sticker - Kingsway Splash Pad - Parks	
530			IMCO Australasia Pty Ltd	$8,580.00
			Asphalt Repair - Engineering	
531			Integrity Industrial Pty Ltd	$23,530.03
			Casual Labour For The City	
532			Intercity Office Partitioning	$1,140.00
			Dismantle / Reassemble Work Stations - Civic Centre To Ashby Operations Centre - ICT	
533			J Blackwood & Son Ltd	$1,301.17
			PPE - Various Employees	
			Stock - Store Issues	
			Squeegee & Sprayer Knapsack - Rangers	
534			JDSI Consulting Engineers	$5,500.00
			Consulting Services - Dundebar	
535			Kinetic IT Pty Ltd	$10,541.27
			Monthly Fee - Threat Intelligence - July 2021 - ICT	
536			Kleenheat Gas Pty Ltd	$20.05
			Gas Supplies For The City	
537			Kleenit	$124.42
			Graffiti Removal For The City	
538			Komatsu Australia Pty Ltd	$125.05
			Vehicle Spare Parts - Stores	
539			Kyocera Document Solutions	$3,498.62
			Photocopier Meter Reading - ICT	
540			Landscape Elements	$530.23
			Landscape Maintenance For The City	
541			LD Total	$22,113.55
			Landscape Maintenance For The City	
542			Lightforce Assets Pty Ltd	$6,578.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Repair Crash Barriers - Pinjar Road - Engineering	
543			Logo Appointments	$4,387.23
			Casual Labour For The City	
544			Marketforce Pty Ltd	$14,682.69
			Advertising Services For The City	
545			Mayday Earthmoving	$20,581.00
			Excavator Hire - Engineering	
546			Michael Page International (Australia) Pty Ltd	$2,496.87
			Casual Labour For The City	
547			Mindarie Regional Council	$224,665.60
			Refuse Disposal For The City	
548			Mini-Tankers Australia Pty Ltd	$10,106.54
			Fuel Issues - June & July 2021 - Fleet	
549			Miracle Recreation Equipment Pty Ltd	$495.00
			Playground Equipment Repairs - Parks	
550			Nearmap Pty Ltd	$33,000.00
			Licence Renewal - Advantage LGA Tier 1 - 30.07.2021 - 29.07.2022 - ICT	
551			Netsight Pty Ltd	$1,780.90
			Myosh Annual Subscription - ICT	
552			Noongar Chamber of Commerce and Industry Limited	$825.00
			Economic Recovery Fund - Business Advisory & Support Services - Economic Development	
553			NS Projects Pty Ltd	$5,500.00
			Consultancy - Implementation Of The City's Golf Course Strategic Plan - Property Services	
554			On Tap Plumbing & Gas Pty Ltd	$10,183.49
			Plumbing Maintenance For The City	
555			Paperbark Technologies Pty Ltd	$1,320.00
			Tree Risk Assessment - Various Locations - Parks	
556			Plan E	$440.00
			Engineering Certification - Yanchep Entry Statement - Assets	
557			PML Installation	$33,955.08
			Upgrade Access Way - Clarecastle Retreat - Engineering	
			Contract Variation - Upgrade Access Way - Clarecastle Retreat - Engineering	
558			Porter Consulting Engineers	$19,126.25

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Consultancy Services - Existing Roads & Services Neerabup Industrial Area Upgrade - Assets	
559			Prestige Alarms	$20,048.60
			Alarm / CCTV Services For The City	
560			Quinns Rock Bush Fire Brigade	$209.77
			Lettering Of Honour Tags - Community & Safety	
561			Reliable Fencing WA Pty Ltd	$4,228.40
			Fencing Works For The City	
562			Roads 2000	$1,647.77
			Progress Claim 1 - Traffic Management Plan - Oldfield Road - Assets	
			Progress Claim 1 - Traffic Management Plan - Buntine Way - Assets	
			Progress Claim 1 - Traffic Management Plan - Pointer Way - Assets	
			Traffic Management Plan - Furniss / Atwell - Engineering	
			Asphalt Supplies - Engineering	
563			RSPCA WA	$2,931.94
			Community Funding - Action Day 03.08.2021 Ridgewood Reserve - Community Development	
564			Skyline Landscape Services (WA)	$470.25
			Removal Of Caltrop - Coldstream / Eldon - Parks	
			Mowing / Slashing - Kolor Court - Parks	
565			Smartbuilt Perth Pty Ltd	$1,501.95
			Pest Control Services For The City	
566			St John Ambulance Western Australia	$240.00
			First Aid Training - 02.03.2021 - Cultural Services	
567			Strike Training And Consulting	$880.00
			Training - Conflict Management - Library Services	
568			Suez Recycling & Recovery Pty Ltd	$58.85
			Confidential Bin Shredding - Corporate Support	
569			Supreme Dry Cleans and Laundrette	$480.00
			Laundry Of Sports Bibs - Kingsway	
570			Taylor Burrell Barnett	$1,661.22
			Development Of Subdivision Application - Lot 9100 Mather Drive Neerabup - Economic Development	
571			Tennant Australia Pty Ltd	$1,086.16
			Vehicle Spare Parts - Stores	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
572			Terravac Vacuum Excavations Pty Ltd	$4,670.66
			Location Of Services - Yanchep - Assets	
573			The Good Guys Joondalup	$1,549.00
			Dryer & Refrigerator - Community Safety & Emergency Management	
574			The Northern Guide	$1,320.00
			Advertising Services For The City	
575			The Trustee for Talis Unit Trust	$9,868.95
			Install & Monitor Gas Wells - Wangara Landfill Investigation - Property Services	
			Environmental Review - Wade Street - Property Services	
576			TJ Depiazzi & Sons	$3,491.40
			Pine Bark Mulch - Parks	
577			Total Landscape Redevelopment Service Pty Ltd	$401.50
			Seat Repair - Gidgi Park - Parks	
578			Traffic Calming Australia Pty Ltd	$10,274.00
			Replace Damaged Speed Cushions - Clarkson - Engineering	
579			Trophy Shop Australia	$227.20
			Resin Trophy - Volleyball - Kingsway	
580			Tyrecycle Pty Ltd	$1,781.38
			Tyre Removal - Waste	
581			Urban Resources	$80,322.11
			Resource Extraction - Neerabup - Economic Development	
582			Vocus Communications	$247.50
			NBN Connection - ICT	
583			WA Garage Doors Pty Ltd	$3,300.00
			New Roller Door - Depot Shed C - Building Maintenance	
584			Wanneroo Electric	$13,494.96
			Electrical Maintenance For The City	
585			Wanneroo Fire Support Brigade	$425.87
			Reimbursement - Operational Items	
586			Wanneroo Towing Service	$150.00
			Towing Services For The City	
587			Western Australian Treasury Corporation	$922,309.00
			Loan Interest Payment - Finance	
588			William Buck Consulting (WA) Pty Ltd	$5,720.00
			Probity Advisor Services - Tenders - Contracts	
589			Youth Affairs Council of WA	$275.00
			Membership 2021 / 2022 - Youth Services	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
	00004218	16/08/2021		
590			Bollig Design Group Ltd	$1,496.00
			Replace Kiosk Shelter - Wanneroo BMX - Assets	
	00004219	17/08/2021		
591			Rates Refund	$1,385.11
592			Rates Refund	$846.99
593			Rates Refund	$784.82
594			Rates Refund	$854.01
	00004220	17/08/2021		
595			Alinta Gas	$1,472.95
			Gas Supplies For The City	
596			Australian Services Union	$569.80
			Payroll Deductions	
597			Australian Taxation Office	$546,107.00
			Payroll Deductions	
598			BGC Residential Pty Ltd	$3,410.48
			Refund - Building Application - Duplicate	
599			Building & Construction Industry Training Board	$98,465.60
			Collection Approved Levy Payments February - May 2021 - Finance	
600			Celebration Homes Pty Ltd	$3,107.16
			Refund - Building Application - Land Not Yet Released	
601			City of Wanneroo - Social Club	$4.00
			Payroll Deductions	
602			Cr Lewis Flood	$252.59
			Travel Allowance - 01 - 31.07.2021	
603			LGISWA	$330,409.30
			Insurance - Liability 2021 / 2022	
			Insurance Excess - Claim MO0050271 - Waste	
604			Mr Daniel Simms	$64.00
			Reimbursement - Broadband Usage - 01.06.2021 - 30.06.2021	
605			Mr Graham Woodard	$243.55
			Keyholder Payment	
606			Mr Paul Gibbs	$955.63
			Reimbursement - Study Assistance	
607			Mr Paul Greer	$1,171.23
			Reimbursement Of WA Legal Practising Certificate Fee 2021 / 2022	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
608			Optus	$1,169.74
			Phone Charges For The City	
609			Redink Homes Pty Ltd	$2,927.79
			Refund - Building Application - Rejected	
610			Synergy	$6,733.67
			Power Supplies For The City	
611			Trailer Parts Pty Ltd	$16.54
			Vehicle Spare Parts - Fleet	
612			United Way West Australia Incorporated	$4,950.79
			Community Funding - Paint Wanneroo Read Project At WLCC	
613			Ventura Home Group Pty Ltd	$564.26
			Refund - Development Application - Incomplete	
614			Vergola WA	$1,000.00
			Refund - Street & Verge Bond	
615			Vodafone Hutchinson Australia Pty Ltd	$242.44
			SMS Charges - Fire Services	
616			Water Corporation	$1,272.33
			Water Supplies For The City	
617			Zurich Australia Insurance Ltd	$1,000.00
			Insurance Excess - WN 33921 - Waste Services	
	00004221	23/08/2021		
618			Bollig Design Group Ltd	$3,465.00
			Professional Services - Electrical & Mechanical - Changeroom Refurbishment - Assets	
619			Octagon Lifts Pty Ltd	$54,417.00
			Replacement Of Lift - New Civic Centre - Assets	
620			RJ Vincent & Co	$81,086.98
			Certificate 14 - Halesworth Park - New Sports Facilities - Assets	
	00004222	23/08/2021		
621			ABM Landscaping	$2,849.11
			Relay Paving - Civic Centre - Parks	
622			Advanced Traffic Management	$8,999.03
			Traffic Control Services For The City	
623			Alexander House of Flowers	$315.00
			Large Mixed Sympathy Box - V Brand - Office Of The Mayor	
			Large Mixed Floral Wreath - Vietnam Veterans Day - Office Of The Mayor	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
624			All Australian Safety Pty Ltd	$445.87
			Safety Glasses - Waste Services	
625			Arborwest Tree Farm	$935.00
			Hibiscus Cottonwood - Parks	
626			Artbeat Publishers	$3,223.00
			Workshop - Author Presentations Children Bookweek 19 & 13.08.2021 - Library Services	
			Author Presentation - Childrens Bookweek - Library Services	
627			Ascon Survey And Drafting Pty Ltd	$1,666.50
			Survey Fragola Park - Parks	
628			Asphaltech Pty Ltd	$1,063.99
			Asphalt Supplies - Engineering	
629			Atom Supply	$276.14
			Stock - Stores Issues	
630			Audio View Lifestyles Pty Ltd	$642.95
			Volume Control Installation - Kingsway Stadium - Building Maintenance	
631			Aussie Natural Spring Water	$42.00
			15ltr Water Bottle - Yanchep Hub - Place Management	
632			Australian Airconditioning Services Ltd	$672.89
			Airconditioning Maintenance For The City	
633			Australian Property Consultants	$550.00
			Short Form Market Review - Portion Of 23 Dundebar Road - Property Services	
634			Autosmart North Metro Perth	$653.40
			Floor Smart - Fleet	
635			Ball & Doggett Pty Ltd	$434.42
			Paper Supplies - Print Room	
636			Beneath The Surface Motivation And Coaching	$949.00
			Workshop - Homelessness Professional Development - 1 Attendee - Community Services	
637			Better Pets and Gardens Wangara	$166.83
			Animal Care Centre Supplies	
638			BioBag World Australia Pty Ltd	$9,702.00
			Biobag Dog Bags - Waste	
639			Bladon WA Pty Ltd	$136.08
			Staff Uniforms - Childhood & Youth Services	
640			BOC Limited	$61.76
			Industrial Nitrogen & Oxygen - Fleet & Community Safety	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
641			Boral Construction Materials Group	$1,994.56
			Concrete Mix - Various Locations - Engineering	
642			Borrell Rafferty Associates Pty Ltd	$11,418.00
			Quantity Surveyors Services - Halesworth Park - Assets	
643			Bridgestone Australia Limited	$1,784.33
			Tyre Fitting Services For The City	
644			Brownes Foods Operations Pty Limited	$321.87
			Milk Deliveries For The City	
645			Bucher Municipal Pty Ltd	$109.63
			Vehicle Spare Parts - Fleet	
646			Business Station Incorporated	$6,425.10
			9 Business Builders Programs - Economic Development	
647			Cameron Chisholm & Nicol (WA) Pty Ltd	$550.00
			Design Review Panel - Wanneroo	
648			Car Care Motor Company Pty Ltd	$1,952.50
			Vehicle Services For The City	
649			Carramar Resources Industries	$179.08
			Material Disposal - Engineering	
650			Cathara Consulting Pty Ltd	$5,362.50
			Casual Labour For The City	
651			Chandler Macleod Group Limited	$10,335.08
			Casual Labour For The City	
652			Cherry's Catering	$1,360.40
			Catering Services For The City	
653			Clark Equipment Sales Pty Ltd	$507.41
			Vehicle Spare Parts - Fleet	
654			Cleanaway Equipment Services Pty Ltd	$414.77
			Parts Washer Rental - Fleet	
655			Coastal Navigation Solutions	$696.30
			Public Art Maintenance - Alkimos - Cultural Services	
			Public Art Maintenance - Shorehaven West Beacon - Cultural Services	
656			Coca Cola Amatil Pty Ltd	$513.42
			Beverages - Kingsway Stadium	
657			Cool Breeze Rentals Pty Ltd	$248.60
			Vehicle Spare Parts - Fleet	
658			Corsign (WA) Pty Ltd	$1,924.09
			Street Name Plates, Parking & Hazard Signs - Engineering	
			Signs - North, South & Central - Engineering	
659			Cossill & Webley Consulting Engineers	$24,489.08

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Engineering Consulting - Highclere Boulevard Road Upgrade - Assets	
			Consulting Engineering Services - Kingsbridge Boulevard - Assets	
660			Courtney Aaron	$80.00
			Aboriginal Artwork Branding - Communications & Brand	
661			Critical Fire Protection & Training Ltd	$847.00
			Hydrant Test - Kingsway Regional Complex - Assets	
			Call Out - Civic Centre - Building Maintenance	
662			Crown Lift Trucks	$268.95
			Plant Service - Fleet	
663			CS Legal	$15,170.63
			Court Fees - Rating Services	
664			Daimler Trucks Perth	$1,314.22
			Vehicle Spare Parts - Fleet	
665			DC Golf	$71,451.30
			Commission Fees - July 2021 - Carramar & Marangaroo Golf Course - Property Services	
666			DDLS Australia Pty Ltd	$3,999.00
			Training - Comptia Security+ 13.09.2021 - 1 Attendee - ICT	
667			Department of the Premier and Cabinet	$109.20
			District Planning Scheme No. 2 - Amendment No. 173 - Strategic Land Use Planning	
668			Direct Communications	$2,222.00
			Remove/Reinstall Communication Equipment - Fleet	
669			Dowsing Group Pty Ltd	$11,806.86
			Concrete Works - Various Locations - Parks, Engineering, Assets	
670			Drainflow Services Pty Ltd	$52,813.64
			Road Sweeping / Drain Cleaning Services For The City	
671			E & MJ Rosher	$263.81
			Vehicle Spare Parts - Fleet	
672			Ellenby Tree Farms	$599.50
			2 Norfolk Pines - Assets	
673			Emerge Associates	$4,400.00
			Consultancy - Splendid Park Cycling Facility - Assets	
674			Ergolink	$2,659.98
			Office Chair - ICT	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
675			Focus Consulting WA Pty Ltd	$2,200.00
			Electrical Consulting Service - Floodlighting Upgrade - Splendid Park - Facilities	
676			Forch Australia Pty Ltd	$997.92
			Brake Clean - Stores Stock	
677			Fulton Hogan Industries Pty Ltd	$2,380.40
			Ezstreet Red Pothole Repair - Engineering	
678			Fusion Applications Pty Ltd	$38,692.50
			Oracle Integration Cloud Service Development - ICT	
			Financials ERP Architect & Advisory Services - ICT	
679			Geoff's Tree Service Pty Ltd	$120,575.16
			Pruning Works For The City	
680			Greens Hiab Service	$1,089.00
			Relocate Goal Posts - Wanneroo Showgrounds - Parks	
			Relocate Goal Posts - Ridgewood & Anthony Waring - Parks	
681			Guardian Doors	$224.40
			Replace Control Box Cover - Quinns Mindarie Surf Life Saving Club - Building Maintenance	
682			Hanson Construction Materials Pty Ltd	$986.70
			Concrete Mix - Various Locations - Engineering	
683			Hays Personnel Services	$6,325.59
			Casual Labour For The City	
684			Headset ERA	$4,482.50
			Jabra Engage Headsets - Customer Relations	
685			Hickey Constructions Pty Ltd	$8,283.00
			Repair BMX Track - Nannatee Park - Parks	
			Repair Limestone Wall & Capping - Waring Green - Engineering	
			Remedial Works - Timber Posts & Shelters - Rotary Park - Parks	
686			Hodge Collard Preston Unit Trust	$2,259.40
			Architectural Consultancy - Aquamotion Family Change Room - Assets	
687			Horizon West Landscape Construction	$6,226.00
			Landscape Maintenance For The City	
688			Hose Right	$1,841.66
			Vehicle Spare Parts - Fleet	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
689			Iconic Property Services Pty Ltd	$110,187.84
			Cleaning Services For The City	
690			Imagesource Digital Solutions	$68.76
			Printing - Plaque Sticker - Wanneroo City Clubrooms - Facilities	
			Printing - Plaque Sticker - Dennis Cooley Pavilion - Facilities	
691			Indoor Gardens Pty Ltd	$297.00
			Plant Hire - Civic Centre - Customer Relations	
692			Integrity Industrial Pty Ltd	$29,706.12
			Casual Labour For The City	
693			Integrity Staffing	$6,189.51
			Casual Labour For The City	
694			Interfire Agencies Pty Ltd	$298.93
			Fire Boots - Fire Services	
695			Iron Mountain Australia Group Pty Ltd	$4,958.58
			Document Management Services For The City	
696			Isentia Pty Ltd	$7,007.00
			Media Monitoring Services - 01.07.2021 - 31.08.2021 - Communications & Brand	
697			J Blackwood & Son Ltd	$855.79
			PPE Issues - Various Service Units	
698			K2 Audiovisual Pty Ltd	$9,839.79
			Meeting Room Visual Equipment - ICT	
699			Kerb Direct Kerbing	$6,474.92
			Install Kerbing - Lisford Avenue - Assets	
700			Kinetic IT Pty Ltd	$3,455.38
			Security Risk Assessment - ICT	
701			Kingsway Christian College Darch	$500.00
			Deposit - Function 15.09.2021 - Youth Services	
702			Kleenheat Gas Pty Ltd	$14,005.83
			Gas Supplies For The City	
703			Kleenit	$4,953.61
			Graffiti Removal For The City	
704			LD Total	$23,716.57
			Landscape Maintenance For The City	
705			Lee Glenn Tomlin	$5,849.96
			Painting - Ridgewood Park Clubrooms - Building Maintenance	
706			LG Solutions	$17,226.00
			Cloud Annual Licence Fee 2021 / 2022 - ICT	
707			Ligna Construction	$3,309.74

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Limestone Capping Repairs - Kingsbridge - Parks	
			Replace Bullnose Capping - Bellport Parade - Parks	
			Replace Pavers - Lindsay Beach - Parks	
708			Living Turf	$198.00
			Fertiliser - Parks	
709			Logo Appointments	$5,853.56
			Casual Labour For The City	
710			Major Motors	$867.61
			Vehicle Spare Parts - Fleet	
711			Manheim Pty Ltd	$275.00
			Towage & Selling Fees - Rangers	
712			Marindust Sales & Ace Flagpoles	$4,757.50
			Additional Ground Tubes For Soccer Goals - Kingsway - Parks	
713			Marketforce Pty Ltd	$3,706.06
			Advertising Services For The City	
714			Mayday Earthmoving	$2,794.00
			Heavy Equipment Hire For The City	
715			McLeods	$6,756.26
			Legal Fees For The City	
716			Michael Page International (Australia) Pty Ltd	$10,805.79
			Casual Labour For The City	
717			Millennium Cleaning (WA) Pty Ltd	$603.26
			Office Cleaning Services - Yanchep Two Rocks - Place Management	
718			Mindarie Regional Council	$229,787.41
			Refuse Disposal For The City	
719			Minter Ellison	$4,870.80
			Legal Fees For The City	
720			Minuteman Press - Wanneroo	$580.10
			Printing - Tourism Plan 2019 / 2024 - Economic Development	
721			Miracle Recreation Equipment Pty Ltd	$6,265.60
			Playground Equipment Repairs - Various Locations - Parks	
			Install Playground Equipment - Echidna Park - Parks	
			Replace Slide - Discovery Park - Parks	
			Install AFL Goal Post Sleeves - Wanneroo Showgrounds - Parks	
722			NAPA - GPC Asia Pacific Pty Ltd	$242.16
			Vehicle Spare Parts - Fleet	
723			Natural Area Holdings Pty Ltd	$9,504.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Weed Mapping Of Grasses - Koondoola Regional Park - Parks	
724			Nespresso Professional	$126.00
			Straws & Nozzles For Coffee Machine - Council & Corporate Support	
725			Northern Lawnmower & Chainsaw Specialists	$1,185.50
			Blower - Fleet Assets	
			Vehicle Spare Parts - Stores	
726			Off The Wall Promotions	$6,250.00
			10 Week DJ Course - Yanchep Yhub - Economic Development	
727			On Tap Plumbing & Gas Pty Ltd	$8,013.12
			Plumbing Maintenance For The City	
728			One Org Pty Ltd	$220.00
			One Straw Services For 'All Washed Up' Community Event 10.04.2021 - Library Services	
729			Paperbark Technologies Pty Ltd	$7,958.00
			Qtra Report - Wanneroo Showgrounds & Scenic Park - Parks	
			Tree Survey & GIS Mapping - Wangara Fibre Optic Cable Installation - Assets	
730			Parker Black & Forrest	$192.50
			Locking Services For The City	
731			Perth Blinds	$628.00
			New Blinds - CEO's Office - Building Maintenance	
732			Perth Energy Pty Ltd	$114,691.66
			Power Supplies For The City	
733			Perth Heavy Towing	$343.75
			Towing Services - Fleet	
734			Plantrite	$2,391.07
			Tubestock Plants - Parks	
735			Platinum Window Tinting & Glass Repairs	$380.00
			Fit Security Film & Tint - Bobcat - Fleet	
736			PLE Computers	$99.00
			Ethernet Switch - ICT	
737			Practical Products Pty Ltd	$6,452.60
			Single Glass Door Fridge - Ashby	
738			Prestige Alarms	$115.50
			Safer Suburbs CCTV - Community Safety	
739			Ralph Beattie Bosworth	$2,931.50
			Fredrick Stubbs Carpark Upgrade - Assets	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
740			Reliable Fencing WA Pty Ltd	$3,370.40
			Repair Gate / Fence - Various Locations - Assets, Parks	
741			REM Consulting	$8,048.28
			Casual Labour For The City	
742			Ricoh Australia Pty Ltd	$2,014.01
			Image Charge For Production Machine - Corporate Support	
743			Roads 2000	$1,546.71
			Asphalt - Engineering	
744			Robert J And Jennie M Wood	$250.00
			Relocate Piano & Hall Table - Banksia Grove To Buckingham House - Cultural Services	
745			Roy Gripske & Sons Pty Ltd	$1,070.31
			Vehicle Spare Parts - Stores	
746			RS Components Pty Ltd	$24.14
			Vehicle Spare Parts - Fleet	
747			RW Quantity Surveyors	$1,760.00
			Quantity Surveying - Aquamotion Family Change Room - Assets	
748			Shred-X	$312.18
			Shredding Services For The City	
749			Skipper Transport Parts	$114.20
			Vehicle Spare Parts - Stores	
750			Skyline Landscape Services (WA)	$4,761.79
			Landscape Maintenance For The City	
751			Slater-Gartrell Sports	$231.00
			Supply & Install Tennis Net Winder - Hudson Park - Parks	
752			Smartbuilt Perth Pty Ltd	$746.93
			Pest Control Services For The City	
753			Sonic Healthplus Pty Ltd	$1,353.60
			Medical Fees For The City	
754			SPORTENG	$14,036.00
			Consultancy Services - Jimbub Park Oval Redevelopment - Assets	
755			St John Ambulance Western Australia	$1,964.54
			First Aid Supplies / Training Services For The City	
756			Statewide Pump Services	$6,600.00
			Replace Water Lines On Water Truck - Fleet	
757			Suez Recycling & Recovery (Perth) Pty Ltd	$99,136.55
			Recycling Tip Fees - Waste	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
758			Suez Recycling & Recovery Pty Ltd	$207,933.52
			Refuse Collection - Waste Services	
759			Sync Space Pty Ltd	$792.00
			Cost Estimates - 2 Bin Enclosures - Assets	
760			Tamala Park Regional Council	$2,476.00
			GST Payable For July 2021 Pursuant To Section 153B Of Agreement - Finance	
761			Terravac Vacuum Excavations Pty Ltd	$9,454.50
			Location Of Services For The City	
762			The Hire Guys Wangara	$869.00
			Equipment Hire - Arrow / VMS Boards - Waste	
763			The Trustee for Talis Unit Trust	$3,345.50
			Non Potable Water Assessment - Motivation Drive - Property Services	
764			TJ Depiazzi & Sons	$6,982.80
			Pine Bark Mulch - Gumblossom Park - Parks	
765			Toll Transport Pty Ltd	$1,080.17
			Courier Services For The City	
766			Toolmart	$559.00
			Tool Purchases - Fleet	
767			Toro Australia Group Sales Pty Ltd	$573.36
			Vehicle Spare Parts - Fleet	
768			Total Eden Pty Ltd	$5,982.71
			Reticulation Items - Assets	
769			Total Landscape Redevelopment Service Pty Ltd	$10,048.50
			Landscape Maintenance For The City	
770			Triton Electrical Contractors Pty Ltd	$66.00
			Electrical Works - Leatherback Park - Parks	
771			Trophy Choice	$156.00
			Engraving Plaques - Trinity Public Artwork - Cultural Development	
772			Truck Centre WA Pty Ltd	$3,697.36
			Service Kits - Stores Stock	
			Training - Tech Tool - 2 Attendees - Fleet	
773			Turf Care WA Pty Ltd	$116,887.31
			Turfing Works For The City	
774			Two Rocks IGA	$177.88
			Catering - Activate Yanchep - Place Management	
			Catering - Product Photography Workshop - Place Management	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
775			United Fasteners WA Pty Ltd	$216.90
			Consumables - Fleet	
776			Vocus Communications	$247.50
			NBN Connection - ICT	
777			WA Garage Doors Pty Ltd	$3,135.00
			Repair Roller Door - Various Locations - Building Maintenance	
778			WA Hino Sales & Service	$1,915.85
			Vehicle Repairs - Fleet	
779			Wanneroo Central Bushfire Brigade	$300.00
			Reimbursement - Catering - Tree Planting Day - Parks	
780			Wanneroo Electric	$3,847.50
			Electrical Maintenance For The City	
781			WATM Crane Sales and Services WA	$950.11
			Annual Service & Inspection - Fleet	
782			Western Tree Recyclers	$15,154.22
			Removal Of Green Waste - Waste	
783			Westrac	$98.78
			Vehicle Spare Parts - Fleet	
784			West-Sure Group Pty Ltd	$359.16
			Cash Collection Services For The City	
785			William Buck Consulting (WA) Pty Ltd	$6,600.00
			Internal Audit - Payroll Review - Enterprise Risk	
786			Wilson Security	$462.96
			Security Services For The City	
787			Work Clobber	$143.10
			Safety Boots - Waste	
788			Workpower Incorporated	$19,874.25
			Sand Removal & Rubbish Pickup - Honey Possum Park - Conservation	
			Various Plants - Parks	
789			Workshed Children's Mosaics	$3,168.00
			7th Mosaic Structure - Ridgewood Park - Cultural Services	
790			Worldwide Joondalup Malaga	$1,600.00
			Bin Stickers - Waste Services	
791			Yanchep Beach Joint Venture	$8,906.32
			Rent, Variable Outgoings & Rates And Taxes - Yanchep Hub - Property Services	
792			Zetta Pty Ltd	$61,587.76
			JIRA Service Desk Licences - From March 2021 - ICT	
			Network Monthly Services Fee - ICT	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
	00004223	23/08/2021		
793			Mindarie Regional Council	$14,166,667.00
			Capital Contribution - (RRFA) - Waste	
	00004224	24/08/2021		
794			Alinta Gas	$7.70
			Gas Supplies For The City	
795			Archery Western Australia	$2,255.00
			Refund - Invoice Paid Twice - Kingsway Stadium	
796			Australian Manufacturing Workers Union	$113.60
			Payroll Deductions	
797			Australian Services Union	$569.80
			Payroll Deductions	
798			Australian Taxation Office	$34,610.00
			Payroll Deductions	
799			Building & Construction Industry Training Board	$50,555.92
			Collection Agency Levy Payments - June 2021 - Finance	
800			CFMEU	$114.00
			Payroll Deductions	
801			Child Support Agency	$1,499.19
			Payroll Deductions	
802			City of Wanneroo - Payroll Rates	$4,354.00
			Payroll Deductions	
803			City of Wanneroo - Social Club	$648.00
			Payroll Deductions	
804			Department of Mines, Industry Regulation & Safety	$88,859.57
			Collection Agency Fee Payments 01 - 31.07.2021 - Finance	
805			First Homebuilders Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
806			Fleet Network	$1,237.77
			Input Tax Credits For Salary Packaging - Finance	
			Payroll Deductions	
807			HBF Health Limited	$687.56
			Payroll Deductions	
808			LGISWA	$206,483.08
			Insurance - Plant 30.06.2021 - 30.06.2022 - Insurance Services	
809			LGRCEU	$1,486.26
			Payroll Deductions	
810			Local Government Planners Association	$170.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Registration - Delivering Amenity: The Challenges And Triumphs Of Public Open Space 26.08.2021 - C Wansborough - Land Development	
811			Maxxia Pty Ltd	$9,585.58
			Payroll Deductions	
			Input Tax Credits For Salary Packaging For July 2021	
812			Miss Kelly Donker	$3,037.50
			Study Assistance - Fundamentals Of Value Creation In Business	
813			Mr Gavin Mackay	$2,000.00
			Refund - Street & Verge Bond	
814			Mr Larry Shirto	$1,000.00
			Refund - Street & Verge Bond	
815			Mr Simon Fracassini	$69.00
			Reimbursement - Provide First Aid Workshop - Aquamotion	
816			Mrs Beth Chisholm	$30.00
			Dog Registration Refund - Sterilised	
817			Ms Amanda Traval	$50.00
			Dog Registration Refund - Deceased	
818			Ms Peggy Brown	$145.00
			Keyholder Volunteer Payments	
819			Ms Sandra Wilks	$27.00
			Refund - Copy Of Rates - Overpayment	
820			Paywise Pty Ltd	$1,502.54
			Payroll Deductions	
			Input Tax Credits For Salary Packaging For July 2021	
821			Redink Homes Pty Ltd	$220.00
			Refund - Development Application - Incomplete	
822			Smartsalary	$7,658.02
			Payroll Deductions	
			Input Tax Credits For Salary Packaging For July 2021	
823			SSB Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
824			Synergy	$13,171.40
			Power Supplies For The City	
825			Trailer Parts Pty Ltd	$134.96
			Vehicle Spare Parts - Fleet	
826			Ventura Home Group Pty Ltd	$12,000.00
			Refund - 6 Street & Verge Bonds	
827			Water Corporation	$7,337.73

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Water Supplies For The City	
828			William Moran	$220.25
			Refund - Subdivision Clearance Fees - Fees Taken Twice In Error	
	00004225	25/08/2021		
829			Rates Refund	$1,449.25
830			Rates Refund	$1,500.00
831			Rates Refund	$1,932.99
	00004226	26/08/2021		
832			Mrs Jodie Williams	$2,000.00
			Refund - Street & Verge Bond	
833			The CSG Property Trust	$833,843.36
			POS Development Reimbursement - WAPC 154885 - 100K Huntington Parkway Landsdale (Cell 9) Kennerton Park	
834			Watson Property Group Northern Aspects Limited	$913,148.66
			Stage 1 - Intersection Of Wanneroo Road / Prindiville Drive - Woodvale Agreed Structure Plan (ASP64)	
	00004227	31/08/2021		
835			AARCO Environmental Solutions Pty Ltd	$71.50
			Removal Of Asbestos - Waste	
836			Action Glass & Aluminium	$222.75
			Repair Broken Door Panel - Two Rocks Library - Building Maintenance	
837			Advanced Traffic Management	$7,041.43
			Traffic Control - Yanchep Industrial Area - Assets	
			Lighting Towers - Engineering	
838			AE Hoskins Building Services	$4,001.25
			Corrosion Treatment And Repainting Of Roller Doors - Yanchep Surf Lifesaving Club - Building Maintenance	
839			Allaboutxpert Australia Pty Ltd	$43,533.34
			Casual Labour For The City	
840			Ambrosini Global Resources Pty Ltd	$1,614.97
			Casual Labour - Community Development	
841			Amgrow Australia Pty Ltd	$660.00
			Big Foot Liquid Dye - Parks	
842			Aqua Attack Drilling	$2,579.50

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Decommission Bore - Paloma Park - Parks	
843			Armaguard	$213.07
			Cash Collection Services For The City	
844			Atom Supply	$274.30
			Stock - Stores Issues	
845			Australian Airconditioning Services Ltd	$489.87
			Airconditioning Maintenance For The City	
846			Australian Swim Schools Association	$549.00
			Membership - 28.07.2021 - 28.07.2022 - Aquamotion	
847			AV Truck Service Pty Ltd	$204.99
			Vehicle Spare Parts - Fleet	
848			Battery World Joondalup	$34.95
			Comfort Indicator Eyelet Terminal - Health	
849			Bladon WA Pty Ltd	$139.10
			Staff Uniforms - Community Facilities	
850			Boral Construction Materials Group	$905.74
			Concrete Mix - Various Locations - Engineering	
851			Boya Equipment	$1,469.95
			Spray Backpacks - Parks	
852			Bridgestone Australia Limited	$3,444.33
			Tyre Fitting Services For The City	
853			Brownes Foods Operations Pty Limited	$321.87
			Milk Deliveries For The City	
854			Capricorn Village Joint Venture	$98,555.56
			Jindalee Marmion Avenue Contribution 2021 - Strategic Land Use Planning	
855			Car Care Motor Company Pty Ltd	$3,290.77
			Vehicle Services - Fleet	
856			Carramar Resources Industries	$561.99
			Disposal Of Waste - Yanchep Industrial Area - Assets	
857			Centaman Systems Pty Ltd	$9,838.40
			Touch Door Controller & Reader - Community Facilities	
858			Chandler Macleod Group Limited	$5,122.01
			Casual Labour For The City	
859			Cherry's Catering	$2,787.90
			Catering Services For The City	
860			Cineads Australia	$1,832.60
			Scheduled Media Screenings - July 2021 - Events	
861			City of Swan	$15,977.70

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Long Service Leave Liability - V Linfoot, D Mather & S Harries - Payroll	
862			Claw Environmental	$166.10
			Collection Of Polystyrene - WRC - Waste	
863			Commercial Aquatics Australia	$5,051.38
			Maintenance / Service Works - Aquamotion	
864			Commissioner of Police	$33.40
			Police Check - Volunteers - June 2021 - Community Development	
865			Community Vision Australia Limited	$1,164.35
			Virtual Reality Equipment And Facilitator - Community Development	
866			Consolidation Enterprises Pty Ltd	$550.00
			Supply / Install Mesh And Plank - Maltara Loop - Compliance	
867			Courtney Aaron	$4,000.00
			Aboriginal Artwork Commission - Communications & Brand	
868			Critical Fire Protection & Training Ltd	$5,405.48
			Fire Detection Equipment Services For The City	
869			CS Legal	$13,652.68
			Court Fees - Rating Services	
870			Diamond Lock & Security	$4,686.00
			Locking Services - Stores	
871			Dowsing Group Pty Ltd	$4,329.93
			Replace Kerbing - Nurse Way - Engineering	
			Replace Footpath - Messina Drive - Engineering	
872			Drainflow Services Pty Ltd	$23,268.58
			Drain Cleaning / Road Sweeping Services For The City	
873			Elliotts Irrigation Pty Ltd	$9,059.53
			Irrigation Parts Replacement - Parks	
			Irrigation Works - Kingsway Rugby & Amery Park - Parks	
874			Enviro Pipes Pty Ltd	$5,749.92
			Corrugated Pipes - Engineering	
875			Geoff's Tree Service Pty Ltd	$34,117.16
			Pruning Works For The City	
876			Hays Personnel Services	$8,988.42
			Casual Labour For The City	
877			Heatley Sales Pty Ltd	$204.60

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Stock - Stores Issues	
878			Hitachi Construction Machinery Pty Ltd	$604.62
			Vehicle Filters - Stores	
879			Hose Right	$460.38
			Vehicle Spare Parts - Fleet	
880			Hydroquip Pumps	$38,557.20
			Irrigation Pump Works - Various Locations - Parks	
881			Iconic Property Services Pty Ltd	$109,581.51
			Cleaning Services For The City	
882			Imagesource Digital Solutions	$236.50
			Lightbox Print Fees And Charges Aquamotion	
883			Integrity Industrial Pty Ltd	$40,729.53
			Casual Labour For The City	
884			Intelife Group	$1,687.40
			Car Wash & Clean - Various Vehicles - Fleet Assets	
885			Ixom Operations Pty Ltd	$1,891.33
			Disinfection Of Pools Chlorine Gas Supply - Aquamotion	
886			J Blackwood & Son Ltd	$422.57
			Sign - Wet Floor Cleaning In Progress - Community Safety	
			Sign - Boots Must Be Worn - Community Safety	
			PPE Issues - Parks	
887			James Bennett Pty Ltd	$15.40
			Book Purchases - Library Services	
888			Jansen Audio	$506.00
			Gym Dab+ And Bluetooth Tuner - Aquamotion	
889			Kleenheat Gas Pty Ltd	$6.15
			Gas Supplies For The City	
890			Kleenit	$404.27
			Graffiti Removal For The City	
891			Komatsu Australia Pty Ltd	$172.85
			Vehicle Spare Parts - Fleet	
892			Konecranes Pty Ltd	$825.00
			Regular Crane Service - Fleet	
893			Landcare Weed Control	$10,406.53
			Hand Weeding - 7 Locations - Conservation	
894			LD Total	$20,031.50
			Landscape Maintenance For The City	
			Bond Refund - Irrigation Replacement - Cabrini & Mereworth Parks	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
895			Les Mills Asia Pacific	$709.64
			License Fees - Aquamotion	
896			Major Motors	$3,123.01
			Vehicle Spare Parts - Fleet	
897			Marketforce Pty Ltd	$574.31
			Advertising Services For The City	
898			Mayday Earthmoving	$434.50
			Hire Skid Steer - Assets	
899			Midalia Steel Pty Ltd	$152.35
			Steel Supplies - Engineering	
900			Mindarie Regional Council	$234,909.96
			Refuse Disposal For The City	
901			Miracle Recreation Equipment Pty Ltd	$55.00
			Repair Steering Wheel On Fire Engine - Waldburg Park - Parks	
902			Moodjar Consultancy	$4,752.00
			Noongar Naming Project - Library Services	
903			Mr Potplants	$374.00
			Indoor Plant Hire - Clarkson Library	
904			NAPA - GPC Asia Pacific Pty Ltd	$740.18
			Vehicle Spare Parts - Fleet / Stores	
905			Natural Area Holdings Pty Ltd	$15,412.65
			Weed Control - 5 Locations - Conservation	
906			Navman Wireless Australia Pty Ltd	$18.15
			Monthly Service Charge - Fleet Assets	
907			Octagon Lifts Pty Ltd	$620.40
			Bi-Annual Service - Lift - 19.07.2021 - Building Maintenance	
908			On Tap Plumbing & Gas Pty Ltd	$14,843.86
			Plumbing Maintenance For The City	
909			OSHGroup Pty Ltd	$1,980.00
			Supplementary Report - People & Culture	
910			Outdoor Cameras Australia	$4,613.80
			Supplies - Remote Monitoring Camera - Coastal Engineering	
911			Parker Black & Forrest	$1,072.50
			Locking Services For The City	
912			Penske Power Systems Pty Ltd	$2,732.58
			Vehicle Spare Parts - Stores	
913			Poolshop Online Pty Ltd	$984.50
			Hypoclear & Photometer - Aquamotion	
914			Prestige Alarms	$10,544.76
			CCTV / Alarm Services For The City	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
915			Programmed Skilled Workforce Limited	$4,780.23
			Casual Labour	
916			Quinns Rock Bush Fire Brigade	$2,000.00
			Reimbursement - 2 Fridges - Fire Services	
917			Reliable Fencing WA Pty Ltd	$3,300.00
			Fencing / Gate Repairs - Various Locations - Parks	
918			Rubek Automatic Doors	$398.20
			Repair Automatic Doors - WLCC - Building Maintenance	
919			Seabreeze Landscape Supplies	$16.00
			Supply Sand - Parks	
920			Sigma Chemicals	$680.90
			Chemical Supplies - Aquamotion	
921			SJ McKee Maintenance Pty Ltd	$3,967.00
			Repairs & Maintenance - Various Locations - Waste Services	
922			Smartbuilt Perth Pty Ltd	$132.00
			Pest Control Services For The City	
923			Sonic Healthplus Pty Ltd	$3,031.27
			Medical Fees For The City	
924			Sports World of WA	$1,911.25
			Goggles For Re-Sale - Aquamotion	
925			St John Ambulance Western Australia	$1,793.28
			First Aid Supplies / Training Services For The City	
926			Statewide Pump Services	$6,616.50
			Inspection - Stormwater Pump - Cox Street - Engineering	
			Inspect Stormwater Pump Stationer - Burt Street - Engineering	
			Repair Pump - Rotary Park Toilets - Building Maintenance	
			Inspections - Yanchep Beach Kiosk & Surf Club - Building Maintenance	
927			Stewart & Heaton Clothing Company Pty Ltd	$27.32
			Freight Charges - Community Services	
928			Swan Towing Services	$363.00
			Towing Services - Parks	
929			Terravac Vacuum Excavations Pty Ltd	$2,005.58
			Location Of Services - Scenic Drive - Assets	
			Location Of Services - Montrose Park - Assets	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
930			The Leisure Institute of WA (Aquatic) Incorporated	$2,797.00
			Registration - Annual State Conference - 4 Attendees - Aquamotion	
			Membership - 2021 / 2022 - 6 Members - Aquamotion	
931			The Perth Mint	$2,502.50
			500 2021 Citizenship Coins - Events	
932			The Rigging Shed	$3,635.72
			Testing & Tagging Lifting Equipment - Engineering	
932			The Royal Life Saving Society Australia	$440.00
			Registration - Water Around Water - 3 Years - Aquamotion	
934			Tim Eva's Nursery	$18,150.00
			Plants - Parks	
935			Toll Transport Pty Ltd	$243.25
			Courier Services For The City	
936			Trophy Shop Australia	$27.40
			Name Badges - Council & Corporate Support, Compliance Services	
937			Turf Care WA Pty Ltd	$1,237.50
			Apply Spearhead - Hainsworth Park - Parks	
938			Ungerboeck Systems International Pty Ltd	$1,892.00
			Remote Consulting - ICT	
939			WA Garage Doors Pty Ltd	$231.00
			Repair Door - Fleet Workshop - Building Maintenance	
940			Wanneroo Business Association Incorporated	$174.00
			WBA Breakfast - 6 Tickets - Economic Development	
941			Wanneroo Central Bushfire Brigade	$250.00
			Reimbursement - Controlled Burn - 1778 Wanneroo Road - 21.09.2020	
942			Wanneroo Electric	$1,696.30
			Electrical Maintenance For The City	
943			Wanneroo Smash Repairs Pty Ltd	$1,000.00
			Insurance Excess - WN 34240 - Assets	
944			West Coast Turf	$7,106.00
			Install Turf - Edgar Griffiths Dog Park - Parks	
945			Workpower Incorporated	$4,278.87
			Weed / Rubbish Removal - Burns Beach - Assets	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
946			WSP Australia Pty Ltd	$6,247.73
			Consultancy - Design Of Wangara CCTV - Assets	
947			Zipform Pty Ltd	$20,778.11
			Printing & Issue Of 2021 / 2022 Annual Rates Notices - Rates	
	00004228	31/08/2021		
948			Rates Refund	$1,716.26
949			Rates Refund	$977.60
950			Rates Refund	$3,543.03
951			Rates Refund	$1,910.37
	00004229	31/08/2021		
952			Ben Trager Homes Pty Ltd	$4,000.00
			Refund - 2 Street & Verge Bonds	
953			BGC Residential Pty Ltd	$14,263.28
			Refund - 5 Building Application Fees - Duplicate Payments	
954			Blueprint Homes (WA) Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
955			Buildcom Construction WA Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
956			Building & Construction Industry Training Board	$41,330.26
			Collection Approved Levy Payments July 2021 - Finance	
957			Celebration Homes Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
958			Dale Alcock Homes Pty Ltd	$938.91
			Refund - Street & Verge Bond	
959			Department of Planning, Lands and Heritage	$5,701.00
			Application Accepted, Applicant - Neil Too - Dynamic Planning And Developments, Reference - DAP/2/02056, Address - 390 Kingsway, Proposal - Construction Of Early Learning Centre	
960			Halpd Pty Ltd Trading As Affordable Living Homes	$4,000.00
			Refund - 2 Street & Verge Bonds	
961			Home Group WA Pty Ltd	$48,000.00
			Refund - 24 Street & Verge Bonds	
962			Homebuyers Centre	$3,591.85
			Refund - 3 Street & Verge Bonds	
963			Landgate	$4,542.05

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			Gross Rental Valuations - Rates	
964			Marsh Pty Ltd	$3,256.00
			Due Diligence Project - OSH	
965			Materon Investments WA Pty Ltd	$4,000.00
			Refund - 2 Street & Verge Bonds	
966			Mr Carl Stevenson	$2,000.00
			Refund - Street & Verge Bond	
967			Mr David Wherritt	$2,000.00
			Refund - Street & Verge Bond	
968			Mr George Antonyo	$2,000.00
			Refund - Street & Verge Bond	
969			Mr Jake Semini	$1,000.00
			Refund - Street & Verge Bond	
970			Mr James Woolfe	$1,000.00
			Refund - Street & Verge Bond	
971			Mr Jordan Browne	$285.00
			Vehicle Crossing Subsidy	
972			Mr Matthew Spurling	$360.00
			Vehicle Crossing Subsidy	
973			Mr Michael Hickson	$360.00
			Vehicle Crossing Subsidy	
974			Mr Neil Adams	$1,000.00
			Refund - Street & Verge Bond	
975			Mr Ockert Van Zyl	$2,000.00
			Refund - Street & Verge Bond	
976			Mr Richard Barrett	$1,000.00
			Refund - Street & Verge Bond	
977			Mr Roeland Van Winden	$2,000.00
			Refund - Street & Verge Bond	
978			Mr Tamatea Puru	$360.00
			Vehicle Crossing Subsidy	
979			Mr Tony Massih	$1,000.00
			Refund - Street & Verge Bond	
980			Mrs Annabel Robertson-Hopa	$2,000.00
			Refund - Street & Verge Bond	
981			Mrs Danielia Johannes	$1,000.00
			Refund - Street & Verge Bond	
982			Mrs Doris Buck	$10.00
			Refund - Gold Program	
983			Mrs Gordana Susak	$2,000.00
			Refund - Street & Verge Bond	
984			Mrs Megan Thomas	$150.00
			Dog Registration Refund - Sterilised	
985			Mrs Michelle Bell	$30.00
			Dog Registration Refund - Sterilised	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
986			Ms Kathryn Ginn	$1,000.00
			Refund - Street & Verge Bond	
987			Ms Michelle Tsouris	$1,000.00
			Refund - Street & Verge Bond	
988			Ms Philippa Dargaville	$360.00
			Vehicle Crossing Subsidy	
989			Pure Homes Pty Ltd Trading As B1 Homes	$4,000.00
			Refund - 2 Street & Verge Bonds	
990			Roderick Ehlers	$2,000.00
			Refund - Street & Verge Bond	
991			Silverglade Holdings Pty Ltd	$11,031.82
			Bond Refund - Lot 1 & 132 Wanneroo Road WAPC 156082	
992			Simsai Construction Group Pty Ltd	$2,000.00
			Refund - Street & Verge Bond	
993			Solargain Pv Pty Ltd	$1,000.00
			Refund - Street & Verge Bond	
994			Steel Improvements WA	$1,000.00
			Refund - Street & Verge Bond	
995			Synergy	$16,267.22
			Power Supplies For The City	
996			Trailer Parts Pty Ltd	$436.30
			Vehicle Spare Parts - Fleet	
997			Ventura Home Group Pty Ltd	$36,846.65
			Refund - Building Application Fees - Paid Twice	
			Refund - 17 Street & Verge Bonds	
998			Water Corporation	$1,618.06
			Water Supplies For The City	
999			Wow Group (WA) Pty Ltd	$2,100.00
			Refund - Street & Verge Bond	
	00004230	31/08/2021		
1000			Allaboutxpert Australia Pty Ltd	$9,900.00
			Casual Labour For The City	
1001			Bollig Design Group Ltd	$3,135.00
			Consultancy - Aquamotion Changeroom Refurbishment - Assets	
1002			Hickey Constructions Pty Ltd	$92,006.04
			Progress Claim 2 - Aquamotion Changeroom - Assets	
1003			Himac Attachments	$1,908.50
			Replace Loader Fork Tynes & Slippers – Assets	

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
	00004231	31/08/2021		
			City of Wanneroo - Municipal Bank Account	
1004			Bank Fees & Credit Cards - July 2021 - $25,074.35 - Breakdown On Page	
			Total Director Corporate Services Advance – EFTs	**$27,875,428.22**
CANCELLED CHEQUES FROM PREVIOUS PERIOD				
1005	121602	25.05.2021	Trang Huynh	-$100.00
1006	121911	13.07.2021	Shree Kutch Leva Patel Cricket Club	-$350.00
1007	119093	11.02.2020	Pirone Builders	-$2,000.00
1008	119097	18.02.2020	TCC Wanneroo Pty Ltd	-$294.00
1009	118957	24.01.2020	The Northern Guide	-$1,320.00
1010	119167	25.02.2020	James Rankine	-$25.00
1011	119144	25.02.2020	Maddison Hill	-$100.00
1012	119155	25.02.2020	Vincent Road Developments	-$582.84
1013	121881	06.07.2021	Noongar Chamber Of Commerce and Industry Limited	-$825.00
1014	121381	20.04.2021	One Org Pty Ltd	-$220.00
1015	121498	11.05.2021	Hali Telve	-$80.86
1016	119122	18.02.2020	Mr Malcolm Eddison & Mrs Norma Eddison	-$100.00
1017	121656	08.06.2021	James Gibson Western Environmental Pty Ltd	-$30.17
			Total	**-$6,027.87**
MANUAL JOURNAL				
1018	12852/22	24/08/2021	Lodgement 20 Unpaid Infringements	$1,590.00
1019	12818/22	12/08/2021	Lodgement 20 Unpaid Infringements	$1,590.00
1020	12783/22	30/07/2021	Returned Creditor Reject Fee 26.07.2021	$2.50
			Total	**$3,182.50**
GENERAL FUND BANK ACCOUNT				
			Payroll Payments - August 2021	
1021			10.08.2021	$36,030.29
1022			10.08.2021	$1,790,565.05
1023			10.08.2021	$30,397.81
1024			24.08.2021	$16,110.00
1025			24.08.2021	$1,779,636.35
1026			24.08.2021	$16,664.45
			Total	**$3,669,403.95**

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
	00004231	31/08/2021		
			City of Wanneroo - Municipal Bank Account	
			Bank Fees July 2021	
1027			GLF Trans Fee	$50.00
1028			CBA Merchant Fee	$8,881.43
1029			Bpay Fees Debtors	$52.27
1030			Bpay Fee Ungerboeck	$38.55
1031			Bpay Fees Rates	$6,041.91
1032			Bpoint Fees Debtors	$2.33
1033			Bpoint Fees Rates	$45.61
1034			Commbiz Fee	$511.33
1035			Account Service Fee	$149.90
1036			Audit Certificate Fee	$60.00
1037			Payroll Return Fees	$2.50
1038			Australia Post Dishonour Fee	$15.00
			Total	**$15,850.83**
			Credit Cards July 2021	
			D Terelinck	
1039			Fairfax Monthly Subscription For Financial Review - Office Of The CEO	$118.58
			H Singh	
1040			Western Australian Local Government Association - Transport & Roads Forum - Director Assets And Coordinator Design & Infrastructure Capital Works -Cancelled Due To Covid-19	-$140.00
1041			Western Power - Upgrade Of Street Lighting	$995.84
1042			Main Roads - Road Safety Audit Training For Traffic Engineer	$979.00
1043			ETI Consulting - Presentation At Australian Association For Environmental Education Conference	$260.00
			M Yildiz	
1044			Law Society WA - Annual Ordinary Membership 2021 / 2022 - 2 Members	$990.00
			M Dickson	
1045			AIBS – Training	$150.00

WARRANT OF PAYMENTS AUGUST 2021				
ID NO.	**PAYMENT**	**DATE**	**DESCRIPTION**	**AMOUNT**
			N Jennings	
1046			Australian Institute Of Management - Conference - Rolling With Disruption	$528.00
1047			Amazon - A Guide To The Project Management Body Of Knowledge Seventh Edition - PMO Research Library	$142.48
1048			The Australian Organisation For Quality Limited - Registration - Virtually Attend The APQO / Qualco 2021 Conference	$220.00
			N Smart	
1049			DPC - State Law Publisher - Change To Wards	$644.16
1050			Mailchimp - Monthly Subscription For The Wanneroo Wrap	$13.46
1051			ALGA - Registration - 27th National General Assembly Registration - 3 Councillors	$4,322.00
			Total	**$9,223.52**
			Total Of Bank Fees & Credit Cards	**$25,074.35**
			Recoup to Director Corporate Services Advance A/C	**$27,977,857.08**
			Direct Payments Total (Includes Payroll, Advance Recoup, Credit Cards And Bank Fees)	**$31,672,335.38**

Consultation

Nil

Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of August 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 August 2021, as detailed in this report.

Attachments: Nil

Strategic & Business Planning

CS03-10/21 2020/21 Quarter 4 Corporate Performance Report

File Ref: 41064V02 – 21/393182
Responsible Officer: Acting Director Corporate Strategy & Performance
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider the 2020/21 Quarter 4 Corporate Performance Report.

Background

Section 5.56(1) and (2) of the *Local Government Act 1995* (the **Act**) requires that each local government is "to plan for the future of the district" by developing plans in accordance with the regulations. This is supported by the *Local Government (Administration) Regulations 1996* (the **Regulations**). In addition, the Integrated Planning and Reporting Framework and Guidelines recommend that the local government provides quarterly reporting on progress against the Corporate Business Plan (**CBP**).

Updates on the City's corporate performance (against CBP priorities and budgets) are provided to the Audit and Risk Committee with the second (mid-year) report and fourth quarter (end of year) report also being submitted to the Council; this is in accordance with the reporting arrangements detailed in the CBP. The attached 2020/21 Corporate Performance Report (**Attachment 1**) provides a high-level and integrated overview and assessment of performance for these areas as at 30 June 2021.

The attachments within the report contain detailed performance information presented against the outcomes and strategies of the Strategic Community Plan 2017/18 – 2026/27 (SCP) and the identified top Capital Projects.

Detail

The 2020/21 report presents improvements in performance across both the CBP and the Budget. Some of the key highlights include:

- The CBP initiative performance status as at the end of the quarter is 96% (79 of 82 initiatives have their status as on target, monitor or completed) compared to the performance status of 94% (76 of 81 actions) at the same time last year. Full details of CBP initiative performance is set out in Annexure 1.
- The CBP Key Performance Indicator performance status was 95% (20 of 21 KPIs have their status as on target, monitor, complete or deferred). Full details of CBP Key Performance Indicator performance is set out in Annexure 2.
- The draft results from operations reflected a surplus position of $13.6 million, being a $10.4 million favourable variance compared to the revised budget of $3.2 million.
- As at the end of the quarter the City has spent $52.0 million on capital projects, which represents 75.8% of the Revised Budget of $68.6 million. At the same time last year, the City had spent $78.2 million (86.7%) of the prior year Revised Budget of $90.2 million.
- All of the 12 top capital projects were on target with their relevant schedules. Six (50%) of the top projects were on target with spending their relevant budgets and the remaining six top projects had a current year budget variance (underspend) of more than 20% which will be carried forward to 2021/22. Full details of this performance are set out in Annexure 3.

Detailed information on each of these areas is set out in Attachment 1.

Consultation

The Audit and Risk Committee has endorsed the report for presentation to the Council.

Comment

It should be noted that the financial figures quoted as Actual 2020/21 are estimates as at the time of production. Final figures will be available following the Audit of Financials and will be included in the 2020/21 Annual Report.

This report will inform the Performance section in the City's 2020/21 Annual Report.

Statutory Compliance

The City's CBP is governed by Section 5.56(1) and (2) of the Act which requires that each local government is 'to plan for the future of the district' by developing plans in accordance with the regulations. This is supported by the Regulations.

The Integrated Planning and Reporting Framework and Guidelines also recommend quarterly reporting by the Local Government on progress against the CBP.

The financial performance reporting complies with Section 6.4 of the Act and Regulations 33A and 34 of the *Local Government (Financial Management) Regulations 1996.*

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 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**
ST-S20 Strategic Community Plan	Low
Accountability	**Action Planning Option**
Director Corporate Strategy and Performance	Manage

Risk Title	**Risk Rating**
CO-O09 Integrated Reporting	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 respectively. Action plans have been developed to manage these risks and to support existing management systems.

Policy Implications

Nil

Financial Implications

Any additional costs associated with the deferral of initiatives have been considered and where appropriate incorporated into the adopted budget for 2021/22.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **ACCEPTS the recommendation of the Audit and Risk Committee and RECEIVES the Quarter 4 2020/21 Corporate Performance Report as set out in Attachment 1;**

2. **NOTES that the financial performance quoted as 2020/21 is an estimate as at the time of production; and**

3. **APPROVES the inclusion of the Quarter 4 2020/21 Corporate Performance Report results in the 2020/21 Annual Report, subject to any changes to the estimated financial performance as a result the Audit of Financials.**

Attachments:

1⇩. Attachement 1 - Quarter 4 2020-21 Corporate Performance Report 21/336015 Minuted

City of Wanneroo

CORPORATE PERFORMANCE REPORT

2020/21 Quarter 4 (Apr - Jun 2021)



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Annexures

1: Detailed CBP Initiative Performance Scorecard

2: Consolidated Key Performance Indicator Scorecard

3: Top Capital Projects

Acknowledgement of Country

The City of Wanneroo acknowledges the Traditional Custodians of the land we are working on, the Whadjuk people.

We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

Executive Summary

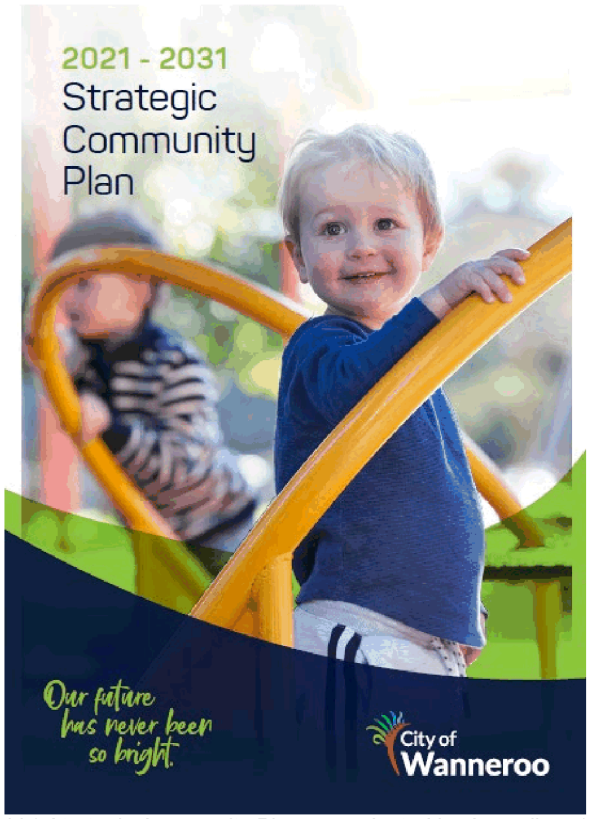
The Corporate Business Plan (**CBP**) is the four–year plan that operationalises the City's ten-year Strategic Community Plan (**SCP**). The Integrated Planning & Reporting Framework requires local government to annually review and report on progress against its CBP. The 2020/21 – 2023/24 CBP was developed with direction from Elected Members and adopted by Council in July 2020 along with the 2020/21 Annual Budget.

The purpose of this report is to provide an update on the City's performance against the CBP Initiatives, Annual Budget (Operating & Capital) and Top Capital Projects for 2020/21 for April – June 2021.

This report comprises summary reports of CBP, financial and top capital project performance as at 30 June 2021. These summary reports are supported by more detailed reports which are contained within annexures.

Highlights

- 96% of CBP initiatives had a status of ***completed***, ***on target*** and ***monitor*** compared to 94% for the same period last financial year
- Results from operations reflects a surplus position of $13.6 million, being a $10.4 million favourable variance compared to the revised budget of $3.2 million.
- The City has spent $52.0 million, 75.8% of the revised budget of $68.6 million, on capital works projects.
- 100% of the identified top capital projects are on target with their projects schedules.



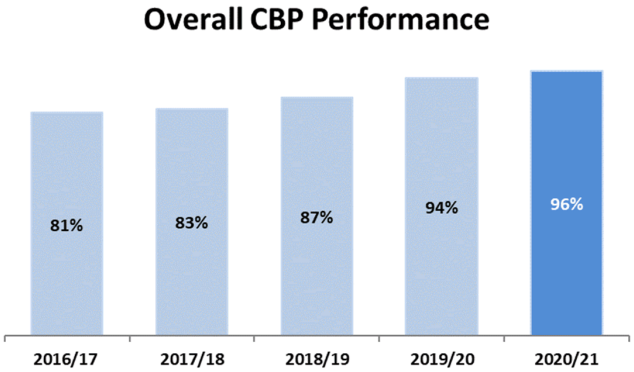
The 2021 -2031 Strategic Community Plan was adopted by Council on 15 June 2021

Organisational Performance

There are 82 initiatives listed for delivery in the first year of the 2020/21 – 2023/24 CBP.

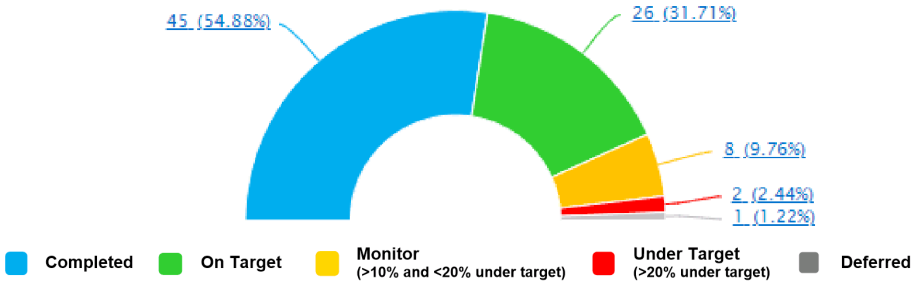
Corporate Business Plan Initiative Overall Status

The graph below illustrates the overall CBP performance for the past 5 years:



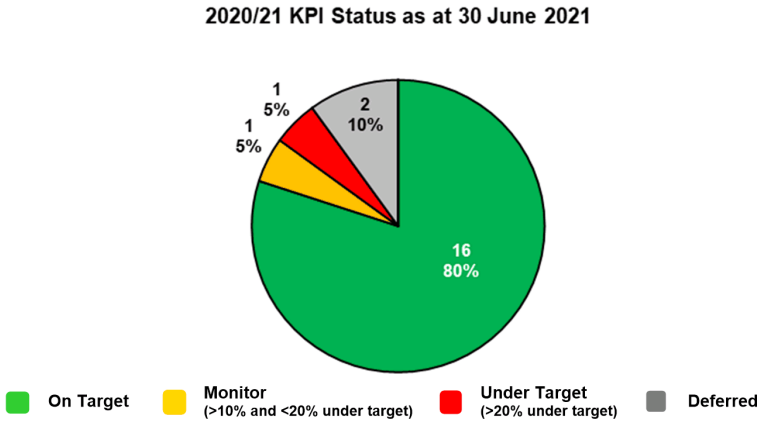
The CBP initiative performance status at 30 June is at **96%** (79 of the 82 initiatives), an increase of 2% from the **94%** (76 of the 81 initiatives) result for 2019/20. The 96% result represents the initiatives with ***completed***, ***on target*** and ***monitor*** statuses.

The chart below illustrates the status of the initiatives aligned to the CBP priorities as at 30 June 2021.



Forty five (55%) of this year's initiatives are completed, twenty six (32%) on target, eight (10%) are being monitored, two (2%) are under target and one has been deferred for completion in 2021/22.

Corporate Business Plan Key Performance Indicator (KPI) Overall Status



Seventeen (80%) of the 21 CBP KPIs are on target, one (5%) is being monitored, two (10%) are deferred until 2021/22 and one (5%) is under target.

Performance by SCP themes

The sections below illustrate how the City has performed against the CBP initiatives aligned to each SCP theme.

Society
Healthy, safe, vibrant and connected communities

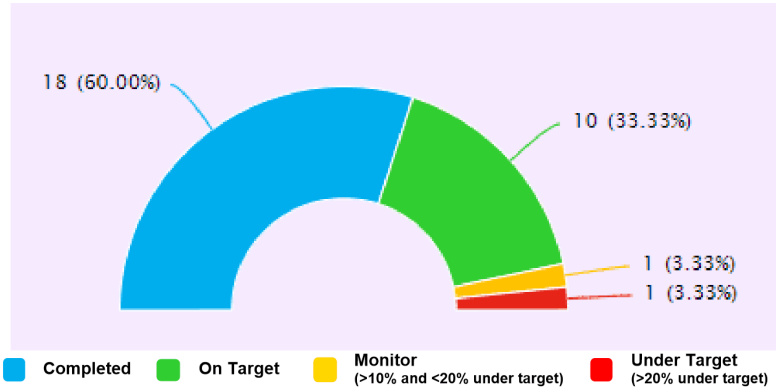
1.1 Healthy & Active People
- 1.1.1 Create opportunities that encourage community wellbeing and active healthy lifestyles
- 1.1.2 Facilitate opportunities within the City to access peak and elite activities

1.2 Safe Communities
- 1.2.1 Enable community to be prepared and to recover from emergency situations

1.3 Distinctive Places
- 1.3.1 Create distinctive places based on identity of areas
- 1.3.2 Create place-based access to local services
- 1.3.3 Advocate and partner to meet changing community service expectations in place

1.4 Connected Communities
- 1.4.1 Connect communities through engagement and involvement
- 1.4.2 Strengthen community and customer connectedness through community hubs
- 1.4.3 Build strong communities through the strength of cultural and heritage diversity

Initiatives



The performance status for the Society theme was 97% (29 of 30 of the initiatives). The 97% result represents 18 (60%) completed initiatives, 10 (33%) on target and one (3%) being monitored.

The remaining initiative (3%) is under target. As a result of the initiative that is under target the following SCP outcome and strategy is impacted:

Initiative	Responsible Officer	Performance	Comment	Corrective Action	Risk Alignment & Residual Risk Rating
Outcome: 1.2 Safe Communities					
Strategy: 1.2.1 Enable community to be prepared and to recover from emergency situations					
CBP-20_09 Site selection and concept design for new Animal Care Centre facility	Manager Community Safety & Emergency Management	**Under Target**	ICW are currently working with CESM and a consultant to finalise functionality drawings. Work is progressing on the Ashby site to finalise environmental and planning considerations.	Project schedule to be reviewed.	**CO-O23 Safety of Community**

Key Performance Indicators

All four of the Society KPIs are on target.

2020/21 Quarter 4 Corporate Performance Report

Economy
Progressive, connected communities that enable economic growth and employment

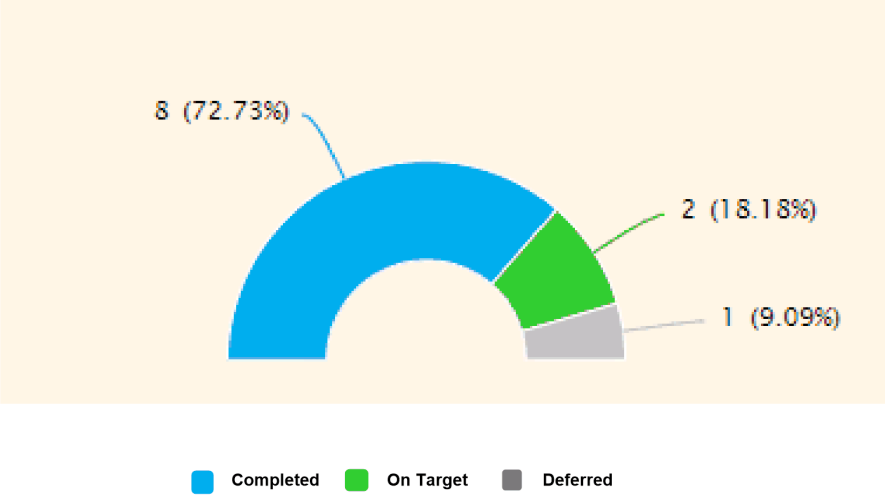
2.1 Local Jobs
- 2.1.1 Develop strong economic hubs locally and near transport
- 2.1.2 Build capacity for businesses to grow

2.2 Strategic Growth
- 2.2.1 Activate Yanchep as a future city of the North
- 2.2.2 Continue to activate the Wanneroo Town Centre
- 2.2.3 Activate secondary and district centres
- 2.2.4 Protect and increase availability of employment generating land
- 2.2.5 Attract investment development and major infrastructure
- 2.2.6 Focus on industry development in key strategic areas such as Neerabup

2.3 Smart Business
- 2.3.1 Attract innovative businesses with a focus on technology hubs and agri-business
- 2.3.2 Promote early adoption of innovative technology by business

2.4 Places of Destination
- 2.4.1 Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit
- 2.4.2 Enhance Wanneroo as a distinctive place to visit

Initiatives



Eight (73%) of the initiatives were completed, two (18%) were on target and one (9%) was deferred.

Key Performance Indicators

One Economy KPI is on target and two are deferred until 2021/22 when the next Business Satisfaction Survey is scheduled for completion.



Kingsway Markets are held each Saturday morning at the Olympic Kingsway Sports Club allowing the local community to shop locally sourced and grown products.

2020/21 Quarter 4 Corporate Performance Report

Environment
A healthy and sustainable natural and built environment

NATURAL

3.1 Resource Management
- 3.1.1 Minimise impacts of climate change
- 3.1.2 Seek alternative ways to improve energy efficiency
- 3.1.3 Proactively manage the scarcity of water through sustainable local water management strategies

3.2 Enhanced Environment
- 3.2.1 Maximise the environmental value of beaches, nature reserves and parklands
- 3.2.2 Collaborate with relevant State agencies with a focus on the enhancement of the natural environment
- 3.2.3 Optimse retention of significant vegetation and habitat

3.3 Reduce, Reuse, Recycle Waste
- 3.3.1 Treat waste as a resource
- 3.3.2 Foster a partnership with community and industry to reduce waste
- 3.3.3 Create and promote waste management solutions

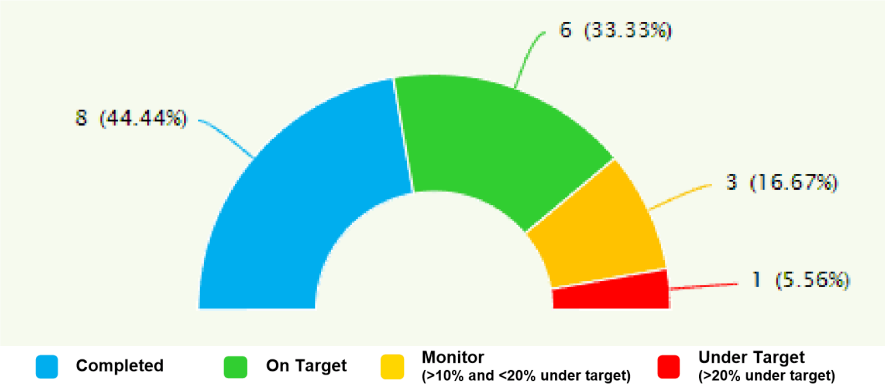
BUILT

3.4 Activated Places
- 3.4.1 Create local land use plans supporting our activated places
- 3.4.2 Provide safe spaces, centres and facilities through our infrastructure management and designs for community benefit and recreation
- 3.4.3 Enhance distinctive built form and spaces based on identity of areas
- 3.4.4 Improve local amenity by retaining and complementing natural landscapes within the built environment

3.5 Connected and Accessible City
- 3.5.1 Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility
- 3.5.2 Connect walking and cycling opportunities to key destinations and distinctive places
- 3.5.3 Advocate for major integrated transport options close to communities

3.6 Housing Choice
- 3.6.1 Facilitate housing diversity to reflect changing community needs

Initiatives



Eight (44%) of the environment initiatives are completed, six (33%) are on target, three (17%) are being monitored and one (6%) was under target.

As a result of the initiative that was under target the following SCP outcome and strategies are impacted:

Initiative	Responsible Officer	Performance	Comment	Corrective Action	Risk Alignment & Residual Risk Rating
Outcome: 3.1 Resource Management					
Strategy: 3.1.2 Seek alternative ways to improve energy efficiency					
CBP-20_45 Review the Energy Reduction Plan	Manager Strategic Land Use Planning & Environment	**Under Target**	There has been some challenges with data collection across organisation to support the review of the ERP. A meeting with relevant Service Units was recently organised to consider the best approach to dealing with this matter.	A report to Executive is currently being prepared to highlight the challenges and to propose an approach to the review of the ERP.	**CO-022 Environmental Management**

Key Performance Indicators

Four (80%) of the Environment KPIs are on target and one (20%) is being monitored.

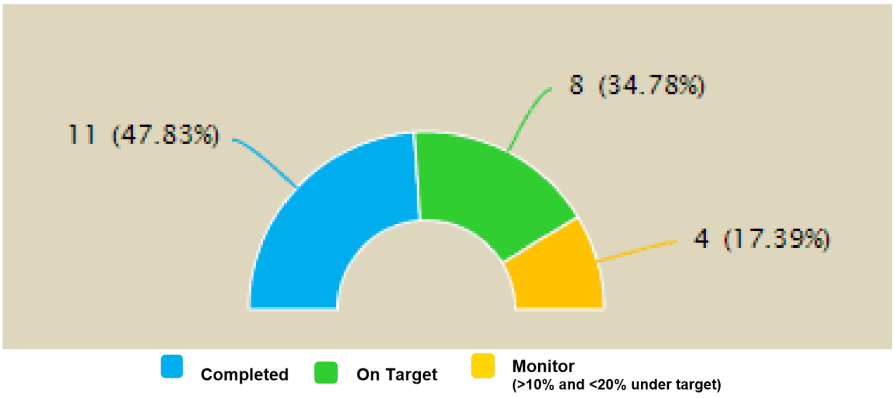
Civic Leadership
Working with others to ensure the best use of our resources

4.1 Working with Others
- 4.1.1 Build effective partnerships and demonstrate leadership in local government at regional, state and national levels
- 4.1.2 Engage, include and involve community
- 4.1.3 Advocate and collaborate for the benefit of the city

4.2 Good Governance
- 4.2.1 Provide transparent and accountable governance and leadership
- 4.2.2 Provide responsible resource and planning management recognising our significant future growth
- 4.2.3 Ensure return on investment and well maintained assets through development and implementation of strategic asset management framework

4.3 Progressive Organisation
- 4.3.1 Lead excellence and innovation in local government
- 4.3.2 Ensure excellence in our customer service

Initiatives



Eleven (48%) of the initiatives were completed, eight (35%) were on target and four (17%) were being monitored.

More detail on the status of the Initiatives and any corrective actions to be implemented can be found in **Annexure 1.**

Key Performance Indicators

Eight (89%) of the Civic Leadership KPIs are on target and one (11%) is under target. As a result of the KPI that was under target the following SCP outcome and strategy are impacted:

Key Performance Indicator	Unit of Measurement	Responsible Officer	Performance	Comment	Risk Alignment & Residual Risk Rating
Outcome: 4.2 Good Governance					
Strategy: 4.2.2 Provide responsible resource and planning management which recognises our significant future growth					
Reserve spending ratio for Asset Renewal Reserve is greater than 1:1	Cash inflow greater than cash outflow	Manager Finance	Under Target		ST-G09 Long Term Financial Planning

More details of the KPIs performance can be found in **Annexure 2.**

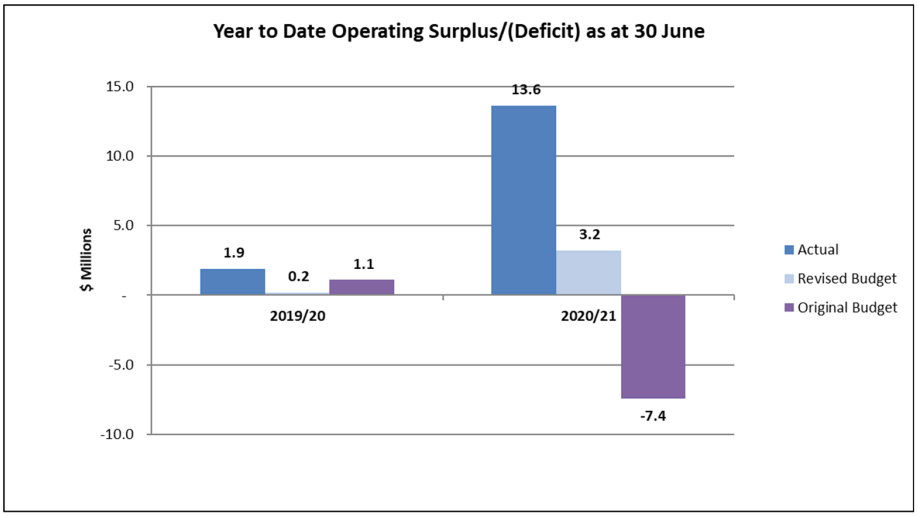
Financial Performance

A summary of financial (Operating & Capital) performance at an organisational level as at 30 June 2021 is summarised below. It is also noted that monthly results and year-to-date results are reported to Council throughout the year via a monthly Financial Activity Statement report. Being the final quarter for 2020/21, it is expected that there are going to be year-end adjustments that are still being worked on, also the financial position reported in un-audited.

Operating

Result from Operations

The graph below illustrates the City's results from Operations (Actuals against Original and Revised Budgets), as at 30 June 2020, compared to 30 June 2021:

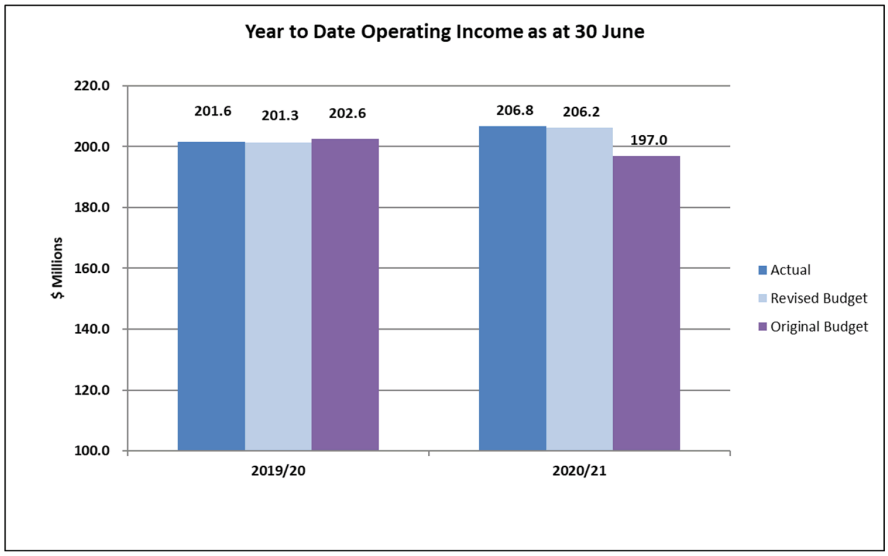


In regard to the 2020/21 fourth quarter financial results, it is noted that a surplus position is reflected of $13.6 million, being a $10.4 million favourable variance compared to the revised budget of $3.2 million. The favourable variance is mainly due to lower material & contracts costs of $5.6 million and lower employment costs of $3.9 million.

Description	Jun 2020/21 YTD		
	Revised Budget	Actual	Variance Revised Budget v Actuals
	$M	$M	$M
Revenues			
Rates	136.1	136.3	0.2
Operating Grants, Subsidies & Contributions	16.8	16.9	0.1
Fees & Charges	48.5	48.7	0.2
Interest Earnings	4.1	3.9	-0.2
Other Revenue	0.7	1.0	0.3
	206.2	**206.8**	**0.6**
Expenses			
Employee Costs	75.2	71.3	3.9
Materials & Contracts	70.4	64.8	5.6
Utility Charges	9.5	9.3	0.2
Depreciation	42.9	43.1	-0.2
Interest Expense	4.1	4.1	0.0
Insurance	0.9	0.6	0.3
	203.0	**193.2**	**9.8**
Result from Operations	**3.2**	**13.6**	**10.4**

Operating Income

The graph below displays Actuals versus the Original and the Revised Budgets for total Operating Income to 30 June for 2019/20 and 2020/21 financial years:



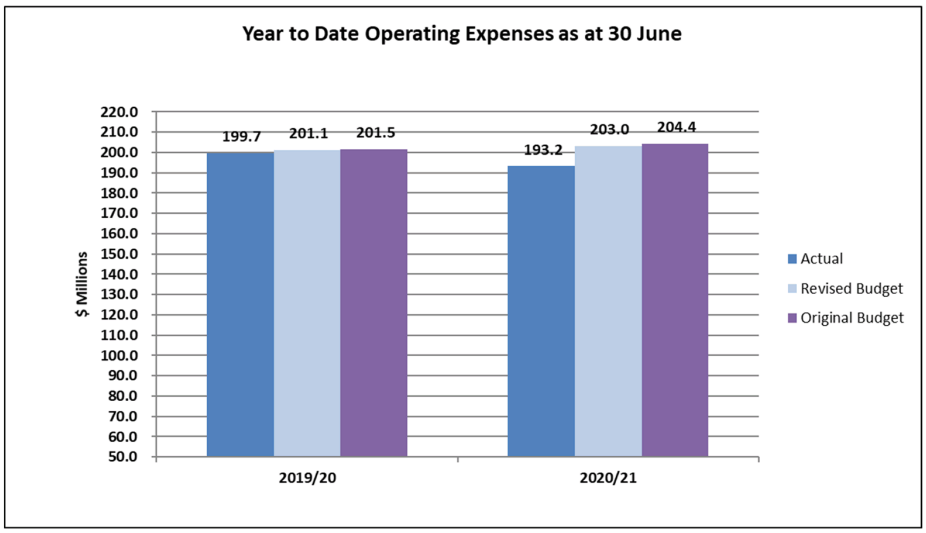
Operating Income resulted in $0.6 million favourable variance. The main reasons for this variance are as follows:

- Rates reflected a favourable variance of $0.2 million because of higher interim rates than forecasted mainly on commercial properties.

- Fees and charges reflected a favourable variance of $0.2 million due to higher income streams for building assessment services and planning assessment services. Increase in activity in the residential housing sector with new builds taking advantage of the stimulus grants being offered by the State and Federal governments contributed this.

Operating Expenses

The graph below displays Actuals versus the Original and the Revised Budgets for total Operating Expenses to 30 June for 2019/20 and 2020/21 financial years:



Operating expenses resulted in a favourable variance of $9.8 million.

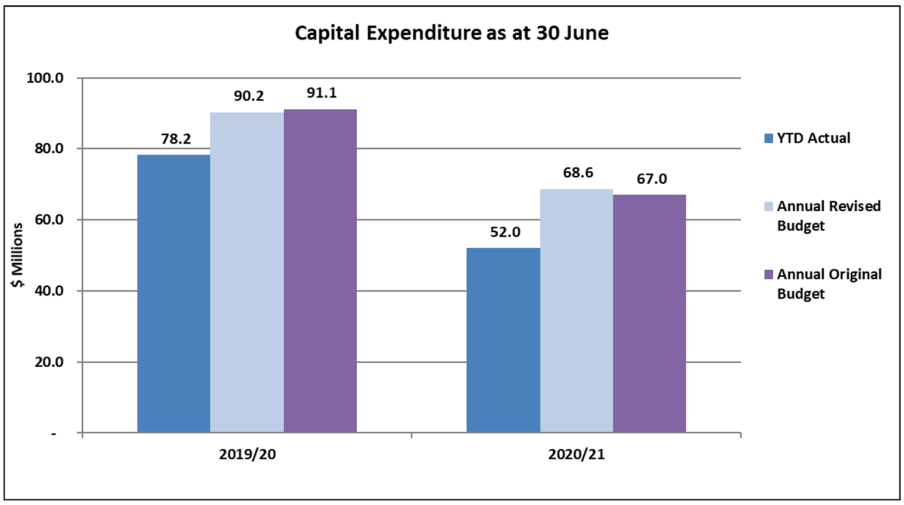
This outcome is a result of:

- Lower Materials & Contracts of $5.6 million due to;
  - Lower contract expenses of $2.3 million for maintenance of park land & irrigation, park building & furniture, road reserves, beach land & bushland and provision for emergency services due to timing differences;
  - Lower consulting fees of $1.1 million mainly due to delay in undertaking of special projects for Planning Services, Place Management, Environmental Management and provision of Information Technology Services;
  - Lower contributions & donations expense of $447k of which $130k relates to Pitstop Park within land development management services and $317k relates to reduced donation funding requests from community organisations;
  - Lower debt write-off $322k as there have been lower than expected financial hardship applications;
- Lower Employment costs of $3.9 million mainly arising from deferred recruitment of non-critical roles and efficiencies obtained from improved processes.

Capital

Overall Capital Expenditure

The graph below illustrates the City's Capital Expenditure against the Original and Revised Capital Budget to 30 June for 2019/20 and 2020/21 financial years:



As at 30 June 2021, the City has spent $52.0 million on capital projects, which represents 75.8% of the Revised Budget of $68.6 million. At the same time last year, the City had spent $78.2 million (86.7%) of the prior year Revised Budget of $90.2 million. Details are provided in the following section.

2020/21 Quarter 4 Corporate Performance Report

Capital Expenditure per Sub program

There are 20 Sub-Programs listed in the Capital Program, incorporating 221 individual projects. The table below details the expenditure on the capital program as at 30 June 2021.

		2019/20	2020/21							
Sub-Program	Notes	Original Budget Spent YTD	No. of Projects	Revised Budget $'000	Original Budget $'000	Quarter 4 Original Budget $'000	Quarter 4 Actual Expenditure $'000	Quarter 4 Actual Vs. Budget	Committed Expenditure $'000	Original Budget Spent YTD
Community Buildings	1	69.3%	16	1,761	2,020	960	411	42.8%	693	58.0%
Community Safety		137.6%	4	464	238	72	140	194.4%	237	96.1%
Conservation Reserves		118.0%	4	348	297	34	102	300.0%	75	97.5%
Corporate Buildings	2	94.9%	6	183	195	101	29	28.7%	38	35.9%
Environmental Offset		75.2%	6	443	508	243	122	50.2%	142	43.7%
Fleet Mgt - Corporate	3	42.7%	6	7,345	7,987	4,293	457	10.6%	7,314	38.0%
Foreshore Management		88.9%	11	1,581	1,865	473	381	80.5%	552	64.5%
Golf Courses		0.0%	3	205	195	76	69	90.8%	46	58.4%
Investment Projects		42.9%	8	1,758	1,907	318	347	109.1%	338	53.4%
IT Equipment & Software	4	44.9%	18	7,822	7,556	2,157	950	44.0%	1,713	46.7%
Parks Furniture		92.8%	15	2,664	2,499	91	81	89.0%	190	102.6%
Parks Rehabilitation		100.6%	1	1,050	1,050	628	466	74.2%	318	89.3%
Passive Park Development		79.3%	10	1,673	1,462	273	887	324.9%	38	105.2%
Pathways and Trails		122.4%	6	1,598	1,039	503	921	183.1%	102	148.8%
Roads		141.3%	16	10,795	10,055	2,513	3,377	134.4%	915	98.3%
Sports Facilities		60.5%	61	18,524	18,146	5,926	4,634	78.2%	3,164	90.7%
Stormwater Drainage		73.9%	3	65	30	-	-	0.0%	-	210.8%
Street Landscaping		36.4%	7	1,057	1,073	482	347	72.0%	104	81.8%
Traffic Treatments		100.0%	16	2,239	2,208	221	592	267.9%	75	88.9%
Waste Management		0.0%	4	7,008	6,685	1,529	2,118	138.5%	1,093	79.8%
Grand Total		**58.3%**	**221**	**68,583**	**67,013**	**20,893**	**16,431**	**78.6%**	**17,148**	**77.7%**

The four Sub-Programs with the lowest percentage spent for the quarter are explained as follows:

Note 1 The Community Building Sub-Program has been delayed due to further scoping and design works to accommodate the addition of a Youth Innovation Hub at the Southern Suburbs Library.

Note 2 The Corporate Buildings Sub-Program has experienced delays relating to designs being finalised for construction of new public car park adjacent to the Civic Centre.

Note 3 The Fleet Management Sub-Program has experienced delays in the delivery of replacement Waste vehicles. The vehicles are scheduled to be received in Q1 2021/22

Note 4 The IT Equipment & Software Sub-Program has experience delays in the delivery of the Financial Management Information System. Geographic Information Systems (GIS) upgrade planned to take place in July 2021.

Top Capital Projects

The projects listed below have been identified by Council Members as significant and are specifically reported against on a monthly and quarterly basis to Council and the Audit & Risk Committee throughout the financial year.

The selection criterion for the projects included two factors, namely:

1. Community interest/significance;
2. Financial value.

PMO Code	Top Capital Projects	Quarter 4			
		Annual Budget	Year to Date Actual	Annual Budget Spent	Total Project Progress (TPP*)
		$	$		
PMO16061	Halesworth Park, Butler, New sports facilities	10,747,496	10,259,267	95%	74%
PMO16175	Landsdale Library and Youth Innovation Hub, Landsdale, New Building	220,694	66,703	30%	28%
PMO17015	Recurring Program, Renew Park Assets	1,750,000	1,761,420	101%	99%
PMO19001	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	587,000	467,170	80%	68%
PMO19002	Hinckley Park, Hocking, Upgrade Passive Park	1,368,840	1,291,435	94%	95%
PMO19007	Leatherback Park, Alkimos, New Sports Amenities Building	1,381,375	1,373,106	99%	99%
PMO16052	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	344,711	62,738	18%	33%
PMO18063	Neerabup Industrial Area, Neerabup, New Development	918,371	361,413	39%	22%
PMO19024	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	500,000	399,492	80%	44%
PMO19041	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd	2,189,042	2,196,512	100%	99%
PMO20004	Three Bin Kerbside Collection New System	6,532,316	5,057,089	77%	80%
PMO20015	Mirrabooka Ave, Rawlinson Drive, Upgrade Intersection	898,005	841,659	94%	98%
	Total	**27,437,850**	**24,138,004**	**88%**	

* Represents the total Project Life Cycle progress for multi-year projects.

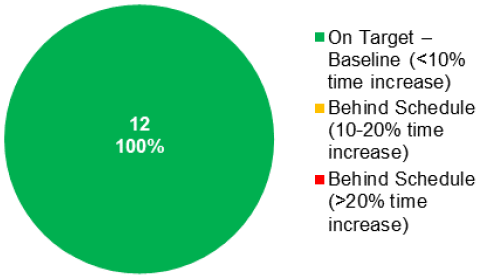
As at the end of the financial year, 88% of the relevant budgets were spent on these projects.

The City maintains current project status pages for the top projects on its website, which include photos and status updates. Links to these pages are provided below:

- Halesworth Park, Butler, New Sports Facilities
- Southern Suburbs Library, Landsdale, New Building
- Recurring Program, Renew Park Assets
- Dalvik Park, Merriwa, New Sports Amenities Building and Carpark
- Hinckley Park, Hocking Upgrade Passive Park
- Leatherback Park, Alkimos, New Sports Amenities Building
- Neerabup - Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads & Services Infrastructure
- Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure
- Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd

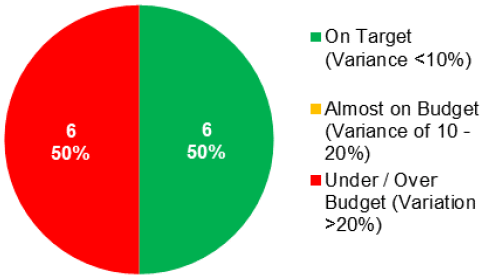
Performance

Schedule Status



All twelve of the top projects were on target with their relevant schedules.

Current Year Budget Status

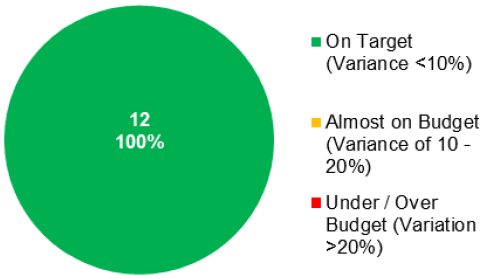


Six (50%) of the top projects were on target with spending their relevant budgets and six (50%) had a current year budget variance (underspend) of more than 20% as set out below:

- Landsdale Library and Youth Innovation Hub, New Building,
- Dalvik Park, Merriwa, New Sports Amenities Building and Carpark
- Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure
- Neerabup Industrial Area, Neerabup, New Development;
- Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure, and
- Three Bin Kerbside Collection New System

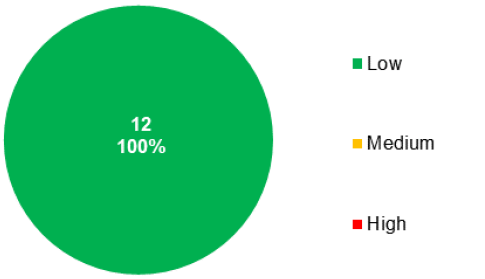
The underspent budget for these projects are to be carried forward to 2021/22 to allow for project continuation.

Project Lifecycle Budget Status



All 12 of the top projects were on target with spending their relevant project lifecycle budgets.

Risks and Issues



All 12 of the top projects had a low risk rating.

Additional details are on all top projects is provided in **Annexure 3**.

Annexure 1

2020/21 - 2023/24 Corporate Business Plan

Overall Performance

	Completed	On Target (< 10% under target)	Monitor (>10% and <20% under target)	Under Target (> 20% under target)	Deferred	Total # Initiatives
Strategic Theme	# Initiatives	# Initiatives	# Initiatives	# Initiatives	# Initiatives	
Society	18	10	1	1		**30**
Economy	8	2			1	**11**
Environment	8	6	3	1		**18**
Civic Leadership	11	8	4			**23**
	45	**26**	**8**	**2**	**1**	**82**

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Society								
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-20_01 Finalise Facility Strategic Plans (as detailed in the Community Facility Planning Framework)	Manager Community Facilities	100	100	Completed	Literature review and participation in sport review have been completed to draft stage. Demographic analysis is progressing and community engagement approach is being currently finalised.	Nil
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-20_02 Finalise business case including site location and concept design for the early provision of a recreational aquatic facility within the Alkimos/Yanchep growth corridor	Manager Community Facilities	75	68	On Target	Administration is in discussions with Development WA and the State Government for land acquisition. Site Master Plan and preliminary concept layout finalised by end January 2021. Consultant appointed to develop preliminary concept designs for the Alkimos Aquatic and Recreation Centre.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-20_03 Consultation with stakeholders to determine priorities for the Wanneroo Raceway Masterplan	Manager Community Facilities	90	90	On Target	The Wanneroo Raceway Masterplan is scheduled for presentation to Council by end of Quarter 2 2021/22. Stakeholder engagement to determine further priorities.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-20_04 Acquisition of Alkimos Regional Active Open Space based on results of advocacy	Manager Community Facilities	10	10	On Target	It is understood that the State Government has progressed work on determining the priority for acquiring Regional Open Space in metropolitan Perth. The outcome of this body of work is currently unknown.	The outcomes from this work have not yet been shared with the City in relation to Alkimos Regional Open Space.
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-20_05 Progress outcomes from endorsed Cycling Facility Master Plan: Northern Corridor based on achieving acquisition of Alkimos Regional Active Open Space	Manager Community Facilities	50	50	On Target	The draft detailed design for the Splendid Park cycling facility is 85% complete and reviewed by Project Working Group. A report is being prepared for the July Council meeting to provide a project update for the Splendid Park cycling track.	Nil
Healthy and Active People	Facilitate opportunities within the City to access peak and elite activities	CBP-20_06 Implement the Golf Courses Strategic Plan	Manager Property	100	90	On Target	NS Group and Paatsch Group presented their Golf Course Strategic Plan Facilities Recommendation Plan to the Golf Course Project Board in June. Next Project Board meeting scheduled for Quarter 1 2021/22 for finalisation.	Nil
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-20_07 Respond to expected statutory changes related to public health including plans	Manager Health & Compliance	100	100	Completed	Health & Compliance officers are attending public health industry meetings, reviewing draft legislation and engaging with the Department of Health in preparation for the development of a Public Health Plan which will become mandatory for all Local Government Authorities in July 2024. Health & Compliance and Community Development leaders have discussed collaboration opportunities and officers have commenced reviewing the Public Health Act, local public health data, the State Public Health Plan and Public Health Plans prepared by other local government authorities. Officers have identified the breadth of services that are already being delivered by the City that have a positive impact on the health of our community.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_08 Implement the CCTV Service Plan 2018/19-2021/22	Manager Community Safety & Emergency Management	100	90	On Target	CCTV requirements for the City have been finalised. A standard specifications guideline has been developed and is being implemented in all new project builds. The migration strategy has been developed and a RFT for the required work is due to be released in coming weeks. Video Management Software has been implemented.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_09 Site selection and concept design for new Animal Care Centre facility	Manager Community Safety & Emergency Management	35	25	Under Target	ICW are currently working with CESM and a consultant to finalise functionality drawings. Work is progressing on the Ashby site to finalise environmental and planning considerations.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_10 Implement (including the development of the Fire Mitigation Treatment Plan) the Bush Fire Risk Management Plan	Manager Community Safety & Emergency Management	100	100	Completed	The Bushfire Risk Management Plan has been implemented and is in use. The BRMP will be maintained and updated as a business as usual action.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_11 Emergency Management Model review	Manager Community Safety & Emergency Management	50	50	On Target	Three out of the four City of Wanneroo Brigades have commenced discussions about the options for Emergency Management Models with some Brigades agreeing to form Working Groups to progress. The City is in discussions with DFES about the Emergency Management Model. Work has also commenced on understanding the implications of the harmonisation of the Workplace Health and Safety legislation and the potential impact on volunteer Brigades.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_12 Feasibility planning for potential Volunteer Bush Fire Brigade facility requirements over the next 5-10 years	Manager Community Safety & Emergency Management	45	43	On Target	Preliminary discussions have commenced with both DFES and DBCA to explore a joint Emergency Management Precinct. Whilst these discussions will continue, a budget submission has been made in the 21/22 budget to engage a consultant to identify a site suitable for the project. This will include positioning the site that best meets the needs of the Wanneroo BFB. The requirements of the facility will be in line with the DFES Local Government Funding Agreement.	Nil
Distinctive Places	Create distinctive places based on identity of areas	CBP-20_13 Review and update the Place Framework	Manager Place Management	65	58	Monitor	Desktop review of the current Place Framework has been completed. Meetings of the Project Board and Project Working Group are continuing to consider key discussion papers on key issues, including overarching principles, benefits, outcomes and hierarchy of the Place Framework, the purpose and function of Place Management Areas and Local Areas, place activation, and community engagement. This initiative was initially behind schedule due to staff vacancies and has since had a number of project board meetings cancelled due to covid lockdowns. A revised project schedule has been prepared and will be reported to the project board for consideration.	Project progress will continue to be reported to the Project Board for information and guidance.
Distinctive Places	Create distinctive places based on identity of areas	CBP-20_15 Local Area Planning	Manager Place Management	100	100	Completed	"Wanneroo Local Area Plan * The final Wanneroo Local Area Plan was endorsed by Council at its meeting on 14 December 2020. Girrawheen/Koondoola - highlights as follows: * Activity Centre Regeneration - Local Planning Scheme Amendment to rezone and recode part of Koondoola Neighbourhood Centre was endorsed by Council at its meeting on 14 December 2020. * Redevelopment of City buildings in Girrawheen - The project scope for Girrawheen Hub/Library Senior Citizens Centre needs assessment has been finalised and stakeholder engagement has been completed. * Community Gardening Initiative - The development of the Girrawheen community garden was completed and officially launched. * Pedestrian Connectivity - Planning for active transport links to connect major destinations in Girrawheen has progressed, with on-site signage advising of upcoming works installed in May 2021. Yanchep Two Rocks - highlights as follows: * Development of Yanchep City Centre - A vision for the Yanchep rail station precinct was endorsed by Council at its meeting on 5 October 2020. Administration has subsequently met with Yanchep Beach Joint Venture to discuss and collaborate on how to implement and realise the vision. * Masterplan for Yanchep Lagoon - Work has been completed on an Economic Feasibility Study and Infrastructure Capacity assessment. The preparation of a Transport Strategy is still in progress. Minor improvements to the precinct have been completed, including the installation of new seating and shade sail adjacent to the Surf Life Saving Club, the planting of new shade trees, and the installation of new interpretive signage at Fisherman's Hollow.	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-20_18 Implement pilot approach to supporting Community led initiatives	Manager Place Management	100	95	On Target	A Community Led Initiatives and Collaborations Management Procedure was approved for a 12 month trial, which has now been completed. The Management Procedure was tested against a number of community led initiatives including Blue Tree Painting, Little Free Libraries, Community Planting Events and Street Christmas Parties. Findings and learnings from these initiatives have been documented and a revised Management Procedure prepared, which are due to be presented to the City's Executive in Quarter 1 2021/22.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Healthy and Active People	Create opportunities that encourage community wellbeing and active and healthy lifestyles	CBP-20_19 Implement place-based community event calendar	Manager Place Management	100	100	Completed	The community events calendar included a number of smaller, place-based events for the 2020/21 season. Implementation of the calendar has now been completed, with the last two events held on 27 and 28 March at Bembridge Park, Hocking and Paloma Park, Marangaroo.	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-20_20 Implement and review Age Friendly Strategy (2017/18 - 2020/21)	Manager Community Development	100	100	Completed	31 actions complete Key highlights include: *A series of free 'Eating Well for Healthy Ageing' workshops was hosted by the Library Services team at Girrawheen, Clarkson and Wanneroo libraries; *Through the state government Age-friendly Communities Social Connectvity Grants Program the Community Development team completed its Clarkson Library Virtual Reality program. This program saw 72 seniors attending virtual reality sessions across 18 sessions. *The City developed and shared an Age Friendly Business Checklist that was shared via the City's Business eNews and Wanneroo Business Association in June 2021. *Completed an Age Friendly Trails project as part of the Discover Wanneroo App. *The City continues to engage with key stakeholders and to monitor age related issues and opportunities via subscriptions to Australian Ageing Agenda, COTA Australia and COTA WA, *Commonwealth Department of Health Aged Care news and relevant ministerial media releases. *Digital literacy workshops were delivered at Newpark and Kingsway Shopping Centres. *Hosted the Age Friendly Regional Partnership meeting,	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-20_21 Implement and review Youth Plan (2017/18 - 2020/21)	Manager Community Development	100	100	Completed	Actions commenced: 24 Quarter 4 Highlights Include: * The City shared eSafety information to young people and their families through the Childhood and Youth Services Facebook Page, which reaches up to 2,850 people. * Administration have continued to work with the City of Joondalup to register as a Provider of the RYDE program, young people aged 16 - 25 to sign up for driving lessons. During the fourth quarter, the City has assisted four young people to sign up to the RYDE program. * Ngala continue to deliver their Play and Chat program for young parents (under 25 years of age) and their children at Clarkson Youth Centre as part of the Clarkson Activation project. This program attracts between 5 - 10 young parents each week * During this quarter, the City delivered two activities at Banksia Grove and Yanchep Skate Park during Youth Week which attracted over 250 community members, with over 150 of these represented by young people aged between 10 and 18 years. * The Youth Centres celebrated Reconciliation Week. Discussions around Racism was a widely discussed topic young people explored, challenging assumptions made on racism and how this compares to other cultures in different countries. * Refugee Week activities were delivered in the City's four Youth Centres, from June 22 - 25. Young people had the opportunity to cook and sample recipes shared within an Australian recipe book contributed to by refugees and asylum seekers who had settled in Australia.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Connected Communities	Connect communities through engagement and involvement	CBP-20_22 Implement and review Early Childhood Strategic Plan (2017/18 - 2019/20)	Manager Community Development	100	100	Completed	Actions commenced: 36 Quarter 4 Highlights Include: * Two Wanneroo and Surrounds Early Years (WASEY) network meetings took place in this reporting period, including modifying delivery via zoom when required due to COVID restrictions. * The City responded to the discussion paper on Child Safety Officers in Local Government. * The City presented at the Early Years forum held in the City of Swan. The presentation highlighted how the City has incorporated data from the Australian Early Development Census (AEDC) and used the information to inform the popular play program, It's All About Play. * The WA Nature Play Passport booklets will be launched in the July school holidays and distributed via the City's libraries during this period. For sustainability purposes, a digital copy of the booklet will also be available via the City website. * Supported the distribution of the Community Development 'Your Community Your Say 'survey to over 1000 families across the City through the parent and family data base * Supported the 'Shore Playgroup' to apply for a City of Wanneroo Connecting Community Grant.	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-20_23 Implement and review Regional Homelessness Plan (2018/19 - 2021/22)	Manager Community Development	100	100	Completed	22 actions complete, 1 action still progressing Key highlights include: *As part of a 'No Wrong Doors' approach to tackling homelessness, the City is creating a resource to upskill businesses to support those that are, or at risk of being, homeless for targeted distribution. *The City's Community Development and Library Services team facilitated the commencement of a new Virtual Legal Aid office available at Clarkson Library. *The City advocated for a funded homelessness outreach provider to service our region. Ruah has now received funding from the Department of Communities to provide funded Homelessness Outreach across the metropolitan area, including the City of Wanneroo. *RUAH is providing training for the Joondalup Wanneroo Ending Homelessness Group (JWEHG) on the By Name list. *The City's Response and Recovery Fund provided $124,700 to the provision of essential services to support services such as food relief and financial counselling, social connection initiatives, provision of expert advice for clubs and groups to maintain and strengthen themselves to be able to continue to provide, the foundational, informal community care and connection.	Nil
Connected Communities	Connect communities through engagement and involvement	CBP-20_24 Implement and review Access and Inclusion Plan (2018/19 - 2021/22)	Manager Community Development	100	100	Completed	21 actions complete, 6 actions underway Key highlights include: *The City's Have a Try Day was delivered this quarter giving people living with a disability the opportunity to learn and try a range of sports, over 100 families attended this free event. *The City's accessibility improvement programs for 2020/21 achieved $130,000 in Building improvements, $60,000 in Car park improvements, $110,000 for the Pool pod and chairlift at Aquamotion. *A capital project for improving the audio-visual functionality in the City's Council Chambers to allow for live audio streaming of meetings has been completed. *Alongside the Cities of Stirling and Swan the City of Wanneroo supported the Community Innovators, Volunteers and Leaders program (CIVAL).	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Connected Communities	Build strong communities through the strength of cultural and heritage diversity	CBP-20_25 Implement and review Reconciliation Action Plan (2018-2022)	Manager Community Development	100	100	Completed	16 actions completed, 3 actions underway and will be continued into 2021/22 FY Key highlights from this past quarter include: *Reconciliation Week activities - launch of the 6 seasons Noongar Language workshops, libraries showcased Aboriginal and Torres strait Islander books to raise awareness. *Three cultural awareness training sessions were held with City of Wanneroo leaders and team members; a strategic approach to Aboriginal engagement has been developed and then City continues to implement the Aboriginal and Torres Strait Islander Employment Plan; *The Procurement team have engaged a consultant to improve the City's sustainable procurement practices, including a strategy to increase the use of Aboriginal businesses across the organisation. *The City is in the final stages of developing a Yarning Circle at Kalbarri Park in Yanchep. *The City will be working with local Aboriginal Artist Rhys Paddick, to run an art workshop during the July School Holidays. *The City's Cultural Development team is working on a project to receive the Colbung family's document archive into the Wanneroo Regional Museum collections.	Nil
Safe Communities	Enable community to be prepared and to recover from emergency situations	CBP-20_26 Implement and complete Community Recovery Plan	Manager Community Development	100	100	Completed	Community recovery is coordinated and monitored through the City's Pandemic Plan. A Local Impact Assessment and Recovery Response report to monitor recovery progress, report any emerging issues and key actions taken at the local level is provided every two months to the State Recovery Coordinator. The report informs quarterly reporting to the State Recovery Steering Committee. A report was presented to the April Council Meeting on outcomes from the Community Response and Recovery Fund.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-20_27 Implement service delivery models for libraries and community hubs	Manager Cultural Development	100	100	Completed	The library service model is evolving as resource processing is consolidated to one branch (Wanneroo) enabling the other branches to provide more activities and a stronger focus on customer outcomes. This model will enable staff to assist customers with computer issues and to engage with community who may want to use the library space as a community hub. Workforce planning for the new Southern Suburbs Library has commenced and this will take into consideration service delivery model options for libraries and hubs. The current libraries continue to build their capacity to deliver new initiatives as well as the standard literacy based outcomes including new activities such as It's All About Grooving which have been every successful in new parents joining.	Nil

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Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-20_28 Implement the Library Services Plan	Manager Cultural Development	100	100	Completed	"The Library Services Plan continues to be delivered. The long term facilities plan is completed and will now become a document under continuous review. The community led model continues to operate in libraries with many initiatives including community groups and individuals delivering or leading groups. Digital content and support continue with the website recently updated to provide better access to customers. New computers were installed in the libraries with Windows 10 enabling greater access for customers. There is a large number of services and programs available online and these continue to expand as the libraries continue to respond to customer need. Programs have returned to pre COVID-19 levels, with some restrictions still in place. Literacy and Science, Engineering, Arts, Mathematics and Science (STEAM) continue to be the focus of activities and programs in the libraries. There have been some successful author talks. The review of the procedure manual is an ongoing operation as the libraries respond to changes both internally and externally. COVID has necessitated changes to the way libraries operate including the commencement of the Contact Tracing system requiring a concierge to operate as the front face of the libraries. Equally the consolidation of the processing in one library means tasks in other libraries have changed with a greater emphasis on the delivery of programs and activities as well as the encouragement of the delivery of community led activities."	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-20_29 Implement Cultural Services operational hours review	Manager Cultural Development	100	100	Completed	New operational hours were introduced for the heritage houses in March 2021. This involves both Cockman House and Buckingham House opening on Sundays during the spring and autumn months.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-20_30 Finalise development of long-term library facilities plan	Manager Cultural Development	100	100	Completed	The Library Facilities Plan is complete. The plan takes a strategic review of the direction libraries are taking as well as what is needed to modernise the library from a facilities point of view. The plan will be used to inform the development of the facilities including the introduction of return shelves, mobile shelving, new carpets and the development of other technology.	Nil
Connected Communities	Strengthen community and customer connectedness through community hubs	CBP-20_31 Detailed design for southern suburbs library	Manager Cultural Development	50	50	On Target	The City has signed the funding agreement with the State Government for the Youth Innovation Hub. Further community engagement has taken place to advise of the delivery of a Youth Innovation Hub and ascertain what services and facilities will be required in this space. The Architect was appointed in April 2021. Two initial designs have been worked through internally with good progress being made. A report is going to Forum in July 2021 to discuss the hospitality offering options for the building. An operational model for the new service has been developed and will be discussed at a future Project Board Meeting. Work is also progressing on a proposed aboriginal name for the building.	Project Board formed to assist with progressing the project.
Connected Communities	Build strong communities through the strength of cultural and heritage diversity	CBP-20_32 Implement Cultural Plan	Manager Cultural Development	100	100	Completed	- Website completed for Turner Repatriation project and collection items boxed. - Exhibition program for early 2021 secured with For Country, For Nation in February and the Anniversary of Play School in May. - Gumblossom Park public art replacement works are underway by the artist, with projected install commencing in June. - Heritage Education Programs have now successfully returned to Cockman and Buckingham House in Term 1 2021. - Following acquisition of funding from the Department of Local Government, Sport and Cultural Industries, Music Aviva will be conducting music programs for the schools and communities of Yanchep/Two Rocks in Term 2 and 3 2021. - Arts Management and Development Policy Review is currently underway, with a community consultation process to be completed in April. - Digitisation of the community history collection has commenced.	Nil
Connected Communities	Build strong communities through the strength of cultural and heritage diversity	CBP-20_33 Finalise review of performing arts service provision	Manager Cultural Development	100	100	Completed	A review of the performing arts service provision within the City of Wanneroo has been completed with a report presented to the Arts Advisory Group in May 2021. A Briefing Note on the findings from the review will be prepared for Council Members in Quarter 1 2021/22.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Economy								
Strategic Growth	Activate Yanchep as a future city of the North	CBP-20_14 Develop a Service Level Agreement between the City and Yanchep Beach Joint Venture for the delivery of Y Hub activation	Manager Place Management	100	100	Completed	A draft approach to preparing a Service Level Agreement / MOU was agreed with Spacecubed / YBJV and a draft document prepared for stakeholder consultation. Through the process of stakeholder engagement it was determined that a Service Level Agreement or MOU is no longer required. This task is now complete.	Nil
Places of Destination	Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit	CBP-20_17 Implement Yanchep Lagoon Precinct Masterplan	Manager Place Management	100	100	Completed	Work has continued on a range of initiatives associated with the Yanchep Lagoon Project: * Economic Feasibility Study - complete. * Infrastructure Service capacity assessment - complete. * Transport Strategy - Draft report has been completed. Final report expected in Quarter 1 2021/22. * Quick Wins - A range of activation events and initial improvements to the Lagoon have been implemented.	Nil
Local Jobs	Build capacity for businesses to grow	CBP-20_34 Review the Economic Development Strategy	Manager Advocacy & Economic Development	1	1	Deferred	A Economic Recovery Plan has been developed instead due to COVID-19. The Economic Development Strategy will be reviewed in parallel with the major review of the City's Strategic Community Plan. Elements of the Economic Recovery Plan will be included where appropriate.	Nil
Smart Business	Promote early adoption of innovative technology by business	CBP-20_35 Actively work with industry to explore clean energy opportunities	Manager Advocacy & Economic Development	60	56	On Target	The preferred consultant has been appointed to develop a tender for a solar generator in the Neerabup Industrial area.	Nil
Strategic Growth	Attract investment development and major infrastructure	CBP-20_36 Implement local investment attraction and strategic marketing package to promote the City, key employment locations and specialist precincts including Wangara Industrial Area	Manager Advocacy & Economic Development	100	100	Completed	Investment Attraction Action Plan developed and implemented during the period including development of the Business Wanneroo brand and development of web content.	Nil
Strategic Growth	Focus on industry development in key strategic areas such as Neerabup	CBP-20_37 Continue implementation of Neerabup Industrial Area Development project plan	Manager Advocacy & Economic Development	100	100	Completed	The project is on target and progressing in accordance with the project plan. Resource extraction on Lot 9003 commenced during the quarter and Council endorsed the sub-division application to WAPC for Lot 9100.	Nil
Smart Business	Attract innovative businesses with a focus on technology hubs and agri-business	CBP-20_38 Progress development of agri-precinct in North Wanneroo including exploring tourism and agribusiness linkages and investigating alternative water supplies.	Manager Advocacy & Economic Development	100	100	Completed	The City continued to host DPIRD and DWER for quarterly meetings. The draft Gnangara Water Allocation Plan will be released soon and the City is meeting with senior DWER officers in August 2021 to discuss the draft plan release.	Nil
Local Jobs	Build capacity for businesses to grow	CBP-20_39 COVID-19 Economic Recovery Plan	Manager Advocacy & Economic Development	100	100	Completed	All tasks related to the implementation of the COVID-19 Economic Recovery Plan were completed during the period.	Nil
Places of Destination	Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit	CBP-20_41 Implement 2020/21 Tourism Plan actions	Manager Advocacy & Economic Development	100	100	Completed	The City continued to implement the Tourism Plan within the context of COVID-19 limitations. The Yanchep and Neerabup recreation Masterplan was received by the City during the quarter and will be presented to the Business and Tourism Advisory Group in July 2021 prior to circulation to Council members for information.	Nil
Places of Destination	Enhance Wanneroo as a distinctive place to invest	CBP-20_42 Complete business case and finalise submission for Quinns Rocks Caravan Park Project Plan	Manager Property	80	80	On Target	Pracsys has completed a draft EOI and provided a presentation to Working Group in June 2021. EOI to be finalised and Stage 1 put to market in due course.	Nil
Places of Destination	Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit	CBP-20_61 Implement Strategic Land Policy and supporting procedures	Manager Property	100	100	Completed	The revised Strategic Land Policy was approved by Council on 11 May 2021.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Environment								
Resource Management	Minimise impacts of climate change	CBP-20_43 Review the Climate Change Adaptation and Mitigation Strategy	Manager Strategic Land Use Planning & Environment	100	100	Completed	Strategy adopted by Council during the last quarter	Nil
Resource Management	Minimise impacts of climate change	CBP-20_44 Implement the Coastal Hazard Risk Management Adaptation Plan	Manager Strategic Land Use Planning & Environment	100	100	Completed	Implementation of the plan is progressing and on track as per the CHRMAP implementation action plan.	Nil
Resource Management	Seek alternative ways to improve energy efficiency	CBP-20_45 Review the Energy Reduction Plan	Manager Strategic Land Use Planning & Environment	50	28	Under Target	There has been some challenges with data collection across organisation to support the review of the ERP. A meeting with relevant Service Units was recently organised to consider the best approach to dealing with this matter.	A report to Executive is currently being prepared to highlight the challenges and to propose an approach to the review of the ERP.
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-20_46 Develop the Coastal Management Plan 2020	Manager Strategic Land Use Planning & Environment	70	67	On Target	A draft Coastal Management Plan is currently being prepared for Council's consent to advertise by September 2021.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-20_47 Implement actions from the Local Environmental Strategy	Manager Strategic Land Use Planning & Environment	100	100	Completed	The implementation of the Strategy is progressing, including the Council approval and implementation of the Climate Change Adaptation and Mitigation Strategy, the preparation of the Coastal Management Plan (to be considered by Council in Q1 2021/22), the establishment of the Environmental Management System (architecture completed) and the continued implementation of the Local Biodiversity Plan and the CHRMAP.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-20_48 Develop an Environmental Management System	Manager Strategic Land Use Planning & Environment	100	100	Completed	The establishment of the EMS with a basic ISO14001 compliant system has been completed. The system will be aligned with corporate systems (including the Integrated Management System) by June 2022.	Nil
Activated Places	Improve local amenity by retaining and complementing natural landscapes within the built environment	CBP-20_49 Develop Urban Forest Plan	Manager Strategic Land Use Planning & Environment	90	90	On Target	A draft Urban Forest Plan will be considered by Council Forum by December 2021.	Nil
Enhanced Environment	Maximise the environmental value of beaches, nature reserves and parklands	CBP-20_50 Implement the Local Biodiversity Plan	Manager Strategic Land Use Planning & Environment	100	100	Completed	The implementation of the LBP is progressing, with priority actions in relation to local natural areas, education, and planning for East Wanneroo commencing.	Nil
Enhanced Environment	Collaborate with relevant State agencies with a focus on the enhancement of the natural environment	CBP-20_51 Monitor and maintain coastal assets in consultation with relevant stakeholders	Manager Asset Maintenance	100	100	Completed	Ongoing monitoring and maintenance of beaches and coastal infrastructure. Beach re-nourishment & Coastal monitoring completed in April 2021	Nil
Reduce, reuse, recycle waste	Treat waste as a resource	CBP-20_52 Implement actions as per the Waste Plan	Manager Waste Services	100	90	On Target	Roll out of 3 Bins has commenced and set to finish mid-August.	Nil
Reduce, reuse, recycle waste	Foster a partnership with community and industry to reduce waste	CBP-20_53 Review the Waste Education Plan to align with the reviewed Waste Plan	Manager Waste Services	70	70	On Target	Focus on 3 Bin Roll out for Education and communication plans.	Nil
Reduce, reuse, recycle waste	Create and promote waste management solutions	CBP-20_54 Implement approved actions as recommended in the Waste Service Delivery Review	Manager Waste Services	100	80	Monitor	Contracted an organics processor Western Go Organics JV.	Nil
Activated Places	Create local area land use plans supporting our activated places	CBP-20_55 Prepare Local Planning Strategy	Manager Strategic Land Use Planning & Environment	75	75	On Target	12 discussion papers to inform the LPS are currently being prepared for consideration by Forum and Council's consent to advertise. 4 discussion papers have been prepared and 3 presented to Forum for information and discussion.	Nil
Activated Places	Create local area land use plans supporting our activated places	CBP-20_56 Prepare Local Planning Scheme No. 3	Manager Strategic Land Use Planning & Environment	75	75	On Target	The first phase of the preparation of Scheme 3 (aligning the current District Planning Scheme No. 2 with the State's Model Scheme Text), has been approved by the Western Australian Planning Commission for advertising. The Model Scheme Text scheme, which will form the basis for the new Scheme 3, will then be advertised and finally considered by Council by March 2022.	Nil
Connected and Accessible City	Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility	CBP-20_57 Prepare Transport Plan	Principal Specialist Traffic Services	25	20	Monitor	Discussions held internally regarding project scope and delivery, which is subject to resources.	Consultancy Brief to be prepared

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Housing Choice	Facilitate housing diversity to reflect changing community needs	CBP-20_58 Implement Mixed Use Precincts Policy	Manager Approval Services	100	100	Completed	The City has completed Stage 1 of the project through gazettal of Amendment No. 165 to District Planning Scheme No. 2 on 3 December 2019. Administration is currently finalising Stage 2 which is preparation of a Local Planning Policy to guide the delivery of desired built outcomes in the Mixed Use Zone. The policy was presented to the 14 December Council meeting for consent to advertise. Stage 3 is also underway which is a longer term action to progressively review of the location and planning provisions relating to existing Mixed Use Zones in various structure plans across the City.	Nil
Connected and Accessible City	Deliver local transport infrastructure including roads, footpaths and cycle ways to improve accessibility	CBP-20_59 Implement project plans to deliver the Roads, Paths and Trails, Stormwater Drainage, Bus Shelters, Street Lighting and Roads capital works sub-programs	Manager Infrastructure Capital Works	100	85	Monitor	Actual expenditure reached 85% at the end of Q4 and 98% inclusive of commitments. The Neerabup Industrial Estate top project has undergone a scope review to incorporate future development in the Neerabup Estate.	Nil
Connected and Accessible City	Advocate for major integrated transport options close to communities	CBP-20_60 Participate in State Government project reference groups to maximise integration of rail and road	Manager Infrastructure Capital Works	100	100	Completed	City representatives have attended METRONET's Yanchep Rail Extension Community Reference Group.	Nil
Civic Leadership								
Working with Others	Engage, include and involve community	CBP-20_16 Improve and enhance the City's community engagement approach	Manager Place Management	100	100	Completed	"The City has engaged consultants to develop a Community Directory, which has been built and tested. A soft launch commenced in October 2020 and interested stakeholders have populated the directory and provided feedback in advance of an official launch, which is planned for Q1 2021/22. A review of the City's Community Engagement Policy and Management Procedure has been completed and endorsed by Council.	Nil
Working with Others	Advocate and collaborate for the benefit of the City	CBP-20_40 Review Advocacy Plan	Manager Advocacy & Economic Development	100	100	Completed	Council endorsed the new Advocacy Plan in May 2021.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-20_62 Finalise and implement major review of Strategic Community Plan	Manager Strategic & Business Planning	100	100	Completed	Stakeholder engagement completed and report presented to Executive and the Council in February 2021. Options for Vision and Purpose approved by ELM and discussed at forum on 27 April and 3 May 2021. New Strategic Community Plan adopted by the Council on 15 June 2021.	Nil
Good Governance	Provide transparent and accountable governance and leadership	CBP-20_63 Finalise and Implement the Strategic Policy Framework	Executive Manager Governance & Legal	90	85	On Target	Significant progress has been made in entering the Policy Framework into the City's Integrated Management Information System. Upon completion training will be rolled out to the orgaisation.	Nil
Good Governance	Provide transparent and accountable governance and leadership	CBP-20_64 Implement the Internal Control Framework (as part of the Governance Framework)	Executive Manager Governance & Legal	100	100	Completed	Framework adopted by Council in April 2021. Training program has been developed and is ready to roll out.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-20_65 Review the Long Term Financial Plan	Manager Finance	100	100	Completed	Two workshops and one forum have been held. Third workshop was held on 2 Feb 2021 followed by Council adoption on 16 Feb 2021.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-20_66 Implement the Strategic Workforce Plan	Manager People & Culture	85	75	Monitor	The Strategic Workforce Plan is planned for ELM endorsement during first quarter of next financial year.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-20_67 Review the City's Integrated Planning Process	Manager Strategic & Business Planning	50	50	On Target	Review commenced in Quarter 3 and new model developed.	Nil
Good Governance	Provide responsible resource and planning management which recognises our significant future growth	CBP-20_68 Review fees and charges	Manager Finance	100	100	Completed	Reviewed Fees and Charges adopted by Council on 29 June 2021.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Good Governance	Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework	CBP-20_69 Implement the Asset Management Strategy	Manager Asset Planning	100	90	On Target	The Asset Management (AM) Strategy and Implementation Plan have been revised and will now be implemented in the revised timeframe of 2018-2024. Actions for 2020/21 of the revised AM Implementation Plan is the development of 5 Asset Management Plans (AMP). The Transport Infrastructure AMP, Parks AMP and Building AMP have been endorsed. Stormwater Drainage AMP and Natural Area AMP have been completed in draft and are scheduled to be endorsed by Asset Management Steering Group in August.	Nil
Good Governance	Provide transparent and accountable governance and leadership	CBP-20_70 Implement the Strategic Procurement Road Map	Manager Contracts & Procurement	100	100	Completed	A number of the proposed Yr 3 actions are closely linked to the implementation of FMIS and were deferred to Yr 4 of the Road Map. All other Action Items for Yr 3 completed.	Nil
Working with Others	Engage, include and involve community	CBP-20_71 Implement Brand Strategy	Manager Communications & Brand	75	69	On Target	The City's brand refresh is under way with the ratification of the corporate and business brand to be presented to 13 July 2021 Council Meeting. Development of the Civic Crest as a digital rendering (currently only found as a 3D sign or photocopy) is in progress following Council Member feedback at Forum in April. Complications for that project have arisen around lack of clarity in the registration history of the coat of arms and expectations of its application for civic purposes given accessibility considerations. The brand implementation plan has been created and will be implemented over the next two financial years.	Nil
Progressive Organisation	Lead excellence and innovation in local government	CBP-20_72 Implement and review the People & Culture Plan 2018 - 2022	Manager People & Culture	95	85	Monitor	The People and Culture Plan 2018 - 2022 review is in the final stages and the new Strategic Community Plan to align to the Strategic Workforce Plan, also under review. Director CS&P has undertaken early review and requested further work regarding KPI's to be finalised.	Nil
Good Governance	Provide transparent and accountable governance and leadership	CBP-20_73 Implement organisational integrated management system aligned to International Standards (ISOs).	Principal Specialist ISO Management Systems	85	85	On Target	An integrated approach to use of ISO Standards has been defined. This is being used to improve how the City will manage safety, the environment, and quality across business activities and service provision. An integrated approach to managing standards will enable the City to operate more consistently, and with greater effectiveness and efficiency by reducing fragmentation and duplication when managing each of these aspects. Related to this work, PROMAPP software has been developed and is currently being used to document the way the City manages its inter-related operations and services, and how different roles and activities interact together. This integrated approach will allow improved governance and risk management as the management systems and internal controls will be more visible, and their effectiveness in managing risk, compliance, or governance can be more readily scrutinised; this will enable the CEO to demonstrate that the requirements of Regulation 17 of the Audit Regulations (1996) are being well managed.	Nil
Good Governance	Ensure return on investment and well maintained assets through development and implementation of a strategic asset management framework	CBP-20_74 Implement an Asset Management Information System	Manager Customer & Information Services	100	90	On Target	Following the award of the contract, a detailed discovery phase has been completed and final review and sign off on the Solution Design is expected in August 2021. The anticipated go live of the Asset system is September 2022.	Nil
Progressive Organisation	Lead excellence and innovation in local government	CBP-20_75 Implement the Information Communication and Technology Roadmap 2017/18-2021/22	Manager Customer & Information Services	80	72	On Target	The enterprise system management tools have been implemented and are now ready for deployment across the City. The computer fleet is now running Windows 10 with the exception of 9 computers that have dependencies on legacy systems/data bases. Plans are in place to contain or upgrade these and this small number is deemed low risk and expected on projects of this nature. Analysis and scoping has commenced on two of the larger IT Projects (Email upgrade and archiving, Network switch upgrades) with a view to commencing procurement in the next quarter. Proof of Concept testing is underway and will inform the final scope of requirements.	Nil
Progressive Organisation	Lead excellence and innovation in local government	CBP-20_76 Implement a new Financial System	Manager Customer & Information Services	100	85	Monitor	The project has moved into the implementation phase, with a large focus on integrations, data migration and final solution design approval. The project has been delayed and is expecting to go live in December 2021.	Nil

Annexure 1

Detailed Performance Scorecard

Strategic Alignment		Initiative Details			Progress			
SCP Outcome	SCP Strategy	Initiative	Responsible Officer	Target	% Complete	Performance	Comment	Corrective Action
Progressive Organisation	Lead excellence and innovation in local government	CBP-20_77 Design roadmap for Smart Cities	Manager Customer & Information Services	100	80	Monitor	The Smart City draft strategy has been delivered however requires input from key stakeholders and ELM approval before this can be finalised	Nil
Working with Others	Build effective partnerships and demonstrate leadership in local government at regional, state and national levels	CBP-20_78 Pilot a stakeholder software solution for the CEO's strategic stakeholder management providing input to the organisational Customer and Stakeholder Management Framework	Executive Officer	100	100	Completed	Pilot project implementation complete. Software licence renewed for one year for ongoing stakeholder management.	Nil
Progressive Organisation	Ensure excellence in our customer service	CBP-20_79 Review the Customer First Strategy	Manager Customer & Information Services	100	95	On Target	The daft has been delivered pending formal feedback and sign off from ELM.	Nil
Progressive Organisation	Ensure excellence in our customer service	CBP-20_80 Procure Customer Relationship Management System	Manager Customer & Information Services	100	100	Completed	The board decided to defer the issue of a Restricted Tender part of the procurement process pending review of requirements and also research into other procurement options such as partnering with WALGA or other Local Governments.	Nil
Good Governance	Provide transparent and accountable governance and leadership	CBP-20_81 Refine and monitor indicators for Sustainable Performance	Manager Strategic & Business Planning	100	100	Completed	Performance Indicators developed and included within 2020/21 Corporate Business Plan and new Strategic Community Plan.	Nil
Progressive Organisation	Lead excellence and innovation in local government	CBP-20_82 Develop and implement phase 2 of the Corporate Performance Management Solution	Manager Strategic & Business Planning	100	100	Completed	Initiatives and KPIs adopted in the 2020/21 Corporate Business Plan added to the system for reporting. Refinement in the use of the system to support management reporting ongoing.	Nil

Annexure 2

2020/21 Key Performance Indicator Scorecard
as at 30 June 2021

SCP Outcome	Key Performance Indicator	Unit of Measurement (UOM)	Service Unit	Reporting Frequency	2018/19 Result	2019/20 Result	2020/21 Target	2020/21 Actual	Performance	Comment on Result
	SOCIETY									
Healthy and Active People	Achievement of public health inspection and sampling targets	% of public pool sampling and caravan park inspections conducted within statutory timeframes	Health & Compliance	Annual	100%	100%	100%	100%	On Target	From a total of 33 public pools, 1156 pool water samples were taken to achieve compliance with the Health (Aquatic Facilities) Regulations 2007. Water samples are taken from each pool on a monthly basis. Annual inspections of 6 caravan parks have been performed to achieve compliance with the Caravan Parks and Camping Grounds Act 1995. COVID-19 lockdowns temporarily restricted access to public pools and caravan parks during 2020/21. Administration adopted a flexible approach and considered the needs of the business operators in scheduling appointments and achieving compliance.
Connected Communities	Volunteer Contributions	% of active City volunteers to registered City volunteers	Community Development	Annual	34%	32%	Increase	40%	On Target	There were 337 volunteers registered with the City and 135 of these were active.
Healthy and Active People	Sporting facility attendance (Aquamotion and Kingsway Indoor Stadium)	# of attendances	Community Facilities	Six Monthly	N/A	264280	Increase	341,957	On Target	Aquamotion and Kingsway have recorded a positive result over and above 19/20 despite continued interruptions associated with Covid. The result shows community interest is still high in accessing the city's leisure facilities.
Safe Communities	Community safety customer requests addressed within agreed timeframe	% of requests processed within agreed timeframes	Community Safety & Emergency management	Six Monthly			100%	100%	On Target	12,727 customer requests were processed in the period with an average of 1060 requests each month. These figures do not include requests assigned to other units that are assigned to Community Safety for Action.

Annexure 2

2020/21 Key Performance Indicator Scorecard
as at 30 June 2021

SCP Outcome	Key Performance Indicator	Unit of Measurement (UOM)	Service Unit	Reporting Frequency	2018/19 Result	2019/20 Result	2020/21 Target	2020/21 Actual	Performance	Comment on Result
	ECONOMY									
Local Jobs	Business training / program events hosted / facilitated	# of activities delivered	Advocacy & Economic Development	Annual	N/A	N/A	N/A	26	On Target	26 events/ programs hosted / facilitated including: • Wanneroo Business Breakfast • Wanneroo Business Expo 2020 • Corporate Activity Day • Business Christmas Party • 20x workshops with WBA • DJ masterclass • Business Builders Thrive Program with Business Station In addition, as part of the Economic Recovery Fund, expert advice and assistance was provided to 121 businesses
Strategic Growth	Improve business satisfaction survey results for the 'What the City is doing to attract government and private investment, attract and retain businesses and create more job opportunities' question	% positive rating from business satisfaction survey results	Advocacy & Economic Development	Bi-Annual	-	73	0	N/A	N/A	Next business satisfaction survey scheduled for 2021/22.
Smart Business	Improve business satisfaction survey results for the 'Support for new business innovation and business growth' question	% positive rating from business satisfaction survey results	Advocacy & Economic Development	Bi-Annual		71	0	N/A	N/A	Next business satisfaction survey scheduled for 2021/22.

Annexure 2

2020/21 Key Performance Indicator Scorecard
as at 30 June 2021

SCP Outcome	Key Performance Indicator	Unit of Measurement (UOM)	Service Unit	Reporting Frequency	2018/19 Result	2019/20 Result	2020/21 Target	2020/21 Actual	Performance	Comment on Result
	ENVIRONMENT									
Resource Management	Achievement of Department of Water usage for the City's annual ground water licences allowances	% compliance with annual ground water licences allowances	Parks & Conservation Management	Annual	100%	100%	100%	82%	**On Target**	An 18% saving in the City's overall Ground Water Licence (GWL) allocation for irrigation purposes has been achieved through the ongoing renewal to aging irrigation infrastructure as part of the City's Parks Renewal Program, irrigation maintenance to ensure that systems are operating efficiently and reducing areas of irrigation through hydro-zoning to ensure that irrigation application is applied where it is needed prioritising active sports fields and passive parks for the enjoyment of the community.
Enhanced Environment	Increase in tree canopy through planting programs	# of trees planted	Parks & Conservation Management	Annual	3600	3000	3000	5190	**On Target**	3,000 trees were planted as part of the annual street tree planting program, a further 1,990 trees were planted as part of the Local Roads & Community Infrastructure Program and approximately 200 trees were planted as part of City capital works road widening projects.
Reduce, Reuse, Recycle Waste	Kerbside collection diverted from landfill (domestic)	% volume of waste diverted away from landfill	Waste Services	Annual	44	42	50	44	**Monitor**	As other member councils introduce a third bin (lime green organics bin), less organic waste is available for processing and so the overall recovery rate of the Resource Recovery Facility (RRF) in Neerabup has dropped. The City introduced a third Garden Organics (GO) lime green lidded kerbside on 21 June, further reducing the volumes taken to the RRF.
Activated Places	Development applications processed within 60 or 90 day timeframe	% development applications processed within the regulatory timeframes (60 and 90 days)	Approval Services	Six Monthly	94.23	91.5	100%	96%	**On Target**	97% of DA's not requiring advertising were processed within the 60 day timeframe. 90% of DA's requiring advertising were processed within the 90 day timeframe. There has been a 55% increase in the number of applications processed from the previous year which may have contributed to the 4% not being determined on time.
Activated Places	Building permit applications processed within timeframe	% of building permit applications (certified and uncertified) processed within regulatory timeframes	Approval Services	Six Monthly	97.9	99.5	100%	99%	**On Target**	99% of Certified Building applications were processed within the 10 day regulatory timeframe. 99% of Uncertified Building applications were processed within the 25 day regulatory timeframe. There has been a 68% increase in the number of applications processed from the previous year which may have contributed to the 100% target not being met.

Annexure 2

2020/21 Key Performance Indicator Scorecard
as at 30 June 2021

SCP Outcome	Key Performance Indicator	Unit of Measurement (UOM)	Service Unit	Reporting Frequency	2018/19 Result	2019/20 Result	2020/21 Target	2020/21 Actual	Performance	Comment on Result
	CIVIC LEADERSHIP									
Working with Others	Customer requests addressed within agreed service level timeframe		Customer & Information Services	Six Monthly	95%	96%	95%	97%	On Target	The volume of customer requests increased 13% from the previous period with an average of 5225 requests being received each month.
Good governance	Adverse External Audit qualifications	Adverse External Audit qualifications	Finance	Annual	0	0	0	N/A	On Target	Unqualified audit 2019/20
Good Governance	Reserve Spending Ratio for the Coastal Infrastructure Management Reserve is greater than 1:1	Cash inflow greater than cash outflow	Finance	Annual	36.43	11.54	1	N/A	On Target	Performance based on 2019/20 result as 2020/21 result will not be available until the finalisation of the Audited Financial Statements.
Good Governance	Reserve spending ratio for Asset Replacement Reserve is greater than 1:1	Cash inflow greater than cash outflow	Finance	Annual	0.92	1.85	1	N/A	On Target	Performance based on 2019/20 result as 2020/21 result will not be available until the finalisation of the Audited Financial Statements.
Good Governance	Reserve spending ratio for Asset Renewal Reserve is greater than 1:1	Cash inflow greater than cash outflow	Finance	Annual	0.69	0.71	1	N/A	Under Target	The City budgeted a deficit for the 19/20 year, due to the concern for the Community in the CIVID-19 environment, which in turn meant there were limited funds allocated to reserves for future use. Consequently the outflow of reserve funds was greater than the inflow of funds.
Good Governance	Reserve spending ratio for Regional Open Space Reserve is greater than 1:1	Cash inflow greater than cash outflow	Finance	Annual	3220844	2738452	1	N/A	On Target	Performance based on 2019/20 result as 2020/21 result will not be available until the finalisation of the Audited Financial Statements.
Good Governance	Exceed Asset Renewal ratio benchmark	Ratio benchmark is 0.75 : 1	Finance	Annual	0.96	1.01	0.75	N/A	On Target	Performance based on 2019/20 result as 2020/21 result will not be available until the finalisation of the Audited Financial Statements.
Good Governance	Risks rated as extreme or high managed and reported	% reported	Executive Governance & Legal	Annual	100%	100%	100%	100%	On Target	All risks rated as extreme or high have management plans in place and were reported as required.
Good Governance	Lost time injuries	# of lost time injuries recorded in the City's safety management system	People & Culture	Annual	9	11	Reduction	10	On Target	The City achieved a slight reduction in the number of lost time injuries, and this is consistent with wider injury results also decreasing. It should be noted that for an organisation the size of the City of Wanneroo, continued reduction each year will become more and more challenging, particularly with the nature of operations undertaken by the City

Annexure 3
Top Capital Projects

The status of the City's top capital projects are illustrated in the table below using the following colours. This table also summarises the progress on these projects.

Schedule Status	Current Year Budget Status	Total Budget Status	Risks and Issues
On Target – Baseline (<10% time increase)	On Target (Variance <10%)	On Target (Variance <10%)	Low
12	6	12	12
Behind Schedule (10-20% time increase)	Almost on Budget (Variance of 10 - 20%)	Almost on Budget (Variance of 10 - 20%)	Medium
0	0	0	0
Behind Schedule (>20% time increase)	Under / Over Budget (Variation >20%)	Under / Over Budget (Variation >20%)	High
0	6	0	0
12	**12**	**12**	**12**

PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
Society														
PMO16061	Halesworth Park, Butler, New sports facilities	$10,747,496	$10,259,267	$0	$488,229	95%					74%	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.	 *Southern oval baseball backnets and playing diamond at Halesworth Park, Butler*
PMO16175	Landsdale Library and Youth Innovation Hub, New Building	$220,694	$66,703	$0	$153,991	30%					28%	Design	Architect Bollig Design Group is redesigning new concepts for Library and Youth Innovation Hub. Carry forward remaining budget for continuing project.	*Design not yet final*
PMO17015	Recurring Program, Renew Park Assets	$1,750,000	$1,761,420	$0	($11,420)	101%					99%	Delivery	Work completed with defect liability period to carry over into 2021/22.	 *Replacement Play equipment at Dunmore Park, Merriwa*
PMO19001	Dalvik Park, Merriwa, New Sports Amenities Building and Carpark	$587,000	$467,170	$0	$119,830	80%					68%	Delivery	Construction underway with majority of steelwork erected. Carry forward remaining budget for continuing project.	 *Concept design*

Annexure 3

PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
PMO19002	Hinckley Park, Hocking, Upgrade Passive Park	$1,368,840	$1,291,435	$0	$77,405	94%					95%	Delivery	Construction 95% completed. Carry forward remaining budget for project completion.	
PMO19007	Leatherback Park, Alkimos, New Sports Amenities Building	$1,381,375	$1,373,106	$0	$8,270	99%					99%	Close Out	Work completed with defect liability period to carry over into 2021/22.	
Economy														
PMO16052	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	$344,711	$62,738	$0	$281,973	18%					33%	Delivery	Detailed design commenced June 2021. Carry forward remaining budget for continuing project.	*No image available*
PMO18063	Neerabup Industrial Area, Neerabup, New Development	$918,371	$361,413	$0	$556,958	39%					22%	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.	*No image available*

Annexure 3

PMO Project Registration		Financial Summary					Project Indicators				Project Progress			
PMO Code	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance	% Project Budget Spent	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Phase	Comments	Image
PMO19024	Yanchep Industrial Area, Yanchep, Upgrade Roads and Drainage Infrastructure	$500,000	$399,492	$0	$100,508	80%					44%	Delivery	Works on track. City constructions crew to complete drainage and parking embayments. Carry forward remaining budget for continuing project.	
Environment														
PMO19041	Hartman Dr, Wangara, Upgrade to Dual Carriageway from Hepburn Ave to Gnangara Rd	$2,189,042	$2,196,512	$0	($7,470)	100%					99%	Close-Out	Work completed with defect liability period to carry over into 2021/22.	
PMO20004	Three Bin Kerbside Collection New System	$6,532,316	$5,057,089	$0	$1,475,227	77%					80%	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	Mirrabooka Ave, Rawlinson Drive, Upgrade Intersection	$898,005	$841,659	$0	$56,346	94%					98%	Delivery	Construction and line marking completed. Carry forward $20k for landscaping works.	

Customer & Information Services

CS04-10/21 Review of Compliments, Feedback and Complaints Policy

File Ref:	6568 – 21/370823
Responsible Officer:	Director, Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider the proposed changes to the City's Compliments, Feedback and Complaints Policy.

Background

The City's Compliments, Feedback and Complaints Policy has been in place since 2014 and undergoes a biennial review to ensure processes are up to date and are clear and concise. Additionally, the document is reviewed to ensure all documents referenced in the Policy are current and that all processes outlined in the Policy are still fit for purpose.

Detail

- The City's Compliments, Feedback and Complaints Policy is a Council Policy put in place to guide the City in its management of the handling of compliments, feedback and complaints.

- As a result of this review, there were various minor changes including: -
  - Alignment to correct and updated legislation. In particular, updating reference to the Department of Local Government to the Department of Local Government, Sports and Cultural Industries;
  - Rewording of some sentences for ease of reading; and
  - Grammatical changes.

- There are four main changes being:
  1) The inclusion of a reference to the Customer First Commitment, in relation to the statement that the City will respond in a timely manner: - The reason for the inclusion of this reference is to ensure that there is a document that can be referred to that defines what this means for the customer in order to manage expectations to prevent complaints.

  2) The addition of the definition of Complaints Officer, as defined in Section 5.120 of the *Local Government Act 1995*: - The reason for this inclusion is the word Complaints Officer is often used when describing the role of the Customer Liaison Officer, although in the context of this being referenced in the Policy, it refers to the officer appointed by the CEO as the Complaints Officer under Section 5.120 of the *Local Government Act 1995*.

  3) The removal of the reference to the WA Planning Commission and State Administrative Tribunal (SAT) under complaints from other agencies: - The reason for the removal of these two agencies is because they are utilised for statutory appeal processes, and the City does not define a complaint to include a decision made by the City where there is a legislative appeal process that can be undertaken.

4) The inclusion of additional information under the unreasonable complainant conduct (UCC) process section: - The reason for the inclusion of this information is to explain what it means for a customer who has been considered as a UCC and outlines that where a decision is made to restrict or adapt the service provided to the complainant, generally in relation to a specific complaint, this would not prevent the complainant from contacting the City in regards to another service offering, as long as their conduct or behaviour does not continue to be unreasonable. The additional information also explains how a customer can appeal the City's decision to declare them as having UCC.

- **Attachment 1** is the proposed revised draft Compliments, Feedback and Complaints Policy.

Consultation

No external parties were consulted during this review. The review was initiated by consulting internally, and after this occurred and only minor amendments were suggested, it was not thought to be necessary to consult externally as the intent of the Policy remains unchanged.

Comment

The proposed changes are considered minor in nature, with the intent of the changes being to remove any ambiguity around processes and/or wording which may not have been clear.

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

7.5 - Customer focused information and services

Risk Management Considerations

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the Compliments, Feedback and Complaints Policy as in Attachment 1.

Attachments:
1⇩. DRAFT REVIEW - Compliments, Feedback & Complaints Policy 11/81586[v6]

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Compliments, Feedback and Complaints Policy

Policy Owner:	Customer & Information Services
Contact Person:	Customer Liaison Officer
Distribution:	All Employees
Date of Approval:	

POLICY OBJECTIVE

The purpose of this policy is to provide a framework to guide the City of Wanneroo in its management and handling of compliments, feedback and complaints.

POLICY STATEMENT

The City of Wanneroo is committed to managing compliments, feedback and complaints in a consistent and unbiased manner, ensuring an open and responsive complaint handling process that complies with the Australian Standard Guidelines and the Ombudsman Western Australia Guidelines. ~~thereby ensuring an open and responsive complaints handling process.~~

SCOPE

This policy applies to compliments, feedback and complaints relating to the City of Wanneroo and its services~~, this includes compliments, feedback and complaints~~ about:

- Decisions made by employees of the City;
- The conduct of employees and contractors of the City; and
- Practices, policies and procedures of the City.

CONSULTATION WITH STAKEHOLDERS

Key stakeholders within the City of Wanneroo have been consulted in the drafting of this policy. In ~~additionaddition,~~ the documents referred to under the "Relevant Policies/Management Procedures/Documents or Delegations" Section of this policy have been considered.

IMPLICATIONS (Financial, Human Resources)

The City's Customer Liaison Officer (CLO) will manage the City's complaints handling processes and reporting, and provide an advisory service in complaint handling and resolution. ~~according to *Local Government Act 1995 - Sect 5.120*~~

No additional financial implications apply as a result of this policy. The CLO ~~The Customer Liaison,~~ during their course of complaint investigation, may liaise with the Chief Executive Officer, Directors, Managers, Coordinators and Service Unit employees.

Commented [HD1]: This was incorrectly inserted as this relates to the Complaints Officer as defined in this legislation.

City of Wanneroo Policy Manual

IMPLEMENTATION

The City of Wanneroo is committed to ~~providing quality customer service~~delivering service excellence and providing the best possible customer experience throughout every customer interaction. ~~, ensuring that s~~Should our customers be dissatisfied with the provision of services or products of the City and/or its contractors, or with the actions of employees, that they will actively seek to resolve the complaint at the first point of contact.

This policy has been introduced to ensure that all of our customers have the opportunity to provide feedback to the City. To assist with this, the City will adopt a process for compliments, feedback and complaint handling, which provides clear information about how and where to inform the City where a service or product does not meet expectations. ~~complain and feedback will be managed in line with guidelines from the Ombudsman Western Australia.~~

Compliments, feedback and complaints will be acknowledged and responded to in a timely manner, in accordance with the City's Customer Service Commitment; with objectivity and fairness ensuring that~~,~~ where required, the City provides an appropriate response.

In managing compliments, feedback and complaints in a consistent and accountable manner, the City will be able to identify trends and analyse feedback and complaints to implement improvements to service, process and identified inadequacies.

To achieve this, the City will:

- Adopt a customer-focused approach that encourages open feedback and a commitment to resolving complaints;
- Endeavour to ensure that anyone who is dissatisfied with a City service or product can easily and simply make a complaint and/or provide feedback;
- Designate a location to lodge complaints which is visible and easily accessible to customers;
- Acknowledge complaints;
- Investigate feedback and complaints courteously and fairly;
- Respond to complaints in a timely manner and within prescribed timelines set out in its management procedure;
- Establish a system for complaint handling that will enable it to identify trends, eliminate causes of complaints and improve operations and customer service;
- Reward and recognise employees who receive compliments for their service delivery; and
- Ensure all employees are aware of the Compliments, Feedback and Complaints Policy and Procedure.

COMPLIMENTS

There are numerous instances where the City is complimented on the provision of services it provides and the employees that undertake those services. Compliments provide clear indications on what our community values about the work we do.

Commented [DK2]: Suggest to include this to align with the City's Customer Service Commitment

Commented [DK3]: Suggest to remove as captured in Policy Statement

Listening to what the City's customers have to say:

- Indicates which aspects of City Services customers value;
- Helps to build a balanced picture of how services impact on customers;
- Provides the City with an opportunity to share compliments among its employees demonstrating good practice in the services provided; and
- Helps to boost morale and provide recognition to employees.

Employees who continually demonstrate excellent customer service may be recognised through the City's Reward and Recognition program and regular performance reviews.

All compliments will be logged into the City's Electronic Document Records Management System (EDRMS) and Customer Request Management (CRM) System so that we may thank our customers for their comments. Comments will be sent to the officer/s involved and to the appropriate Leader.

FEEDBACK

As part of our ongoing commitment to customers, the City also encourages feedback as part of its commitment to providing great service. As part of our commitment to providing excellence in customer service the City will:

- Listen to comments;
- Create an environment where feedback is seen as a means to continually improve our services; and
- Ensure that employees acknowledge and respond to feedback in a timely manner.

FORMAL COMPLAINT

If a formal complaint is lodged, the City will determine complaints as quickly as possible and will keep the complainant (and if applicable, the person who is the subject of the complaint) advised of the progress, details of the resolution and reasons.

The following will not be registered as complaints due to the fact that each of the below is covered under a separate process or policy:

- An initial request for council services;
- A request for documents, information or explanation of policies or procedures;
- A request for the council to exercise a regulatory function;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy;
- A submission relating to the exercise of a regulatory function; and
- A petition.

The CLO and/or relevant officers from the Service Unit will investigate and may determine to take the following courses of ~~action:-~~action: -

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of other appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation;
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

At a minimum, the following information is to be supplied in order to effectively process the complaint:

- Name and address.
- Contact details.
- Complaint details.
- Date of occurrence of complaint.

Customer correspondence, telephone conversations or interviews which proceed in an inflammatory manner will not be acted on. Where this occurs, the City has the right to terminate conversations or interviews after warning the customer of that intention.

ANONYMOUS COMPLAINTS

An anonymous customer complaint will only be investigated where reasonable and sufficient information is provided and which, in the opinion of City employee, constitutes:

- A breach of statutory provisions;
- A breach of an approval, licence or permit;
- A matter for which the City is obligated to act, prescribed in the Local Government Act 1995, Corruption Crime & Misconduct Act 2003 or under any other written law (i.e. the Public Interest Disclosure (**PID**) legislation);
- A matter which if not attended to could reasonably constitute a risk to the public health and safety of persons, animals or the environment; and
- A matter which is deemed to be capable of investigation and resolution without assistance from the complainant.

COMPLAINTS REGARDING EMPLOYEES OF THE CITY OF WANNEROO

Complaints relating to employees regarding to the provision of a service or product will be referred to the CLO in the first instance. ~~should be referred to the CLO to coordinate the investigation process~~. Should a customer specifically state they are making a disclosure under the Public Interest Disclosure Act (**PID Act**), the complaint ~~should~~ will be directly referred to the City's PID Officer (refer to The Public Interest Disclosure Act – (PID Act), information below).

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UNREASONABLE ~~UNREASONALBE~~ COMPLAINANT CONDUCT

Most c~~C~~omplainants who approach the City act reasonably and responsibly in their interactions with the City, even when they are experiencing high levels of distress, frustration and anger about their complaint. ~~However~~However, in a very small number of cases some ~~C~~complainants behave in ways that are inappropriate and unacceptable – despite the City's best efforts to assist them. They can be aggressive and verbally abusive towards City employees and even ~~Elected~~ Council Members. They may threaten harm and violence, bombard the City's offices with unnecessary and excessive phone calls and emails, make inappropriate demands on employees' time and the City's resources and refuse to accept the City's decisions and recommendations in relation to their complaints. When ~~C~~complainants demonstrate such behaviours the City considers their conduct to be 'unreasonable'.

Commented [DK4]: Updated to reflect consistent terminology across organisation

Unreasonable complainant conduct (**UCC**) is any behaviour by a current or former c~~C~~omplainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for the City as an organisation, the City's employees and ~~Elected~~ Council Members, other service users and ~~C~~complainants or the c~~C~~omplainant. To determine if c~~C~~omplainant behaviour and conduct is considered UCC, consideration should be given to the guidelines published by the Ombudsman.

UCC can be divided into five categories of conduct:

- **Unreasonable persistence** – continued, incessant and unrelenting conduct by a c~~C~~omplainant that has a disproportionate and unreasonable impact on the City as an organisation, City employees and/or Elected Members, services, time and/or resources.
- **Unreasonable demands** – are any demands (express or implied) that are made by a c~~C~~omplainant that have a disproportionate and unreasonable impact on the City as an organisation, the City's employees and Elected Members, services, time and/or resources.
- **Unreasonable lack of cooperation** – is an unwillingness and/or inability by a c~~C~~omplainant to cooperate with the City, City employees (or agents), complaint system and processes that results in a disproportionate and unreasonable use of the City's services, time and/or resources.
- **Unreasonable arguments** – include any arguments that are not based in reason or logic, that are incomprehensible, false, inflammatory, trivial or delirious and that disproportionately and unreasonable impact on the City as an organisation, City employees and/or Elected Members, services, time and/or resources.
- **Unreasonable behaviours** – is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated ~~that~~ a ~~C~~complainant is – because it unreasonably compromises the health, safety and security of the City's employees and/or Elected Members, other service users or the Complainant.

To respond to and manage UCC incidents, the CEO may determine it is appropriate to implement a protocol whereby the ~~C~~complainant's access to the City will be limited and/or to adapt the way the City interacts with or delivers services to the c~~C~~omplainant (amongst other appropriate measures) by restricting:

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- **Who the cComplainant has contact with** – limiting a cComplainant to a sole contact person;
- **What the cComplainant can raise with the City** – restricting the subject matter of communications that the City will consider and respond to;
- **When the cComplainant can have contact** – limiting the cComplainant's contact with the City to a particular time, day or length of time, or curbing the frequency of their contact with the City;
- **Where the cComplainant can make contact** – limiting the locations where the City will conduct face-to-face interviews to secured facilities or areas of the City's offices, building and facilities; and
- **How the cComplainant can make contact** – limiting or modifying the forms of contact that the cComplainant can have with the City.

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The City values its employees and customers, and safety is paramount to this commitment. Therefore, City employees have the discretion to terminate any interaction in the event that the employee reasonably perceives that they are at risk and particularly where the employee is being threatened or the conduct of the Ccomplainant/customer is aggressive and/or abusive.

Prior to the CEO determining an UCC, every reasonable effort will be made to resolve the matter through various strategies between the City and complainant. Where a decision is made to restrict or adapt the service provided to the complainant, generally in relation to a specific complaint, this would not prevent the complainant from contacting the City in regards to another service offering, as long as their conduct or behaviour does not continue to be unreasonable.

If a complainant is unsatisfied with the City's decision regarding UCC, they can request the City to reconsider its decision by presenting any information to support their request. In the event the decision remains the same, the complainant will be referred to WA Ombudsman.

COMPLAINTS ~~REGARDING ELECTED MEMBERS~~ABOUT AN ELECTED REPRESENTATIVE OF COUNCIL

The City's Council Member, Committee Member and Candidate Code of Conduct (the Code) was adopted by Council on the 20 April 2021 (CE03-04/21). The Code provides for overarching principles to guide behaviour of Council Members, Committee Members and Candidates.

~~*The Local Government (Rules of Conduct) Regulations 2007 Local Government (Model Code of Conduct) Regulations 2021* provides a disciplinary framework to deal with individual misconduct by local government council members.~~

Any person may make a formal complaint about a Council Member, Committee Member or Candidate ~~n Elected Member~~ for a minor or serious breach under the Council Member, Committee Member and Candidate Code of Conduct. ~~*Local Government (Model Code of Conduct) Regulations 2021 Local Government (Rules of Conduct) Regulations 2007*~~. The

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Complaint must be made on the relevant prescribed ~~F~~form ~~1 or 2~~, available from the City of Wanneroo website ~~or the Department of Local Government, Sports and Cultural Industries (the Department),~~ and sent to the ~~Chief Executive Officer~~ Complaints Officer.~~.~~

~~Complaints regarding Elected Members are covered by "Code of Conduct – Council Members" Policy available on the City's website~~ www.wanneroo.wa.gov.au~~.~~

ALLEGATIONS OF MISCONDUCT – CORRUPTION AND CRIME COMMISSION

Allegations concerning misconduct will be dealt with independent of the City's complaint handling process.

In the first instance they will be referred directly to the City's People & Culture team for determination including whether there are reasonable grounds for notification to the Crime and Corruption Commission or the Police.

Further information is available from the Commissions website – www.ccc.wa.gov.au.

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THE PUBLIC INTEREST DISCLOSURE ACT 2003 - (PID ACT)

The PID Act is designed to facilitate the disclosure of suspected misconduct by public officers. This legislation specifically covers improper conduct, corruption, irregular or unauthorised use of public resources, conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.

Before making a disclosure it is important that you are aware of the rights and responsibilities imposed on you and others under the Act. Further information is available through the City's Public Interest Disclosures Policy available on the City's website (www.wanneroo.wa.gov.au/council/policies) and through the City's PID officers.

Enquiries regarding the City of Wanneroo and the Public Disclosure Act 2003 can be directed to: Manager Governance and Legal Services.

COMPLAINTS IN REGARDS TO BREACHES OF THE LOCAL GOVERNMENT ACT 1995

The Department of Local Government, Sport and Cultural Industries (the Department) has in place a comprehensive complaints handling system for the management of complaints received from local governments, residents and other agencies for a variety of matters such as local government administrative procedures and breaches of the *Local Government Act 1995.*

Complaints in this category will be dealt with independent of the City's complaint handling process and should be sent to the Department directly.

~~Generally~~Generally, all complaints to the Department need to be in writing, however in some instances verbal complaints are accepted. Their procedure for managing complaints is available from their website – https://www.dlgsc.wa.gov.au/~~www.dlg.wa.gov.au.~~

COMPLAINTS TO THE OMBUDSMAN AND THIRD PARTY AGENCIES

The Western Australian Ombudsman (the Ombudsman) can investigate complaints about most Western Australian public authorities, including local governments.

~~Generally~~Generally, the Ombudsman will investigate actions or decisions where the decision maker has:

- Acted outside their legal authority;
- Not followed policy, or applied its policy inconsistently;
- Did not consider all the relevant information, or considered irrelevant information;
- Unreasonably delayed making a decision or informing the complainant of the decision; or
- Failed to notify the complainant of the decision or did not provide reasons for a decision.

The City may be required to provide information to the Ombudsman and the CLO will coordinate this process. All final responses to the Ombudsman will be signed by the Chief Executive Officer.

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The City will register ~~complaints which~~complaints that are made to other third party agencies~~, for~~, for example Ombudsman Western Australia, ~~the WA Planning Commission or State Administrative Tribunal (SAT)~~ within the EDRMS and/or CRM.

Commented [HD5]: The City does not define an appeal under a statutory appeal process as complaint and therefore they are not recorded.

PROCEDURAL FAIRNESS

The City of Wanneroo will ensure that a fair and proper procedure is used when making a decision in regards to complaints and that the decision-maker is free from bias when reading or listening to the details of a complaint.

PRIVACY AND CONFIDENTIALITY

Personally identifiable information concerning the complainant will not be made publicly available to the offending party except to the extent required in law and/or with the express consent of the complainant.

Appropriate security will be utilised within the City's EDRMS and CRM System. Customers seeking anonymity should note that the City of Wanneroo cannot guarantee that they will not be identified during investigation, and as such, it is the customers right to decide if they would like to proceed with the complaint.

REMEDY

A complainant has a right to request a review of a process of investigation and/or decision.

REVIEW

Where a complainant is dissatisfied with the way in which a complaint has been dealt with and/or the final determination of the complaint by the City, the complainant may request a secondary review. ~~.~~ However, this should only be supported when new information is presented that was not already initially considered. If no new information is presented for review the customer will be informed of the most appropriate external body such as the Western Australia Ombudsman or the Department of Local Government, Sport and Cultural Industries.

REPORTING

Monthly reporting will be developed outlining trends, outcomes and mitigation strategies.

ROLES AND RESPONSIBILITIES

Coordinator Customer Relations Centre in conjunction with CLO will be responsible for overseeing this policy.

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DISPUTE RESOLUTION

All disputes in regards to this policy will be referred to the Director Corporate Strategy & Performance in the first instance.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

City of Wanneroo employees and customers.

EVALUATION AND REVIEW PROVISIONS

A review of this policy will be conducted bi-annually at a minimum however where feedback warrants addressing specific issues that affect operations and service provision, the policy will be amended accordingly.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Complaint	Dissatisfaction with the services or products of the City and its contractors, or with the actions of employees or Council in the provision of those services or products. **A complaint is not...** A request for a service to be delivered; or A complaint against another resident.
Complaints Officer	Means the person who is the complaints officer under section 5.120 for the local government concerned as defined in the *Local Government Act 1995*.
Complainant	Person, organisation or its representative, making a complaint.
Compliment	An expression of praise, admiration, or congratulation.
Feedback	A reaction or response to a process or activity in the aim of initiating improvement in service delivery.
Ombudsman	The Ombudsman serves Parliament and Western Australians by investigating and resolving complaints about the decision making of public authorities and improving the standard of public administration.
Misconduct	Misconduct occurs when a public officer abuses their authority for personal gain, causes detriment to another person, or acts contrary to the public interest (Source: Corruption and Crime Commission)

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RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- ~~ASISO10002-2006 Customer satisfaction~~ AS/NZ 1002:20014 - Guidelines for complaints ~~handling~~ management in organis~~z~~ations ~~(ISO 10002:2004, MOD)~~;
- ~~Local Government (Rules of Conduct) Regulations 2007~~
- Local Government (Model Code of Conduct) Regulations 2021;
- Local Government Act 1995
- Freedom of Information Act 1992;
- Public Interest Disclosures Act 2003;
- ~~Crime, Corruption~~ Corruption, Crime and Misconduct Act 2003;
- Local Government (Model Code of Conduct) Regulations 2021
- State Records Act 2000;
- City of Wanneroo Personal Information Privacy Policy;
- ~~Ombudsman Information Sheet No. 5 – Dealing with difficult complaints~~
- Dealing with unreasonable complainant conduct;
- Managing unreasonable complainant conduct – Practice Manual
- City of Wanneroo Customer Service ~~Charter~~Commitment;
- ~~City of Wanneroo Management Procedure: Dealing with Complaints – Local Government (Rules of Conduct) Regulations 2007.~~
- Council Member Committee Member and Candidate Code of Conduct
- Council Member Committee Member and Candidate Code of Conduct Management Procedure
- Reporting Serious & Minor Misconduct Management Procedure
- ~~Public Interest Disclosures Policy and Management Procedure~~ Public Interest Disclosure Guidelines
- Conducting Investigations in to formal complaints, allegations and disclosures Management Procedure

REFERENCES

~~ASISO10002-2006 Customer satisfaction~~ AS/NZ 1002:2014~~-~~ Guidelines for complaints ~~handling~~ management in organis~~z~~ations ~~(ISO 10002:2004, MOD)~~

RESPONSIBILITY FOR IMPLEMENTATION

Customer Relations Centre

Version	Next Review	Record No:
	March 2014	TRIM 11/81586
2	July 2016	TRIM 11/81586
3	August 2018	TRIM 11/81586v3
4 – Minor changes (CE09-05/18)	August 2018	TRIM 11/81586v4
5 - October 2018	August 2020	TRIM 11/81586v5
6 – October 2021	October 2023	HPE 11/81586v6

Commented [HD6]: Replace Regulations listed above.

Commented [HD7]: Standard superseded.

Property Services

CS05-10/21 Proposed Closure of Unconstructed Road Reserve - Portion of La Mirada Avenue, Clarkson.

File Ref:	37597 – 20/298766
Responsible Officer:	Acting Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider the permanent closure of a portion of unconstructed road reserve at the eastern end of La Mirada Avenue, Clarkson.

Background

The unconstructed road reserve portion (**Subject Land**) is situated opposite the eastern end of La Mirada Avenue, Clarkson, between Lot 2215 (137) and Lot 1874 (141) Liberty Drive, Clarkson (**Attachment 1** refers). The Subject Land has an area of approximately 600m^2.

The Subject Land was originally designated for a pedestrian bridge over the Mitchell Freeway, but has not been utilised for this purpose and instead remains vacant.

Detail

In early 2019, the City received an enquiry from the adjacent landowners at Lot 1874 (141) Liberty Drive, Clarkson, (**Lot 1874 Landowners**), who were interested in acquiring the Subject Land.

The Lot 1874 Landowners subsequently requested that the proposed acquisition be placed on hold as a result of the Covid-19 pandemic. However, they later reaffirmed their request to proceed with the proposed road closure.

In the course of its site investigations, Administration contacted the other adjacent landowner at Lot 2215 (137) Liberty Drive, Clarkson, (**Lot 2215 Landowner**). The Lot 2215 Landowner has also expressed an interest in acquiring a portion of the Subject Land, should the road reserve be formally closed.

The Lot 1874 Landowners and the Lot 2215 Landowner (collectively, the **Landowners**) are proposing to acquire the Subject Land in equal shares from the State of Western Australia, at their cost.

Administration understands that the Landowners would amalgamate the Subject Land into their existing properties, with a proposed intention of creating larger outdoor garden areas.

Consultation

In accordance with section 58 of the *Land Administration Act 1997* (WA) (**LAA**), a local government must not resolve to make a request to permanently close a road (under subsection (1)) until a period of 35 days has elapsed from the publication of the proposed closure in a newspaper circulating in its district and the local government has considered any objections made within that period.

Before undertaking consultation with other stakeholders, the City approached Main Roads Western Australia and obtained confirmation that the Subject Land is no longer required for a pedestrian bridge.

Initial consultation was carried out in February 2019 by way of letters to relevant government agencies. The City received five (5) responses from servicing authorities and government agencies (including Western Power, ATCO Gas, Water Corporation, Telstra and DPLH). No objections or concerns were raised.

Attachment 2 provides a summary of the responses received.

Consultation was also carried out with relevant internal service units within the City, with no objection to the closure of the road reserve. However, it was noted the Landowners will be required to seek appropriate approvals for any future changes to use or develop the Subject Land.

Subject to Council's support, the formal public consultation period prescribed in section 58 of the LAA will commence via newspaper advertisements and on the City's website for a period of 35 days.

Comment

The Subject Land is unused and vacant road reserve, and does not currently provide any benefit to property access or traffic flow, nor will the Subject Land not provide any such benefit in the future.

The proposed road reserve closure will result in the equal amalgamation of the 600m^2 portion of unconstructed road reserve with Lot 1874 (141) Liberty Drive, Clarkson and Lot 2215 (137) Liberty Drive Clarkson.

Liberty Drive, Clarkson has an R30 density which sets a 300m^2 average lot size. Should the Landowners acquire equal portions of the Subject Land then they would be able to subdivide their lots into two properties. The subdivision of the Landowners lots would be consistent with the existing area and provide no adverse planning implications.

The Landowners are aware of their obligation to seek appropriate approvals for any changes to use or future development of the subject road reserve site.

Administration supports the application from the Landowners to acquire the Subject Land. In noting this support, Administration acknowledges that as part of the State's determination of the sale process, another alternative (for the State to determine) would be the sale of the whole of the Subject Land on the open market (as a single lot).

Statutory Compliance

The City must comply with section 58 of the LAA and regulation 9 of the *Land Administration Regulations 1998* (WA), dealing with public advertising, objections and service agency responses to the proposed road closure and must formally resolve to 'close the road', prior to advising the DPLH and requesting the Minister of Lands to consider the closure.

Strategic Implications

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

> *"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

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

The Landowners will be responsible for all costs related to closure of the unconstructed road reserve and the acquisition of the Subject Land from the State of Western Australia. The State will receive all revenue from the sale of the Subject Land.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **SUPPORTS the closure of the portion of the unconstructed road reserve adjacent to Lot 1874 (141) Liberty Drive, Clarkson and Lot 2215 (137) Liberty Drive, Clarkson having an area of approximately 600m^2, as shown in Attachment 1;**

2. **AUTHORISES the commencement of public consultation, as prescribed by Section 58 of the *Land Administration Act 1997* (WA), to close the road reserve in accordance with Item 1;**

3. **AUTHORISES the Chief Executive Officer (or a nominee of the Chief Executive Officer) to consider (and reject, if applicable) any public submissions with regard to Item 2;**

4. **AUTHORISES a request be made to the Minister for Lands for the permanent closure of the unconstructed road reserve adjacent to Lot 1874 (141) Liberty Drive, Clarkson and Lot 2215 (137) Liberty Drive, Clarkson as shown in Attachment 1;**

5. **INDEMNIFIES the Minister for Lands against any claim for compensation arising from the closure; and**

6. **SUPPORTS the State of Western Australia determining the sale process for the unconstructed road reserve adjacent to Lot 1874 (141) Liberty Drive, Clarkson and Lot 2215 (137) Liberty Drive, Clarkson, including the sale terms and price, and also including whether the land is amalgamated with the adjoining properties.**

Attachments:

1⇩.	*Attachment 1 - Location Plan*	*21/374149*
2⇩.	*Attachment 2 - Response from Consultation Proposed Closed Road adjacent 137 & 141 Liberty Drive, Clarkson*	*21/417771*



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).

Response from Consultation Proposed Closed Road Reserve:

Adjacent Lots 1874 (141) and 2215 (137) Liberty Drive, Clarkson.

Respondent	TRIM – Request for comment	TRIM – Response from Respondent	Response	Administration Comments
DBYD	19/130451	N/A		
Telstra	19/130451	19/130605	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
ATCO Gas	19/130451	19/130457	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
Western Power	19/130451	19/130541	Standard response through DBYD, with no assets detected in the road reserve.	Street Lights located along Liberty Drive, but are not shown in the road reserve area.
Water Corporation	19/130451	19/130555	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
NBN	19/130451	19/130456	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
Transperth	19/130451		No response received	
Main Roads	20/539506	20/548729	Main Roads advised they do not need the land to create an overpass.	
Approval Services	21/10891	21/12143	No objection	
Traffic	21/10891	21/12143	No objection	
137 Liberty Drive – Adjoining Owner	21/374189	21/417670	Would like to acquire a portion of the road reserve if closed	

CS06-10/21 Proposed Closure of Unconstructed Road Reserve - Portion of Flynn Drive, Carramar

File Ref:	43468 – 21/360389
Responsible Officer:	Acting Director Corporate Strategy & Performance
Disclosure of Interest:	Nil
Attachments:	2

Issue

To consider the permanent closure of a portion of unconstructed road reserve adjacent to the western boundary of Lot 900 (569) Flynn Drive, Carramar.

Background

The unconstructed road reserve portion (**Subject Land**) is situated opposite the western boundary of Lot 900 (569) Flynn Drive, Carramar and has an area of approximately 2,060m^2 (**Attachment 1** refers). The Subject Land extends from Flynn Drive to the north through to Travertine Vista in the south.

The City received a request from the Water Corporation and the owner of Lot 900 (569) Flynn Drive, Carramar, Man O War Resources Pty Ltd (**Landowner**), requesting the closure of a portion of the unconstructed road (being the Subject Land) and the acquisition of that land by the Landowner.

Detail

The Water Corporation require a portion of land along Flynn Drive for the installation waste water pumping station (**WWPS**). They have identified the Subject Land as the preferred location and have being working with the Landowner and the City to achieve the desired outcome.

The Water Corporation and the Landowner are proposing to acquire the Subject Land from the State of Western Australia at their cost, for the purpose of amalgamation into Lot 900 (569) Flynn Drive, Carramar.

The proposed amalgamation of the Subject Land into Lot 900 (569) Flynn Drive, Carramar will increase to current lot size from 59m^2 to 2,119m^2. This land will ultimately be transferred to the Water Corporation during the subdivision process.

Consultation

In accordance with section 58 of the *Land Administration Act 1997* (WA) (**LAA**), a local government must not resolve to make a request to permanently close a road (under subsection (1)) until a period of 35 days has elapsed from the publication of the proposed closure in a newspaper circulating in its district and the local government has considered any objections made within that period.

Initial consultation was carried out in August 2021 by way of letters to relevant government agencies. The City received five (5) responses from servicing authorities and government agencies (including Western Power, ATCO Gas, Water Corporation, Telstra and DPLH). No objections or concerns were raised.

Attachment 2 provides a summary of the responses received.

Consultation was also carried out with relevant internal service units within the City, with no objection to the closure of the road reserve. However, it was noted the Water Corporation will be required to seek appropriate approvals for any future changes to use or develop the Subject Land.

Subject to Council's support, the formal public consultation period prescribed in section 58 of the LAA will commence via newspaper advertisements and on the City's website for a period of 35 days.

Comment

The Subject Land is unused and vacant road reserve, and does not currently provide any benefit to property access or traffic flow, nor will it not provide any such benefit in the future.

The Water Corporation and Landowner are aware of their obligation to seek appropriate approvals for any changes to use or future development of the subject road reserve site.

The proposed amalgamation of the Subject Land with Lot 900 (569) Flynn Drive, Carramar will create a lot size totalling 2,119m^2.

Administration supports the application of the Water Corporation and the Landowner to purchase the Subject Land as per **Attachment 1**.

Statutory Compliance

The City must comply with section 58 of the LAA and regulation 9 of the *Land Administration Regulations 1998* (WA), dealing with public advertising, objections and service agency responses to the proposed road closure and must formally resolve to 'close the road', prior to advising the DPLH and requesting the Minister of Lands to consider the closure.

Strategic Implications

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

6 ~ A future focused City that advocates, engages and partners to progress the priorities of the community

6.3 - Build local partnerships and work together with others

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

The Water Corporation and the Landowner will be responsible for all costs related to closure of the unconstructed road reserve and the acquisition of the Subject Land from the State of Western Australia.

The State will receive all revenue from the sale of the Subject Land.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **SUPPORTS the closure of the portion of the unconstructed road reserve adjacent to Lot 9000 (569) Flynn Drive, Carramar as shown on Attachment 1 (subject to survey);**

2. **AUTHORISES the commencement of public consultation, as prescribed by Section 58 of the *Land Administration Act 1997* (WA), to close the road reserve in accordance with Item 1;**

3. **AUTHORISES the Chief Executive Officer (or a nominee of the Chief Executive Officer) to consider (and reject, if applicable) any public submissions with regard to Item 2;**

4. **AUTHORISES a request be made to the Minister for Lands for the permanent closure of the unconstructed road reserve adjacent to Lot 9000 (569) Flynn Drive, Carramar as shown in Attachment 1;**

5. **INDEMNIFIES the Minister for Lands against any claim for compensation arising from the closure; and**

6. **SUPPORTS the amalgamation of the unconstructed road reserve with Lot 9000 (569) Flynn Drive, Carramar, with the sale terms and price to be determined by the State of Western Australia.**

Attachments:

1⇩.	*Attachment 1 - Location Plan*	*21/367063*
2⇩.	*Attachment 2 - Response from Consultation Proposed Closed Road adjacent Lot 900 (569) Flynn Drive, Carramar.DOCX*	*21/418252*



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).

Response from Consultation Proposed Closed Road Reserve:

Adjacent Lot 900 (569) Flynn Drive, Carramar.

Respondent	TRIM – Request for comment	TRIM – Response from Respondent	Response	Administration Comments
DBYD	21/390209	N/A		
Telstra	21/390209	21/390215	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
ATCO Gas	21/390209	21/127555	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
Western Power	21/390209	21/127559	Standard response through DBYD, with no assets detected in the road reserve.	Powerlines located along Flynn Drive, but are not shown in the road reserve area.
Water Corporation	21/390209	21/127561	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
Optus	21/390209	21/390300	Standard response through DBYD, with no assets detected in the road reserve.	Plans do not show any assets in road reserve.
NBN	21/390209		No response received	
Transperth	21/390209		No response received	
Department of Planning Lands and Heritage	21/131387	21/130841	No objection or comments at this point in time. The application will be reviewed in full once the Council decision is made.	
Approval Services	21/412657	21/412802	No objection	
Traffic	21/412657	21/412802	No objection	
560 Flynn Drive – Adjoining Owner	21/363174		No response received	

Council & Corporate Support

CS07-10/21 Alignment of Committee and Group Terms of Reference to New Ward Structure

File Ref: 41102V02 – 21/416148
Responsible Officer: Director, Corporate Strategy & Performance
Disclosure of Interest: Nil
Attachments: 2

Issue

To align the terms of reference for Committees, Working Groups and Advisory Groups with the new ward structure.

Background

The Council endorsed a new seven ward structure at its meeting held 14 December 2020. The order confirming the new structure was accepted by the Minister and published in the Government Gazette on 2 July 2021. The order comes into effect from the next ordinary local government election on 16 October 2021.

The current Terms of Reference for some Committees and Working/Advisory Groups (**Groups**) refer to appointment of Council Members based on the ward representatives under the current ward structure.

With the change to the ward structure, the basis of those appointments no longer applies and needs to be reviewed.

Detail

There are two Committees and 12 Working/Advisory Groups with Terms of Reference that are affected by the change to ward structure increasing from three wards to seven wards. These are:

Committees:

1. Waste Management Advisory Committee
2. Festival & Cultural Events Committee

Working/Advisory Groups

1. Alkimos Aquatic and Recreation Centre Project Working Group
2. Business and Tourism Advisory Group
3. Community Support and Financial Assistance Working Group*
4. Community Safety Working Group
5. Multicultural Advisory Group
6. North Coast Cycling Facility Master Plan Implementation Group
7. Neerabup Industrial Area Working Group
8. Quinns Beach Long Term Coastal Protection – Advisory Group
9. Quinns Rocks Caravan Park Redevelopment Working Group
10. Wanneroo BMX Raceway Club Relocation Working Group
11. Wanneroo Town Centre Advisory Group
12. Yanchep Lagoon Community Working Group

** It should be noted that the Community Support and Financial Assistance Working Group is proposed to be disbanded as detailed in the report within this agenda titled "Proposed policy updates to support a revised community support & financial assistance framework". If the group is disbanded then the officer Recommendation would be updated to delete part 2)c and renumber the remaining parts accordingly.*

It is proposed that all Terms of Reference for Committees and Groups refer to appointment of Council Members to a stated number of representatives rather than to ward representatives. This provides an opportunity for any Council Member to nominate to a Committee or Group for any reason, with the final determination of any Council Member appointment being via Council decision. These appointments generally occur at the first Council Meeting held after the local government ordinary elections.

For Committees, the number of Council Members should be set to a specific number to form the Committee membership. As the establishment of a Committee includes adoption of its Terms of Reference, the total number of persons forming the membership as resolved by absolute majority of Council, determines the quorum required to conduct a meeting.

For Groups, the number of Council Members can be to a specific number, or to a maximum number, of Council Members. Upon completion of appointment of all persons to that group (by Council and/or the relevant Director), the quorum is then determined, noting that Groups may still conduct a meeting without a quorum if necessary.

The result of this proposed action will reflect the changes to the terms of reference for these Committees/Groups as detailed in **Attachment 1.**

The current terms of reference for these Committees/Groups are in **Attachment 2**.

Consultation

Consultation has been undertaken with the relevant stakeholders and the Terms of Reference reviewed as per the City's review process.

Comment

It is recommended that the Terms of Reference for the Committees and Groups as detailed in this report, be updated to reflect the representation to a stated number of Council Members rather than being applied to ward representation.

Statutory Compliance

Clause 5.10 of the Local Government Act 1995 states:

(1) A committee is to have as its members —
- *(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- *(b) persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required*

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. **APPROVES BY ABSOLUTE MAJORITY the changes as detailed in Attachment 1 being incorporated into the Terms of Reference of the:**

   a) **Festival & Cultural Events Committee; and**

   b) **Waste Management Advisory Committee;**

2. **APPROVES the changes as detailed in Attachment 1 being incorporated into the Terms of Reference the:**

   a) **Alkimos Aquatic and Recreation Centre Project Working Group;**

   b) **Business and Tourism Advisory Group;**

   c) **Community Support and Financial Assistance Working Group;**

   d) **Community Safety Working Group;**

   e) **Multicultural Advisory Group;**

   f) **North Coast Cycling Facility Master Plan Implementation Group;**

   g) **Neerabup Industrial Area Working Group;**

   h) **Quinns Beach Long Term Coastal Protection – Advisory Group;**

   i) **Quinns Rocks Caravan Park Redevelopment Working Group;**

   j) **Wanneroo BMX Raceway Club Relocation Working Group;**

   k) **Wanneroo Town Centre Advisory Group; and**

   l) **Yanchep Lagoon Community Working Group.**

Attachments:

1⇩.	*Attachment 1 - Changes to Terms of Reference to align with new ward structure*	*21/416178*
2⇩.	*Attachment 2 Combined CURRENT terms of reference to new ward structure*	*21/416180*

Attachment 1

TERMS OF REFERENCE RELATING TO COUNCIL REPRESENTATION			
Committees established by Council	**HPE**	**Current Membership detail relating to Council Members**	**Changes to the Terms of reference (to be incorporated)**
Festival & Cultural Events Committee	13/113986	• Mayor • One (1) Central Ward Councillor • One (1) North Coast Ward Councillor • One (1) South Ward Councillor • And one Deputy Member from each ward	• Mayor • Three Councillors; and • Three Deputy Councillor Members
Waste Management Advisory Committee	11/54171	• Mayor; and • One Councillor from each Ward	• Mayor; and • Three Councillors
Working/Advisory Groups			
Alkimos Aquatic and Recreation Centre Project Working Group	20/538471	• Mayor • All North Coast Ward Crs • 1 Councillor from Central and South Wards	• Mayor; and • A maximum of seven Councillors
Business and Tourism Advisory Group	20/80309[v6]	• Mayor • Up to three Councillors (preferably one from each ward)	• Mayor; and • A maximum of three Councillors
Community Support and Financial Assistance Working Group	18/406202	• Mayor (or nominee) • One Councillor per ward	• Mayor; and • A maximum of three Councillors
Community Safety Working Group	10/27961	• Mayor • One Councillor per ward • One Councillor from each ward as deputy	• Mayor; and • A maximum of three Councillors • Three Deputy Councillor Members
Multicultural Advisory Group	19/394040	• Mayor (or nominee) • One Councillor rep per ward	• Mayor; and • A maximum of three Councillors

North Coast Cycling Facility Master Plan Implementation Group	18/548558	• Mayor (or nominee) • All North Coast Wards Councillors • one Councillor from Central and; • one Councillor from South Ward	• Mayor; and • A maximum of seven Councillors
Neerabup Industrial Area Working Group	19/179498	• Mayor • Chair of Audit & Risk Committee • One Councillor per Ward	• Mayor; and • Chair of Audit & Risk Committee; and • A maximum of three Councillors
Quinns Beach Long Term Coastal Protection – Advisory Group	19/301263	• Mayor • North Coast Ward Councillors or their delegates	• Mayor; and • A maximum of five Councillors
Quinns Rocks Caravan Park Redevelopment - Working Group	18/8266	• Mayor • All Councillors from North Coast Ward • 1 Councillor each from Central & South Ward as delegates • 1 Councillor each from Central & South Ward as deputy delegates	• Mayor; and • A maximum of seven Councillors • A maximum of two Deputy Delegates
Wanneroo BMX Raceway Club Relocation Working Group	11/58125	• Mayor • Central Ward Councillors	• Mayor; and • A maximum of four Councillors
Wanneroo Town Centre Advisory Group	11/48791	• Mayor • All Councillors from Central Ward	• Mayor; and • A maximum of four Councillors
Yanchep Lagoon Community Working Group	19/348097	• Mayor or nominee • North Coast Ward Councillors	• Mayor; and • A maximum of five Councillors

Attachment 2

City of Wanneroo

TERMS OF REFERENCE

Festival & Cultural Events Committee

July 2013

Role/Purpose:	*To recommend to Council on policy matters pertaining to the promotion of the City's culture through festivals and events.*
Aims & Functions:	• Advise and make recommendations to Council on the strategic direction for cultural events and facilities in the City of Wanneroo. • Cultural events are defined as both civic and community events which provide, and improve, opportunities for the City of Wanneroo community to create a unique cultural identity. • Develop policies in relation to the management of cultural events. • Provide advice on a program of events that enhance and promote a positive image of the City. • Provide input to Council's advocacy role for cultural events to the media.
Membership:	2.1 The committee shall consist of the following representation: • The Mayor • One Councillor from each ward as a member and one councillor from each ward as a deputy member. • Council Officers (non voting members) o Director Community & Place or nominee. 2.2 The deputy member may attend in place of the endorsed representative member. 2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply. 2.4 Committee membership shall be appointed or removed by the Council. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice. 2.7 Maximum total on committee is 5 voting members (excluding Administration).
Operating procedures:	3.1 Presiding Member: a) The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the committee and in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability it is recommended that Council officers 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. d) In the absence of the Presiding Member, the Deputy Presiding Member will assume the chair, and in his absence, a person is to be elected by the committee members present to assume the Chair. e) The Presiding Member is responsible for the proper conduct of the committee.

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	3.2 Meetings: a) The committee shall meet on a regular basis as determined by the nominated committee members. 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 Committee 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 recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or deputy members 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. 3.3 Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members. 3.4 Administration: 3.4.1 Administration Support Administration support for the committee will be provided by the City of Wanneroo. That support person will be the Events Advisor or delegate as appointed from time to time. 3.4.2 Motions on Notice 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, 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.
Appointing legislation:	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. 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.
Delegated Authority:	5.1 The committee has no delegated power and has no authority to implement its recommendations without approval of Council. 5.2 The committee has no delegated authority to commit Council to the expenditure of monies. 5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Waste Management Advisory Committee

May 2011, 4 May 2015 (Directorate restructure)

Name:	**Waste Management Advisory Committee**
Role/Purpose:	To provide a forum to advise and make recommendations to Council on matters pertaining to waste management.
Aims & Function:	1.1 Develop policies in relation to waste management. 1.2 Research, review and advise Council on waste management issues which impact on the City of Wanneroo. 1.3 Review and advise Council on matters relating to the Mindarie Regional Council and the Municipal Waste Advisory Council. 1.4 Assist and advise Council on promotion and education strategies for advising the community on changes to current waste management systems e.g. secondary waste treatment. 1.5 To provide comment and advise on research conducted by administration for projects specific to Waste Management.
Membership:	2.1 The Committee shall consist of the following representation: • Mayor from the City of Wanneroo; • Councillor representatives from the City of Wanneroo (one from each Ward; • Councillor representatives from the Mindarie Regional Council (2); • Director Assets or nominee; • Manager Environmental Waste Services; • Coordinator Waste Operations. 2.2 A nominated proxy member may attend in place of the endorsed representative member. 2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply. 2.4 Committee membership shall be appointed or removed by the Council. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice. 2.7 Maximum total on Committee is nine. 2.8 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating Procedures:	3.1 Presiding member: a) The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves at the first meeting of the committee and in accordance with the Local Government Act 1995, Schedule 2.3, Division 1. (For transparency and accountability Council officers should not be appointed to the position of 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. d) In the absence of the Presiding Member, the Deputy Presiding member will assume the chair, and in his absence, a person is to be elected by the

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	committee members present to assume the Chair. e) The Presiding Member is responsible for the proper conduct of the committee. 3.2 Meetings: a) The Committee shall meet on a regular basis as determined by the nominated Committee members, however, it is to meet at least four (4) times per year with notice of at least two weeks. 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. 3.3 Quorum: The quorum for a meeting shall be at least 50% of the number of endorsed members. 3.4 Administration: 3.4.1 Administration Support Administration support for the committee will be provided by the City of Wanneroo. The support person will be nominated by the Manager City Business. 3.4.2 Motions on Notice 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 in the form of a motion, of which 7 days notice has been given in writing to 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.
Appointing Legislation	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. 4.2 The Council in accordance with the Local Government Act 1995, will assign the powers pertaining to these Terms of Reference to the Waste Management Advisory Committee as an appointed advisory committee of Council.
Delegated Authority:	5.1 The Committee has no delegated power and has no authority to implement its recommendations without approval of Council. 5.2 The Committee has no delegated authority to commit Council to the expenditure of monies. 5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Alkimos Aquatic and Recreation Facility Project Working Group

16 March 2021

Name:	Alkimos Aquatic and Recreation Facility Project Working Group
Purpose of Working Group	To provide guidance and advice so that the Alkimos Aquatic and Recreation Centre Project (the Project) develops in line with the Council's strategic position.
Definition	**Working Group:** A Working Group is a group of experts working together to achieve specified goals, generally of a temporary nature. It would be devoted to finite tasks with a specific timeline. Similarly, the group cannot direct employees, expend monies, direct volunteers or do anything which is the responsibility of the City.
Aims & Functions	1.1. Provide a platform to inform, engage and collaborate with Council Members; 1.2. Update the Working Group on the Project progress; 1.3. Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input and support so that the Project continues on track; 1.4. Provide strategic advice in regards to financial and economic preferences, strategic objectives and desired outcomes so that the City achieves the goal and vision for the Project and the wider Wanneroo community; and 1.5. Consider long term budget implications and opportunities and to provide advice according to the City's priorities and resources.
Membership	2.1. The Working Group shall consist of the following representation: • The Mayor (or nominee); • all North Coast Ward Councillors; and • up to one Councillor from the Central and South Wards appointed by Council. 2.2 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. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as a Council Member of a neighbouring Council.

Administration Representation:	• Chief Executive Officer; • Director Community and Place; • Director Planning and Sustainability; • Manager Community Facilities; • Senior Project Manager.
Operating procedures:	3.1 Chairperson: a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Working Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a quarterly basis, with dates of these meetings determined by the Working Group; b) All meeting dates are to be provided in the Council Members Diary and in the '*Wanneroo Wrap*' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as is practicable after the meeting. e) Copies of all Minutes will be registered electronically, through HPE Content Manager (the City's electronic record keeping system), and a copy placed on the Elected Members Hub Portal. f) All Agenda and Minute documentation is to be generated through Council's InfoCouncil software reporting system. g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Council Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: 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. 3.4 Administration A Working Group Administrator support for the Group will be provided by the City of Wanneroo through the Senior Project Manager.

Delegated Authority:	4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

City of Wanneroo

TERMS OF REFERENCE

Business and Tourism Advisory Group

Name:	Business and Tourism Advisory Group
Role/Purpose:	To advise the City on business and tourism initiatives relevant to the Wanneroo region and the North West corridor to support the City's Economic Development Strategy, stimulate major investment, drive economic growth and diversify our economic base.
Definition:	**Advisory Group:** The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	1.1 To assist Council with the identification of strategic business issues and the development of strategies relating to these issues. 1.2 To recommend to Council on policy matters pertaining to economic development in the Wanneroo local government area (LGA). 1.3 To receive information on business and tourism development matters relevant to the City of Wanneroo. 1.4 To receive information on strategic business and tourism development partnerships (including funding partnerships/sponsorships) with external organisations.
Membership:	2.1 The Advisory Group shall consist of the following representation: • Up to three council representatives (preferably one from each ward); • Mayor or nominee; • Chief Executive Officer or nominated representative; • Director Planning and Sustainability or nominee; • Director Community and Place or nominee; • Manager Communications and Brand or nominee; • Manager Advocacy and Economic Development; • Representative from Wanneroo Business Association; and • A maximum of eight representatives from the Wanneroo business community. 2.2 Representatives from the business community are to be approved by the appropriate Director. 2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply. 2.4 Members must comply with the City's Code of Conduct. 2.5 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.

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	2.6	Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.
Operating procedures:	3.1	Chairperson:
	3.1.1	The members of an Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.)
	3.1.2	The Chairperson will preside at all meetings.
	3.1.3	In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.
	3.1.4	The Chairperson is responsible for the proper conduct of the Advisory Group.
	3.2	Meetings:
	3.2.1	The Advisory Group shall meet on a regular basis as determined by the nominated Group members.
	3.2.2	All meeting dates are to be provided in the Elected Members Diary in the 'W*anneroo Wrap*' and in the City's Corporate Calendar.
	3.2.3	A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.
	3.2.4	The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection.
	3.2.5	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 Elected Members Hub Portal.
	3.2.6	All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system.
	3.2.7	A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.
	3.2.8	All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.
	3.3	Quorum:
		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.
	3.4	Administration:
	3.4.1	Advisory Group Administrator Support Administration support for the Advisory Group will be provided by

	the City of Wanneroo. That support person will be the Economic Development Support Officer. 3.4.2 Motions on Notice 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, in the form of a Motion, of which seven days notice has been given in writing to the Group Administrator 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.
Delegated Authority:	4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

Terms of Reference Community Support and Financial Assistance Working Group

Name:	Community Support and Financial Assistance Working Group
1. Purpose of Review	1.1 Undertake a critical review of the City's present and future community funding opportunities which provide community support and financial assistance to individuals, groups and organisations to support capacity building 1.2 Develop a transparent and accountable framework that is aligned with the City's approach to community development and the City's Strategic Community Plan 1.3 Ensure appropriate distribution of municipal funds 1.4 Educate the City of Wanneroo community on all options for financial assistance
2. Purpose of Working Group	To provide strategic advice and guidance with regard to the development of process improvements to improve access to community support and financial assistance for the betterment of community outcomes.
3. Aims and Functions	The City's Community Assistance and Financial Support Working Group (the Working Group) will: 3.1 Guide the City by identifying ideas and opportunities to support the achievement of the Community Support and Financial Assistance Framework; 3.2 Provide strategic direction and advice on the Community Assistance and Financial Support Framework to assist eligible applicants having regard to financial governance, accountability and reporting requirements, and desired outcomes for individuals, groups and communities within the City; 3.3 Identify improvement opportunities to further strengthen the City's community support and financial assistance provision; 3.4 Consider policy and procedure development for ongoing partnering and sponsorship development; 3.5 Consider budget implications and associated outcomes for future opportunities; 3.6 Consider alignment of the partnering agreement audit priorities; and 3.7 Provide advice regarding strategies for the City's effective engagement and collaboration with the community in regard to the City's community support and financial assistance programs, services and opportunities.
4. Membership	4.1 The Working Group shall consist of the following representation: a) The Mayor (or nominee) and up to one Councillor per ward appointed by Council; b) Director Community and Place or nominee (nonvoting member) c) Operations Manager Community Service Delivery (nonvoting member); and d) Manager Community Development (nonvoting member). Membership shall be for a period of up to two years or an earlier time that signals the conclusion of the work, and terminating on the day of the Ordinary Council Elections. 4.2 Members must comply with the City's Values and Code of Conduct; 4.3 The Working Group has authority to second individuals from outside the Working Group, on a voluntary basis, for their expert advice.
5. Operating Procedures	5.1 Chairperson: a) The Mayor will Chair all meetings of this Working Group b) The members of the Working Group will elect a deputy Chairperson from

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	amongst themselves at the first meeting of the Group; c) Council Officers should not be appointed to the position of Chairperson and Deputy Chairperson d) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence , a person is to be elected by the Working Group members present to assume the Chair; e) The Chairperson is responsible for the proper conduct of the Working Group 5.2 Meetings: a) The Working Group will meet at least four times per year, with dates of these meetings determined by the Working Group; b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary; c) The Notice of Meetings including an agenda will be circulated to the Working Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible; d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including Deputy Delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection; e) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting; f) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. g) Copies of all agendas and minutes are to be forwarded electronically through CM9 and the City's electronic record keeping system to Corporate and Council Support. 5.3 Quorum: a) A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable representation of members, particularly in circumstances where recommendations will be made for Council's consideration. 5.4 Administration: a) Administration Support - Administration support, including catering for the Working Group will be provided by the City. That support person will be the Project Officer, Community and Place.
6. Delegated Authority	6.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council; 6.2 The Working Group has no delegated authority to commit Council to the expenditure of monies; 6.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Community Safety Working Group

March 2010; October 2009; May 2011, 4 May 2015 (Directorate restructure)

Name:	Community Safety Working Group
Role/Purpose:	To work in partnership with the community and the WA Police to develop a strategic approach to ensure the safety and well being of the wider community of the City of Wanneroo. This will be achieved through the development of planned actions and ongoing direction of the Community Safety program in consultation with the local communities and relevant government instrumentalities.
Aims & Functions:	1.1 To develop community safety policy and crime prevention initiatives consistent with the City's strategic goals, that will position the City at a regional level as a leader in the provision of a safe community. 1.2 To manage the strategic direction of the Community Safety Program. 1.3 To assess the performance of the various components of the Community Safety Program. 1.4 To consult and communicate with statutory and voluntary sectors of the community. 1.5 To consider the Rangers and Community Safety Patrol Officers Performance Reports on a quarterly basis. 1.6 To review the strategic direction of the Community Safety Program. 1.7 To report recommended improvements/changes to the various components of the Community Safety program to Council for consideration. 1.8 To ensure that enhanced working links between the City of Wanneroo and the community and the statutory and voluntary sectors are maintained or expanded to support the work undertaken by the Community Safety Working Group.
Membership:	2.1 The Working Group shall consist of the following representation: • Mayor and one delegate from each Ward, plus one deputy delegate from each Ward; • Director Community & Place or nominee; • Manager Community Safety and Emergency Management or nominee; • A maximum of five representatives from the community; and • A representative of the District Police Superintendent. 2.2 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. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	3.1 Chairperson: a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume

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	the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a regular basis as determined by the nominated Group members. b) All meeting dates are to be provided in Elected Members Clipboard and in the City of Wanneroo diary. c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection. 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 is to be generated through Council's Infocouncil software reporting system. g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members of the committee will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration. 3.4 Administration: 3.4.1 Administration Support Administration support for the Working Group will be provided by the City of Wanneroo. That support person will be the Manager Community Safety. 3.4.2 Motions on Notice A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Multicultural Advisory Group

(Date of Council Adoption)

Name:	Multicultural Advisory Group
Role/Purpose:	To provide a strong link between the City of Wanneroo (the City) and its Culturally and Linguistically Diverse (CaLD) community by supporting the development and implementation of the City's Access and Inclusion Plan (AIP). The group will be engaged to support, provide advice and implement actions, where appropriate, on issues pertaining to the CaLD community.
Definition:	The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	The City's Multicultural Advisory Group (the Advisory Group) will: 1.1 Provide advice on the development and review of the City's AIP; 1.2 Guide the City by identifying ideas and opportunities to support the implementation of actions outlined in the AIP; 1.3 Broadly engage and communicate the views of the wider CaLD community in the City of Wanneroo; 1.4 Comment on multicultural issues and opportunities within the City; and 1.5 Provide input into, and be utilised as a reference group, for other City multicultural strategies, plans and engagement on a case by case basis.
Membership:	2.1 The Advisory Group shall consist of the following representation: • The Mayor (or nominee) and one Councillor representative per ward appointed by Council; • Relevant City staff as per the responsibilities of their role; • A maximum of 12 CaLD community representatives (individuals differing according to religion, race, language and ethnicity). However, the maximum number of representatives can be reviewed by the Director Community and Place should a wider community representation be required. • A maximum of four agencies or organisations that support community members within the CaLD community. 2.2 Community representatives are to be approved by the appropriate Director. 2.3 Community membership will be structured to provide diversity of culture. 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. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. 2.7 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.

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	2.8 Membership will be reviewed should a community member be absent for more than three consecutive meetings without reason.
Operating procedures:	3.1 Chairperson: a) The members of the Advisory Group are to elect a community representative Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that Elected Members or City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Advisory Group. 3.2 Meetings: a) The Advisory Group shall meet at least four times per year, with dates of these meetings determined by the Advisory Group. b) All meeting dates are to be provided in the Elected Members Diary in the 'W*anneroo Wrap*' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members at least 72 hours prior to each meeting where possible. d) Administration shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members as soon as practicable after the meeting. 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 Elected Members Hub Portal. f) All Agenda and Minute documentation to be generated through Council's Info Council software reporting system. g) An Advisory Group outcome or recommendation will have effect if it is supported by general consensus of the meeting or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members (or the proxy attending in lieu of the Community Member) of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.6 Quorum: 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. 3.7 Administration: 3.7.1 Advisory Group Administrator Support Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be a Community Development Planner. 3.7.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days notice has been given in writing to the Advisory Group Administrator prior to the

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	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.
Delegated Authority:	4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

North Coast Cycling Facility Master Plan Implementation Working Group

Name:	**North Coast Cycling Facility Master Plan Implementation Working Group**
1. **Role/ Purpose**	To provide strategic advice and guidance with regard to the implementation of the North Coast Cycling Facility Master Plan.
2. Aims and Functions	The City's North Coast Cycling Facility Master Plan Implementation Working Group (the Working Group) will: 2.1 Provide strategic guidance in respect to the implementation of the North Coast Cycling Facility Master Plan (the Master Plan) as it relates to the provision of a criterium track at the Alkimos Regional Open Space as a first preference; 2.2 Consider the development of a Criterium Track at the existing Wanneroo Raceway precinct, within the context of the development of the Wanneroo Raceway Master Plan; and 2.3 Investigate the potential use of the existing Wanneroo Raceway as an interim option for the Northern Beaches Cycling Club. 2.4 To investigate the potential of implementing training grade opportunities to be included in the design of any new active reserve within the City's boundary with the aim to improve and assist the growth of cycling for both recreation and sport.
3. Membership	3.1 The Working Group shall consist of the following representation: a) The Mayor (or nominee) all North Coast Ward Councillors and up to one Councillor from the Central and South Wards appointed by Council; b) Director Community and Place or nominee (non-voting member); c) Manager Community Facilities (non-voting member); and d) Up to two representatives of the Northern Beaches Cycling Club and up to two representatives to deputise when required. Membership shall be for a period of up to two years or an earlier time that signals the conclusion of the work, and terminating on the day of the Ordinary Council Elections. 3.2 Members must comply with the City's Values and Code of Conduct; 3.3 The Working Group has authority to second individuals from outside the Working Group, on a voluntary basis, for their expert advice.
4. Operating Procedures	4.1 Chairperson: a) The Mayor will Chair all meetings of this Working Group; b) The members of the Working Group will elect a deputy Chairperson from amongst themselves at the first meeting of the Group; c) Council Officers should not be appointed to the position of Chairperson and Deputy Chairperson d) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence , a person is to be elected by the Working Group members present to assume the Chair; e) The Chairperson is responsible for the proper conduct of the Working Group 4.2 Meetings: a) The Working Group will meet at least twice per year, with dates of these meetings determined by the Working Group;

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	b) All meeting dates are to be provided in Councillors' Clipboard and in the City of Wanneroo diary; c) The Notice of Meetings including an agenda will be circulated to the Working Group members at least 72 hours prior to each meeting where possible; d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members as soon as is practicable after the meeting. The minutes are to be available for public inspection; e) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting; f) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. g) Copies of all agendas and minutes are to be forwarded electronically through the City's electronic record keeping system to Corporate and Council Support. 4.3 Quorum: a) A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable representation of members, particularly in circumstances where recommendations will be made for Council's consideration. 4.4 Administration: a) Administration Support - Administration support, including catering for the Working Group will be provided by the City. That support person will be the Community Facilities Planning Officer (North).
5. Delegated Authority	5.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council; 5.2 The Working Group has no delegated authority to commit Council to the expenditure of monies; 5.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Development of the City's Landholdings within the Neerabup Industrial Area Working Group

4 June 2019

Name:	Development of the City's Landholdings within the Neerabup Industrial Area Working Group.
Purpose of Working Group	To provide guidance and direction so that the Project develops in line with the Council's strategic position.
Definition	**Working Group:** A Working Group is a group of experts working together to achieve specified goals, generally of a temporary nature. It would be devoted to finite tasks with a specific timeline. Similarly, the group cannot direct employees, expend monies, direct volunteers or do anything which is the responsibility of the City.
Aims & Functions	1.1. Provide a platform to inform, engage and collaborate with Elected Members; 1.2. Update the Working Group on the Project progress; 1.3. Raise matters, issues, risks and opportunities that require discussion, advice, ideas, input, direction and support so that the Project continues on track; 1.4. Provide strategic direction and advice in regards to financial and economic preferences, strategic objectives and desired outcomes so that the City achieves the goal and vision for the Project and the wider Wanneroo community; and 1.5. Consider long term budget implications and opportunities and to provide direction and advice according to the City's priorities and resources.
Membership	2.1. The Working Group shall consist of the following representation: • The Mayor; • Chair of the Risk & Audit Committee; • Up to one Elected Member per Ward appointed by Council; • Chief Executive Officer; • City Officer - Manager Advocacy & Economic Development; • City Officer - Project Manager Neerabup 2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply. 2.4 Members must comply with the City's Code of Conduct. 2.5 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 2.6. Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.
Operating	3.1 Chairperson:

procedures:	a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Working Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a quarterly basis, with dates of these meetings determined by the Working Group; b) All meeting dates are to be provided in the Elected Members Diary and in the '*Wanneroo Wrap*' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as is practicable after the meeting. 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 Elected Members Hub Portal. f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system. g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: 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. 3.4 Administration: 3.4.1. A Working Group Administrator support for the Group will be provided by the City of Wanneroo. That support person will be Projects Officer – Neerabup.
Delegated Authority:	4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

City of Wanneroo

TERMS OF REFERENCE

Quinns Beach Long Term Coastal Protection – Advisory Group

October 2019

Name:	**Quinns Beach Long Term Coastal Protection – Advisory Group**
Role/Purpose:	To have input into the development and implementation of long term coastal protection measures for the Quinns Rocks coastline.
Definition:	**Advisory Group:** The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established. It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers or do anything, which is the responsibility of the City.
Aims & Functions:	The Advisory Group needs to understand the scope and limitations of the task and responsibilities delegated to it. It needs to know definitely what is expected of it and appreciate its aims and function in relation to the body's whole operation. Responsibilities need to be defined as to both scope and limitations and needs to state what the specific requirement of the Advisory Group is, e.g. to make a Recommendation; or to come to a decision and then initiate an action; or some other specific objective. 1.1 To receive information at the key stages of the Quinns Beach Long Term Coastal Management Project. 1.2 To provide input in to the development and implementation of long term coastal protection measures for the Quinns Rocks coastline. 1.3 To present community views to the Group.
Membership:	2.1 The Advisory Group shall consist of the following representation: o The Mayor; o North Coast Ward Elected Members or their delegates; o Director Assets; o Manager Assets Maintenance; o Specialist Coastal Engineer; o Representative from the Department of Transport; o A maximum of six representatives from the community/community groups. 2.2 Community representatives are to be approved by the appropriate Director and shall be: o the residents or property owners within proximity from the Quinns Beach car park off Ocean Drive; o able to demonstrate an understanding of this significant project and willing to contribute; o able to demonstrate their community network through local community organisations.

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	2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply. 2.4 Members must comply with the City's Code of Conduct. 2.5 The Advisory Group have authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. o Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.
Operating procedures:	3.1 Chairperson: a) The members of an Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Advisory Group. 3.2 Meetings: a) The Advisory Group shall meet on a quarterly basis. b) All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection. 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 Elected Members Hub Portal. f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system. g) A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: 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. 3.4 Administration: 3.4.1 Advisory Group Administrator Support An Advisory Group Administrator for the Group will be provided by the City of Wanneroo. That support person will be Director Assets' Personal

	Assistant or their delegate. 3.4.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Committee, in the form of a Motion, of which seven days notice has been given in writing to the Group Administrator 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.
Delegated Authority:	4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Quinns Rocks Caravan Park Redevelopment Working Group

May 2018 (Trim: 18/8266)

Name:	Quinns Rocks Caravan Park Redevelopment Working Group
Role/Purpose:	To participate in the Quinns Rocks Caravan Park Redevelopment project and give guidance to Administration on the project.
Aims & Functions:	1.1 To work collaboratively in order to achieve the City's aspiration of redeveloping the identified parcel of land previously known as Quinns Rocks Caravan Park (Lot 211 Quinns Road, Mindarie). 1.2 Specifically, the Working Group will undertake the following tasks: • Review project progress and discuss key project milestones; and • Provide input into the level and type of community engagement processes, at key stages of the project.
Membership:	2.1 The Working Group shall consist of the following representation: • The Mayor; • All Councillors from North Coast Ward as delegates; • One Councillor from both Central and South Wards as delegates; • One Councillor from both Central and South Wards as deputy delegates; • Council Officers (non - voting); - Chief Executive Officer (or delegated Director) - Director Corporate Strategy & Performance - Manager Property Services - Property Projects Officer. 2.2 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. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
	3.1 Chairperson: a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that Council officers not be appointed to the position of Chairperson and Deputy Chairperson.)

	b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a regular basis as determined by the nominated Group members and, as a minimum, meetings will be held twice a year. 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 Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. e) A Working Group outcome recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. f) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: For a meeting to occur, a minimum of 50% of voting members, including the Mayor, must be present. Every endeavour should be made to achieve a quorum to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration. 3.4 Administration: 3.4.1 Administration Support Administration support for the committee will be provided by the City of Wanneroo. That support person will be the Administration Officer Property Services. 3.4.2 Motions on Notice A Working Group member may raise, at a meeting, any business that the member considers appropriate and which is relevant to the purpose of the Working Group, in the form of a motion, of which 7 days' notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	4.1 The Working Group has no delegated power. 4.2 Matters requiring Council consideration will be subject to separate specific reports to Council.

City of Wanneroo

TERMS OF REFERENCE

Wanneroo BMX Raceway Club Relocation Working Group

June 2009; May 2011

Name:	Wanneroo BMX Raceway Club Relocation Working Group
Role/Purpose:	To progress the relocation of the Wanneroo BMX Raceway Club Inc from Lot 21 (176) Mary Street Wanneroo
Aims & Functions:	1.1 To identify a suitable site to accommodate the Wanneroo BMX Raceway Club Inc prior to the expiration of the Club's current lease over portion of Lot 21 (176) Mary Street, Wanneroo.
Membership:	2.1 The Working Group shall consist of the following representation: • Mayor • Central Ward Councillors • Manager Program Services; • Property and Leasing Officer; and • A maximum of two representatives from the Wanneroo BMX Raceway Club Inc. 2.2 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. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the Working Group, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	3.1 Chairperson: a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson. b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a regular basis as determined by the nominated Group members.

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	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 Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection. e) Copies of all agendas and 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 is to be generated through Council's Infocouncil software reporting system. g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members of the Working Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration. 3.4 Administration: 3.4.1 Administration Support Administration support for the Working Group will be provided by the City of Wanneroo. That support person will be the Projects and Planning Officer - South. 3.4.2 Motions on Notice A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Wanneroo Town Centre Advisory Group

August 2009; October 2009; May 2011

Name:	Wanneroo Town Centre Advisory Group
Role/Purpose:	To provide a forum to advise and make recommendations to Council on matters pertaining to the Wanneroo Town Centre.
Aims & Functions:	1.1 To develop policies in relation to management of facilities within the Town Centre. 1.2 To make recommendations on constructing or upgrading facilities within the Town Centre. 1.3 To provide comment and advise on research conducted by administration for projects specific to the Town Centre. 1.4 The Wanneroo Town Centre Advisory Group will be kept informed of significant development applications and public art proposals within the Town Centre Precinct. The Wanneroo Town Centre Precinct will be defined as all facilities and amenities located within the Town Centre Structure Plan.
Membership:	2.1 The Advisory Group shall consist of the following representation: • Mayor and Elected Members from Central Ward; • Chief Executive Officer; • Director Planning & Sustainability; • Director Community & Place; • Director Assets. 2.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice. 2.5 The Advisory Group may recruit members according to the City's Management Procedure for Advisory Groups. 2.6 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	3.1 Chairperson: a) The members of the Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability it is recommended that Council officers not be appointed to the position of Chairperson and Deputy Chairperson). b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the chair, and in their absence, a person is to be elected by the Advisory Group members present to assume the Chair.

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	d) The Chairperson is responsible for the proper conduct of the Advisory Group. 3.2 Meetings: a) The Advisory Group shall meet on a regular basis as determined by the nominated Group members. 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 Advisory Group members at least 72 hours prior to each meeting where possible. Agendas and minutes are also to be circulated to all elected members at the same time that copies are normally provided to appointed Council delegates. d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Advisory Group members and Elected Members of Council as soon as is practicable after the meeting. 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 is to be generated through Council's Infocouncil software reporting system. g) An Advisory Group decision will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) In the event that a vote is taken, all endorsed members of the Advisory Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration. 3.4 Administration: 3.4.1 Administration Support Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be nominated by the Director Planning & Sustainability. 3.4.2 Motions on Notice An Advisory Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Advisory Group, in the form of a motion, of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.
Delegated Authority:	4.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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City of Wanneroo

TERMS OF REFERENCE

Yanchep Lagoon Community Working Group

24 September 2019

Name:	Yanchep Lagoon Community Working Group
Role/Purpose:	To build and maintain local awareness on proposals and important project milestones through implementation of the Yanchep Lagoon Master Plan actions.
Definition:	A Working Group is a group of experts working together to achieve specified goals, generally of a temporary nature. It would be devoted to finite tasks with a specific timeline. The Working Group cannot direct City Employees, expend monies, direct volunteers or do anything, which is the responsibility of the City.
1.0 Aims & Functions:	1.1 Provide feedback and input on the planning and implementation aspects of the Yanchep Lagoon Masterplan, to ensure that improvement works stay true to the community vision set out in the Yanchep Lagoon Masterplan; 1.2 Build local community awareness, capacity building and leadership to inform and drive short term improvements and place activation initiatives in the Yanchep Lagoon Precinct. 1.3 Raise awareness of local issues that may impact on the implementation of the Yanchep Lagoon Masterplan; 1.4 Inform and advise on community engagement approaches and opportunities; 1.5 To consider possible grants/funding opportunities; and 1.6 To identify joint venture/business/not-for-profit initiatives or organisations that may benefit project implementation.
2.0 Membership:	2.0 The Working Group shall consist of the following representation: • City of Wanneroo Mayor or nominee; • North Coast Ward Councillors; • A representative from the Local Residents Association; and • A maximum of ten (10) community representatives (residents or business owners), as determined through an Expression of Interest process. 2.1 Business owners with an actual or perceived Conflict of Interest for various agenda item/s will be asked to leave the room for the period of discussion of that item. 2.2 Consideration will be given to the following criteria as a priority when selecting community representatives for membership on the Group: 2.2.1 Residents or business owners living or operating in Yanchep or Two Rocks; 2.2.2 Residents or business owners with a demonstrated involvement in community activities or interest groups; 2.2.3 Residents or business owners with knowledge of or interest in Aboriginal or European Heritage relevant to the Yanchep Lagoon Precinct; 2.2.4 Residents or business owners with knowledge or an interest in local environmental issues; or 2.2.5 Community members with an interest in Yanchep.

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	2.3 Community representatives are to be approved by the appropriate Director. 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. 2.5 Members must comply with the City's Code of Conduct. 2.6 The Working Group has authority to second individuals or guests from outside of the Working Group, on a voluntary basis, for their expert advice. 2.7 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.
3.0 Operating procedures:	3.1 Chairperson: a) Working Group members are to elect a Chairperson and Deputy Chairperson at the first meeting, both of which must be an Elected Member of Council. b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Working Group present to assume the Chair. d) The Chairperson is responsible for the proper conduct of the Working Group. 3.2 Meetings: a) The Working Group shall meet on a regular basis as determined by the nominated Group members. b) All meeting dates are to be provided in the Elected Members Diary, in the '*Wanneroo Wrap*' and in the City's Corporate Calendar. c) A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible. d) The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection. 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 Elected Members Hub Portal. f) All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system. g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting. h) All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail. 3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of Working Group Membership) or at least to ensure a reasonable spread of

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	representation in the Group. Particularly in circumstances where Recommendations will be made for Council's consideration. 3.4 Administration: An Administrator for the Group will be provided by the City of Wanneroo. That support person will be the Director Community & Place (or nominee). 3.4.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group, in the form of a Motion, of which seven days notice has been given in writing to the Group Administrator 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.
Delegated Authority:	4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council. 4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies. 4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

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CS08-10/21 Review of Council Policies

File Ref: 26321V09 – 21/389358
Responsible Officer: Acting Director Corporate Strategy & Performance
Disclosure of Interest: Nil
Attachments: 2

Issue

To consider proposed minor amendments for Council Policies.

Background

Council Policies and supporting procedures are a statement of the principles or position that are intended to guide or direct decision-making and operations within the City of Wanneroo (the **City**). The City's Strategic Community Plan (**SCP**) sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level through policies and procedures.

All Council Policies (as well as other such documents) should be reviewed regularly to ensure compliance with legislation, continued alignment with the adopted SCP and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

Detail

Reviews have been undertaken for the Policies listed below and the following changes are recommended:

1. Naming of City Assets

   This policy was adopted by Council in June 2019 following a split of the Naming of City Assets and Memorials Policy. Through Administrations recent review, it has been identified that the Place Management Service Unit is a more appropriate owner of the policy rather than Council and Corporate Support. The amendments to the policy, as shown in mark up in **Attachment 1**, reflect this change in ownership with no other required changes identified.

2. Memorials in Parks and Reserves

   This policy was adopted by Council in June 2019 following a split of the Naming of City Assets and Memorials Policy. Through Administrations recent review, it has been identified that the Parks and Conservation Management Service Unit is a more appropriate owner of the policy rather than Council and Corporate Support. The amendments to the policy, as shown in mark up in **Attachment 2**, reflect this change in ownership with no other required changes identified.

Consultation

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

Comment

The review of Council policies will ensure that the information available to the City's stakeholders is aligned to the current SCP and are relevant and up to date.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 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**
Decision Making	Low
Accountability	**Action Planning Option**
Chief Executive Officer	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Corporate risk register. The review of the Policies as set out in this report will support existing management systems.

Policy Implications

These policies have been recommended for amendment as a result of an evaluation and review process undertaken in accordance with the City of Wanneroo Policy and Procedure Management Procedure.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **APPROVES the revised Naming of City Assets Policy accepting all marked up changes as detailed in Attachment 1; and**
2. **APPROVES the revised Memorials in Parks and Reserves Policy accepting all marked up changes as detailed in Attachment 2.**

Attachments:

1⇩.	*Attachment - Naming of City Assets Policy - Marked Up*	*21/371262*
2⇩.	*Attachment - Memorials in Parks and Reserves Policy - Marked Up*	*21/392257*

City of Wanneroo

Policy Manual

Naming of City Assets

Policy Owner: ~~Council and Corporate Support~~Place Management
Contact Person: ~~Coordinator Corporate Support~~Manager Place Management
Date of Approval: 04/06/2019 CS07-06/19

POLICY STATEMENT

The City supports a consistent approach to the naming of assets under the City's jurisdiction. As such, the naming of all streets, laneways/rights of way, parks, reserves and building shall be in accordance with Landgate's Geographic Names Committee Western Australia **(GNC)** Policies and Standards **(GNCPS)**, and this policy should be read in conjunction with that document.

POLICY OBJECTIVE

To provide guidance and consistency in the process of naming and renaming of assets under the City's jurisdiction.

SCOPE

This policy provides guidance for commemorating individuals, organisations or historical events through the naming or renaming of **City of Wanneroo assets**.

a) In most circumstances, in accordance with the **GNCPS**.

b) Where appropriate, the City may consider naming City assets to recognise individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo, or who in the opinion of the City, are worthy of such an honour.

c) City assets may also be named after an historical event associated with or near a site.

d) Parks and reserves shall be named after an adjacent boundary road, where possible, to facilitate ease of identification.

e) Buildings and facilities shall be named after the locality in which they reside or after an adjacent boundary road, where possible, to facilitate ease of identification.

f) Aside from buildings, other opportunities for the naming of City assets could include internal and external building features, such as a building foyer, rooms and significant entrances, internal roads, gardens, garden features, and walkways. This list is indicative and not exhaustive.

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Costs associated with the City's decision to recognise individuals and organisations for significant contributions to the City's community in the naming or renaming of City assets will be carried by the City unless a voluntary contribution is made by the appropriate party.

IMPLICATIONS

Whilst the naming of City assets may serve as appropriate recognition for outstanding community contributions, they need to be carefully considered to ensure that they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular area does not reach saturation point.

IMPLEMENTATION

Application Criteria

Where proposals are received for naming or renaming of the City's assets to commemorate an individual or recognise an association or event, the City will have regard for the **GNCPS** and the following City criteria:

- The locality within which the asset is situated.
- Any historical events associated with or near the site.
- Indigenous and cultural heritage relevant to the site.
- Pioneering families (family names only) associated with the immediate area.
- Significant anniversary of an event unique to Wanneroo's history and development.
- Actions by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community or area.
- Individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo over a significant period of time (generally not less than 10 years) in a paid, vocational or voluntary capacity.
- Existing name of the asset.
- Individuals who are still living will only be recognised in exceptional circumstances.
- Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.
- Nominations that are affiliated to a religious or political group will not be approved.

Application Process

1. All proposals must be made in writing to the Chief Executive Officer **(CEO)** or nominee and must include:-

    - Proposed Name (in full).
    - Date, place of birth and date of passing away if applicable.
    - Period of residence in the locality.
    - History of the person to be honoured (including any relevant documentation).
    - Outline of the contribution to the community by the person, including membership of clubs and voluntary organisations (including any relevant documentation that supports and evidences the claims).
    - Justification statement regarding why the person should be honoured.
    - Contact details of the person being honoured or their immediate family.

- If being submitted by a third party, evidence of support by the family of the person being proposed for recognition.
- Evidence of support by the local community (if possible)

2. Initial review of the proposal will be made by City Officers against the criteria, and in accordance with the **GNCPS**, and a subsequent report provided to the CEO for consideration for inclusion on the **Schedule of Names**.

3. Where applications do not meet the criteria of the policy, the CEO or nominee is authorised to refuse the request.

4. Where the request meets the criteria of the policy, the proposal is to be presented to the Council annually for inclusion on the **Schedule of Names**.

5. As the City seeks to name new assets, City Officers will prepare a shortlist of potential names from the City's **Schedule of Names**. The shortlisting should consider the connection of the individual to the place or location of where the asset is located.

ROLES AND RESPONSIBILITIES

All applications are to be forwarded to the City of Wanneroo for the attention of the CEO or nominee. Place Management~~Council and Corporate Support and Customer and Information Services~~ will make an initial assessment prior to further processing through the CEO and Council as required.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Community & Place~~Corporate Strategy and Performance~~ in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

DEFINITIONS

City of Wanneroo Assets means anything under the control of the City of Wanneroo.

GNC means Landgate's Geographic Names Committee Western Australia.

GNCPS means Landgate's Geographic Names Committee Western Australia Policies and Standards.

Schedule of Names means the Register of names maintained by the City for consideration for naming City assets

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Naming of City Assets Management Procedure (19/181214)
- Naming of City Assets and Memorial Requests Register (15/40510)
- Naming of City Assets Assessment Checklist (19/235395)
- Schedule of Names (19/235391)
- Community Engagement Policy (12/148824)
- Council Members Recognition of Service Policy (18/430583)

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- Policy – Award of the Title "Honorary Freeman of the City of Wanneroo" (10/24752)

RESPONSIBILITY FOR IMPLEMENTATION

Place Management~~Council and Corporate Support and Customer and Information Services to jointly implement~~.

Version	Next Review	Record No:
1		19/175666
2	May 2021	19/17566
3	December 2022	19/17566

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City of Wanneroo

Policy Manual

Memorials in Parks and Reserves

Policy Owner:	~~Council and Corporate Support~~Parks and Conservation Management
Contact Person:	~~Coordinator Corporate Support~~Manager Parks & Conservation Management
Date of Approval:	04/06/2019 CS07-06/19

POLICY STATEMENT

The City of Wanneroo (the City) acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour past contributions of deceased persons within their local communities.

The City supports a consistent approach for assessing applications for the planting of a tree and installation of commemorative plaques in public reserves and parks in the City.

POLICY OBJECTIVE

To provide guidance and consistency on processing applications to commemorate deceased loved ones through the planting of a tree and the installation of commemorative plaques in public reserves and parks in the City ~~of Wanneroo~~.

SCOPE

This policy provides guidance for commemorating deceased loved ones through the planting of a tree and installation of memorial plaques in public reserves and parks in the City.

Category 1: Planting of a Commemorative Tree without a Plaque

a) All planting and associated costs of the tree will be met by the City.

b) The size and type of tree will be determined by the City based on the location and in meeting with the City's guidelines.

c) Where more than one tree variety is appropriate for the location, the applicant will be provided with the opportunity to select their preferred tree from the selection provided by the City.

d) The position of the tree will be determined by the City based on location and in meeting with the City's guidelines.

Category 2: Installation of a Commemorative Plaque

a) All costs associated with the installation of the memorial plaque are to be met by the applicant. Payment will need to be made prior to the commencement of works and the applicant must meet all ongoing costs including those associated with vandalism and theft.

b) Only plaques that are to a standardised size, selected, designed and acquired by the City, which meets technical specifications and locational requirements, will be permitted.

c) Only one plaque per deceased person may be applied for.

d) Plaques may only be placed on Crown Land in public parks or reserves under the jurisdiction of the City.

e) Plaques must be contained within an existing garden bed area or integrated with an existing tree.

f) Plaques can only be placed where there is minimal impact.

g) Should, for any reason, an installed plaque become disturbed through works either by the City or by external contractors working for another Government Department or Agency, the plaque shall be removed at the expense of the party undertaking the works and returned to the family or the deceased. Subject to the approval of the Director of the responsible area, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.

Category 3: Planting of a Commemorative Tree with a Plaque

a) Refer to points listed in Category 1

b) Refer to points listed in Category 2

IMPLICATIONS

Whilst the installation of commemorative plaques may serve as appropriate recognition for deceased loved ones, they need to be carefully considered to ensure they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular park or area does not reach saturation point.

The ongoing implementation of this policy in relation to the planting of trees will result in the following financial implications:

a) Cost of planting trees to meet the standard outlined in the City's:
   - Street Tree Policy
   - Local Planning Policy 4.8 – Tree Preservation
   - Street Tree Masterplan

b) On-going operational budget to manage and maintain the City's trees in accordance with this Policy.

IMPLEMENTATION

Application Process

All applications must be made in writing on the appropriate form provided as provided in **Attachment 1** of this document.

Location

19/181221

City of Wanneroo Policy Manual

a) The applicant can request a specific location for a plaque and/or a tree and every effort will be made to accommodate the request however, the final decision on location will be made by the City.

b) No ashes are to be placed on or near the commemorative plaque or tree.

c) Personal items are not to be fixed to the commemorative plaque or tree.

Tree Planting

a) Tree planting will occur in accordance with the City's guidelines and during the preferred planting period.

b) Where an unauthorised tree planting is identified, the City shall determine whether the planting can be retained, relocated or removed.

ROLES AND RESPONSIBILITIES

Parks & Conservation Management – Responsible for assessing and planting approved tree/plant applications and placement of commemorative plaques.

~~**Assets Maintenance** – Responsible for determining and sourcing the standardised commemorative plaques.~~

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Assets~~Corporate Strategy & Performance~~ in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a decision.

EVALUATION AND REVIEW PROVISIONS

This policy is to be reviewed every two years to confirm effectiveness in managing community requests for the installation of commemorative trees and plaques, and the effectiveness of the management of the associated trees planted and plaques placed.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Local Planning Policy 4.8: Tree Preservation
Memorials in Parks and Reserves Management Procedure (19/181228)
Street Tree Policy (18/550071)
Street Tree Masterplan
Roadside Memorials Policy (13/22783)

RESPONSIBILITY FOR IMPLEMENTATION

~~*Manager Council and Corporate Support*~~
Manager Parks &~~and~~ Conservation Management

Version	Next Review	Record No:
1		19/181221

City of Wanneroo

Policy Manual

2	May 2021	19/181221
3	December 2022	19/181221

19/181221

City of Wanneroo

Policy Manual

ADMINISTRATION OF MEMORIALS IN PARKS AND RESERVES	ATTACHMENT 1

CITY OF WANNEROO

REQUEST FOR MEMORIAL IN PUBLIC PARK OR RESERVE

Name of Submitter:		
Address:		
Phone:	**Home:** **Mobile:**	
Email:		
Name of Nominee:		
Justification for Nomination:		
Proposed Location:		
Justification for Location Request:		
Type of Memorial Requested:		**Commemorative Tree**
		Commemorative Tree with Plaque
		Commemorative Plaque
		Plinth for Mounting Plaque

19/181221

Chief Executive Office

Governance & Legal

CE01-10/21 Review of the City of Wanneroo Animals Local Law and amendment to the Bee Keeping Local Law

File Ref:	12895V03 – 21/378603
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	4
Previous Items:	3.7 - Review of the City of Wanneroo Animals Local Law and amendment to the Bees Local Law - Forum - 03 May 2021 5:30pm (Special) CE04-06/21 - Review of the City of Wanneroo Animals Local Law and amendment to the Bee Keeping Local Law - Ordinary Council - 15 Jun 2021 6:00pm

Issue

To consider adopting the Animals Local Law 2021 and the Bee Keeping Amendment Local Law 2021.

Background

Animals Local Law 1999

The Animals Local Law was made in August 1999 with several minor amendments enacted since that time to remove provisions relating to the regulation of dogs, cats, bees and fencing.

The remaining clauses along with other minor additions were included in a draft new local law presented to Council at its meeting of 15 June 2021. Apart from removing provisions that are now included in other City of Wanneroo local laws, the new Animals Local Law 2021 does not propose substantially new provisions, the details of which were presented in the previous report to Council.

Bee Keeping Local Law 2017

The City's Bee Keeping Local Law, made in in January 2017 has been operating without significant issues since its enactment however as highlighted at the Council meeting on 15 June 2021, a drafting anomaly was identified which required that an amendment local law be constructed.

Detail

The draft Animals Local Law 2021 and the Bee Keeping Amendment Local Law 2021 were advertised for public comment for the duration of the statutory advertising period (not less than six weeks after the notice was given) and submissions closed on 11 August 2021. Two submissions were received on the draft Animals Local Law 2021 and one submission on the Bee Keeping Local Law 2021.

The submission on the Animals Local Law 2021 from the Department of Local Government, Sport and Cultural Industries (**DLGSC**) relates to minor matters that do not alter the intent of the local law. The submission from a community member relates to the keeping of poultry as pets and the number of ducks that may be kept on a residential property.

In addition, Administration proposes amendments to the "Definition" section of the local law relating to "zones" and to the corresponding paragraphs relating to these zones. These are shown in mark-up and are to maintain consistency with the City's other local laws.

The submission received on the Bee Keeping Amendment Local Law 2021 is from the DLGSC and relates to minor drafting matters.

Details of the submissions and relevant Administration comments are included below.

Consultation

Submissions received on the Animals Local Law 2021 are summarised below:-

No.	Clause	Department of Local Government, Sport and Cultural Industries	Administration Comment
1	2.3	**2.3 Livestock may be Impounded** Delete as the general impoundment powers are already addressed in the *Local Government (Miscellaneous Provisions) Act 1960.* Since these powers are sufficiently set out in the Acts, the local law does not need to cover the issue as it could create an inconsistency with legislation.	Agree.
2	3.5	**Horse Exercise Area** Clause 3.5 provides that the City may determine that certain areas are designated as horse exercise areas. This clause is a determination device in that it allows the City to change what areas clause 3.5(3) applies to whenever the City wishes. The Delegated Legislation Committee has been reluctant to allow the use of determination devices as it may enable local governments to change the local law without scrutiny. This is because determinations are made by council resolution, not tabled in Parliament and cannot be disallowed by Parliament. While the Committee is willing to allow certain kinds of determination devices, they are always subject to very specific conditions and are well established WALGA models.	Clause 3.5 (1) has been amended to include a reference to the ability for Council to make a determination; and an additional clause has been added to the local law to provide for a procedure for Council to make a determination subject to specific provisions. This "Determination Procedure" is also included in the City's Public Places and Local Government Property Local Law and is based on the WALGA Model procedure.
3	3.5(4)(a)	**Horse Exercise Area** This clause reads that a landowner is to provide written consent to themselves before disposing of any excrement on their own property, if their horse excreted on another person's property without consent. The City may wish to add a clause stating that written approval is not required if the owner of the horse is disposing of the excrement on their own property.	The City does not propose to change the wording of the local law as it considers that the current wording is sufficiently clear in its intent.
4	3.5(6)	**Horse Exercise Area** That this subclause is deleted since it relates to the regulation of dogs and deals with a matter addressed under the Dog Act 1976. Provided that the horse exercise area has not been declared a dog exercise area under the Dog Act, any dog taken into	Agree.

No.	Clause	Department of Local Government, Sport and Cultural Industries	Administration Comment
		the area will already need to comply with the Dog Act's leash laws.	
5	4.2	**Conditions of Keeping Poultry** Insert an additional subclause stating that a person must comply with any conditions applicable to their property under this clause.	It is not proposed to change the wording in the local law as the existing wording is considered sufficiently clear in its intent.
6	4.3	**Limit on Number of Pigeons** It is suggested that the term "registered pigeon fancier" be defined, as it is not clear what kind of registration would qualify a person as such.	A definition has been added to clause 4.3.
7	6.2	**Local government may undertake requirements of notice** The clause provides that the City can enter property to carry out the requirements of a notice. Several clauses in the local law apply to private land, which means clause 6.2 may potentially allow entry into private property. The Delegated Legislation Committee has concluded that there is no general power for local governments to enter private property. Local governments may only create local laws allowing entry into private property when this is explicitly allowed by legislation.	This clause has been deleted as clause 1.4 (4) of the local law deals with this in any event.
8		**Formatting** General formatting comments	Amendments to formatting has been applied where deemed appropriate.
No.	**Clause**	**Community Member Submission**	**Administration Comment**
1	Part 4	Suggestion to create an exemption for poultry that are kept as companion animals (i.e pets). "Poultry are not particularly large animals but you could allow a maximum limit of 2 such animals to be kept as a companion animals (irrespective of plot size) but they must be registered and licensed (as with dogs). The reason I think there should be an exception for companion poultry is that they would likely spend more than half of their time indoors (owners buy special diaper harnesses from the internet to avoid any mess so the environmental effect on the community is halved compared to someone that just keeps them in their backyard 24/7. I think this is something that should be given due consideration as people's families, attitudes and lifestyles are very different than they were 20 years ago".	Health Services do not recommend keeping poultry in a dwelling used for human habitation. Poultry can carry harmful bacteria such as Salmonella and Campylobacter that make people very sick. Young children are especially at risk for these types of diseases. The City does not propose to amend its local law provisions to provide for an exemption relating to "companion poultry".
2	4.1	"Is there any reason why a person is permitted six chickens but no more than two ducks? This position is inconsistent with the policies of similar local governments such as the Cities of Swan, Armadale and Kwinana. Given that there doesn't appear to be any particular reason why having two ducks is as much a potential nuisance as six	Ducks require more water than chickens to raise and they tend to make more mess due to their desire to bathe resulting in soil and faeces turning into mud.

No.	Clause	Department of Local Government, Sport and Cultural Industries	Administration Comment
		chickens, I would suggest dropping the extra restrictions on the number of ducks. If someone wants six ducks instead of six chickens that should be fine".	This makes duck enclosures more prone to causing amenity impacts on surrounding properties. The City does not propose to amend its local law provisions relating to ducks.

The submission received on the Bee Keeping Amendment Local Law 2021 is summarised below:-

		Department of Local Government Sport and Cultural Industries	Administration Amendment
1	1	Suggested that the citation be italicised and the word "Amendment" be inserted after "Bee Keeping".	Agreed and amended
2	2 & 3	Italicise "Government Gazette" and delete reference to "Principal Local Law as amended"	Agreed and amended
3	4	Suggested a re-draft of Clause 4 in line with best drafting principles.	Agreed and amended

Comment

The amendments to the Animals Local Law 2021 are shown in 'mark-up' at **Attachment 1** and the final version is shown at **Attachment 2.** The amendments to the Bee Keeping Amendment Local Law 2021 is shown at **Attachment 3** and the final version is shown at **Attachment 4.**

The local law making process requires that after the last day of submissions the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed. Should the proposed changes be considered significant, then the local law making process is to begin again and will require a second consultation process.

The amendments proposed to the Animals Local Law 2021 resulting from submissions are not considered significant as they are either minor corrections or make no change to the final legal outcome. The Joint Standing Committee on Delegated Legislation follow the general rule that a change is more likely to be significant if it changes the rights, obligations or privileges which the law would otherwise have imposed.

Amendments to the Bee Keeping Amendment Local Law 2021 resulting from the submission from the DLGSC relates to format and drafting matters only and are therefore minor.

Administration recommend that the Council make the Animals Local Law 2021 and the Bee Keeping Amendment Local Law 2021. 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.

Animals Local Law

Purpose

The purpose of this local law is to provide for the regulation, control and management of the keeping of large animals, poultry and pigeons within the City of Wanneroo district.

Effect

The effect of this local law is to establish the requirements with which owners and occupiers of land within the City of Wanneroo district must comply in order to keep domestic animals such as large animals, poultry and pigeons and provides the means of enforcing the local law.

Bees Local Law

Purpose

The purpose of this local law is to amend the City of Wanneroo Bees Local Law 2016.

Effect

The effect of this local law is to correct a drafting anomaly to provide that all persons in the City of Wanneroo district who keep bees must be a registered Beekeeper if required by the Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013.

Statutory Compliance

Section 3.12 of the Act prescribes the procedures for making and finalising the process of adopting Local Laws.

Whilst the Act does not expressly prescribe a time frame in which the procedural requirements for making Local Laws are to be completed, the procedures should be undertaken with "all convenient speed' in line with the Interpretations Act 1984.

Strategic Implications

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

"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

4.2.1 Provide transparent and accountable governance and leadership"

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

There are costs associated with making the local law, including advertising and eventual Gazettal.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **ADOPTS BY ABSOLUTE MAJORITY in accordance with sections 3.12(4) of the *Local Government Act 1995,* the Animals Local Law 2021 and the Bee Keeping Amendment Local Law 2021;**

2. **NOTES the purpose and effect of the local laws as being;**

   Animals Local Law 2021

   Purpose

   The purpose of this local law is to provide for the regulation, control and management of the keeping of large animals, poultry and pigeons within the City of Wanneroo district.

   Effect

   The effect of this local law is to establish the requirements with which owners and occupiers of land within the City of Wanneroo district must comply in order to keep domestic animals such as large animals, poultry and pigeons and provides the means of enforcing the local law.

   Bee Keeping Amendment Local Law 2021

   Purpose

   The purpose of this local law is to amend the City of Wanneroo Bee Keeping Local Law 2016.

   Effect

   The effect of this local law is to correct a drafting anomaly to provide that all persons in the City of Wanneroo district who keep bees must be a registered Beekeeper if required by the Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013.

3. **REQUESTS Administration in accordance with s3.12(5) of the *Local Government Act 1995* publish the Animals Local Law 2021 and the Bee Keeping Amendment Local Law 2021 in the Government Gazette and sends a copy to the Ministers for Local Government, Sport and Cultural Industries and Agriculture and Food respectively;**

4. **NOTES that after Gazettal, in accordance with s3.12(6) of the *Local Government Act 1995*, local public notice be given for each local law —**

   a) **stating the title of the local law;**

   b) **summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and**

   c) **advising that copies of the local law may be inspected or obtained from the City office; and**

5. NOTES that following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Attachments:

1⇩.	*Attachment 1 - Animals Local Law 2021 Showing Markup*	*21/380826*
2⇩.	*Attachment 2 - Animals Local Law 2021 Final*	*21/182114*
3⇩.	*Attachment 3 - Bee Keeping Amendment Local Law 2021 Showing Mark-up*	*21/380827*
4⇩.	*Attachment 4 - Bee Keeping Amendment Local Law 2021 Final*	*21/157220*

City of Wanneroo

ANIMALS LOCAL LAW 2021

PART 1 PRELIMINARY
- 1.1 Citation and application
- 1.2 Commencement
- 1.3 Repeal and transitional provisions
- 1.4 Interpretation

PART 2 LIVESTOCK
- 2.1 Livestock Not to Stray
- 2.2 Land to be Fenced

PART 3 ANIMALS
- 3.1 General
- 3.2 Keeping of Large Animals
- 3.3 Manure Receptacle
- 3.4 Burial of Animals
- 3.5 Horse Exercise Area
- 3.6 Procedure for making a determination
- 3.7 Discretion to erect sign
- 3.8 Determination to be complied with
- 3.9 Register of determinations

PART 4 POULTY AND PIGEONS
- 4.1 Limitation on Numbers of Poultry
- 4.2 Conditions of Keeping Poultry
- 4.3 Limit on Number of Pigeons
- 4.4 Conditions of Keeping Pigeons
- 4.5 Pigeon Cage, Enclosure or Loft Requirements
- 4.6 Exercise of Pigeons

PART 5 OBJECTIONS AND REVIEW
- 5.1 Objection and review rights

PART 6 ENFORCEMENT
- 6.1 Notice requirements
- 6.2 Local government may undertake requirements of notice
- 6.3 Offence to fail to comply with notice
- 6.4 Offences and general penalty
- 6.5 Prescribed offences
- 6.6 Form of Infringement Notices

SCHEDULE 1

LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

ANIMALS LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other 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 Citation and application

This local law may be cited as the *City of Wanneroo Animals Local Law* and shall apply throughout the district.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette.*

1.3 Repeal and transitional provisions

1) The *City of Wanneroo Animals Local Law 1999*, published in the *Government Gazette*, *Number 163* dated 27 August 1999, is repealed.

2) An application for, or an application for the renewal of, a licence, permit or other authorisation made under a repealed local law that has not been finally determined before the commencement day is (to the extent that it is applicable) to be dealt with and determined as if it were an application under this local law.

3) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.4 Interpretation

(1) In this local law, unless the context specifies otherwise –

Act means the *Local Government Act 1995*;

animal includes any living animal, tame or wild, kept by a person;

applicant means a person who applies for a Certificate of Registration;

authorised person means a person authorised under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

caravan park has the meaning given to it in the *Caravan Parks and Camping Grounds Act 1995*;

Certificate of Registration means a certificate of registration to keep pigeons issued pursuant to this local law;

Code of Practice means the Code of Practice for Pigeon Keeping and Racing in Western Australia as prescribed by the *Animal Welfare Act 2002* and Animal Welfare (General) Regulations 2003, as amended from time to time~~.~~;

commercial ~~area~~ lot means ~~any land situated within a Commercial, Mixed Use, Business or Marina zone as classified by the local planning scheme~~a lot zoned commercial, mixed use or business or an equivalent commercial zone under the local planning scheme and/or structure plan, but does not include a lot occupied by a residential building;

Commented [BN1]: Amended to align with other City local laws

cow includes an ox, calf or bull;

district means the district of the City of Wanneroo and includes any area placed under the jurisdiction of the City pursuant to any Act or Regulation;

dwelling means a building or portion of a building being used, adapted or designed, or intended to be used, for the purpose of human habitation;

food premises means a premises where food is stored, kept, prepared, manufactured, processed, cooked or served or otherwise dealt with for subsequent sale to the public;

grouped dwelling means a dwelling which is one of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata plan with common property;

horse includes an ass, mule, donkey, Shetland pony, pony or miniature horse;

industrial ~~area~~ lot means a~~ny land~~ lot situated within a G~~g~~eneral I~~i~~ndustrial or S~~s~~ervice I~~i~~ndustrial zone or an equivalent industrial zone ~~as classified by~~under the local planning scheme and/or structure plan;

Commented [BN2]: As above

land means land in the district and includes houses, buildings, works and structures, in or upon the land;

large animal includes a horse, cow, sheep, goat, pig, buffalo, deer, camel, llama, alpaca, emu, ostrich, or any other animal so classified by the local government;

livestock means any horse, cattle, sheep, goat, pig, buffalo, deer, camel, llama and alpaca;

local government means the City of Wanneroo;

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

multiple dwelling means a dwelling in a group of more than one dwelling on a lot where any part of the plot ratio area of a dwelling is vertically above any part of the plot ratio area of any other but:

(a) does not include a grouped dwelling; and

(b) includes any dwellings above the ground floor in a mixed use development;

nuisance means:

(a) an activity or condition which is harmful or annoying and which constitutes a reasonable basis for legal liability in the tort of public or private nuisance at law;

(b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or

(c) interference which causes material damage to land or other property on the land affected by the interference;

occupier where used in relation to land means the person by whom or on whose behalf the land is actually occupied or, if there is no occupier, the person entitled to possession of the land;

owner has the meaning given to it in the Act;

penalty unit has the meaning given to it in the *City of Wanneroo Penalty Units Local Law 2015*;

person means any person, company, public body, association or body of persons, corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

pigeon includes homing pigeon and racing pigeon;

poultry means any domestic fowl or chicken, bantam, duck, goose, guinea fowl, pheasant, turkey, peahen or peacock and other bird kept for the production of eggs or meat for domestic consumption;

pound means a building or yard established by the local government for the impounding of animals for the purposes of this local law;

premises includes the following:

(a) land (whether or not vacant);

(b) the whole or part of a building or structure (whether of a permanent or temporary nature); and

(c) a vehicle;

public place means:

(a) a street;

(b) any local government property; or

(c) a place to which the public have access;

reserve means any land:

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an otherwise unvested facility within section 3.53 of the Act.

residential ~~area~~ lot means any ~~land~~ lot:

(a) situated within a Rresidential, Sspecial Rresidential or Ssmart Ggrowth Ccommunity zone as classified by the local planning scheme and/or structure plan; or

(b) ~~and includes land~~ which is or will be predominantly used for residential purposes; but

does not include a rural lot.

rural ~~area~~ lot means any ~~land~~ lot situated within a Ggeneral Rural, Sspecial Rrural, Rrural Rresource~~, Special Rural~~, Rrural Ccommunity~~, or L~~landscape Eenhancement or an equivalent rural zone as classified by the local planning scheme;

Schedule means a schedule to this local law;

street means any highway or thoroughfare which the public are entitled to use, and includes every part of the highway or thoroughfare, including the verge and other things including bridges and culverts appurtenant to it;

thoroughfare has the meaning given to it in the Act;

young bird means any pigeon under 24 days of age and, unless the contrary can be shown, a pigeon shall be deemed under this local law to be a young bird if it is without feathers on the flesh under the wings.

(2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.

(3) Where in this local law a duty, obligation or liability is imposed on an "owner" or "occupier" the duty shall be deemed to be imposed jointly and severally on each owner and occupier.

(4) Where under this local law the local government is authorised to carry out actions or cause to be undertaken works as a consequence of the failure of any person to comply with the terms of a notice or other conduct, the right to enter land is at all times subject to the provisions of Part 3, Division 3, Subdivision 3 of the Act.

PART 2 LIVESTOCK

2.1 Livestock Not to Stray

The owner or person in charge of livestock shall not permit that livestock to stray or to be at large in a street, public place or upon private land without the consent of the land owner.

2.2 Land to be Fenced

The owner or occupier of land on which livestock is kept shall cause the land or the portion of the land (as applicable) to be fenced in a manner capable of confining the livestock to where the livestock is kept.

~~**2.3 Livestock may be Impounded**~~

~~(1) An authorised person may impound livestock found in contravention of section 2.1 of this local law.~~

Commented [BN3]: As above

Commented [BN4]: As above

Commented [BN5]: Submission from the DLGSC: Suggested that this clause be deleted as it is addressed in the *Local Government (Miscellaneous) Provisions) Act 1960. Since the powers are sufficiently addressed, if this clause remains, there is the possibility that the law would create inconsistency with existing legislation.*

~~(2) Impounded livestock shall be placed in:~~

~~(a) a pound established and maintained by the local government; or~~

~~(b)~~(a) ~~a secured portion of private land with the consent of the land owner.~~

PART 3 ANIMALS

3.1 General

The owner or occupier of premises where an animal is kept shall ~~:~~

(1) keep the premises free from excrement, filth, food waste and all other matter that is likely to become offensive or injurious to health or to attract rats, vermin or insects;

(2) when so directed by an authorised person, clean and disinfect the premises; and

(3) not keep animals, or permit animals to remain on any premises in such numbers that they are, or are likely to be in the opinion of the local government, a nuisance or injurious or dangerous to health.

3.2 Keeping of Large Animals

Subject to the provisions of the local planning scheme, an owner or occupier of premises shall not ~~:~~

(1) keep a large animal on any land less than 2,000m^2 in area or in a commercial ~~area~~ lot or industrial ~~area~~lot;

(2) permit any large animal to be within 9 metres of any dwelling, food premises, shop, public building, hospital or school; and

(3) keep an ostrich or emu ~~in~~ on any residential ~~area~~lot, commercial ~~area~~ lot or industrial ~~area~~lot.

Commented [BN6]: Amendments required due to changes in the definitions.

3.3 Manure Receptacle

An owner or occupier of premises where a large animal is kept shall:

(1) provide in a convenient position, an impervious receptacle with a tight fitting lid, for storage of manure;

(2) keep the lid of the receptacle closed except when manure is being deposited or removed;

(3) cause the receptacle to be emptied at least once a week and more often as necessary to prevent it becoming offensive or a breeding place for flies or other insects; and

(4) cause all manure produced on the premises to be collected daily and placed in the receptacle.

3.4 Burial of Animals

(1) The operators of a commercial poultry farm, licensed piggery or similar intensive animal farming shall not dispose of any dead animals or poultry on their premises without written approval from the local government or an authorised person.

(2) Owners and occupiers of land in any rural area who occasionally need to bury an animal on their land, shall cover the carcass with lime before burial.

3.5 Horse Exercise Area

(1) The local government may, subject to section 3.6, make a determination to set aside a reserve or foreshore or portion of a reserve or foreshore as an area upon which a person may ride or drive a horse or into which a person may bring a horse.

Commented [BN7]: DLGSC submission: This clause provides a power to the LG to change the local law without scrutiny. This can generally be done through a "Determination" that requires a specific approval process but this will need to be written into the local law. The City's Public Places and Local Government Property Local Law includes such a provision.

(2) A person shall not ride, drive or bring a horse onto any reserve or foreshore or any part thereof that has not been set aside for those purposes.

(3) A person shall not ride, drive, exercise or train a horse on any part of a reserve or foreshore set aside under section 3.5(1) faster than walking pace or in a manner likely to create a danger or become a nuisance to the public or to any person.

(4) Any person liable for the control of a horse who permits that horse to excrete in any public place or on any land within the district without the consent of the occupier of that land commits an offence unless the excreta is removed forthwith and disposed of either:

(a) on private land with the written consent of the occupier; or

(b) in such other manner as the local government or an authorised person may approve in writing.

(5) A person shall not bring a horse onto any reserve or foreshore or any part thereof that is set aside specifically for the exercise of dogs.

~~(6) A person may exercise a dog on an area of reserve or foreshore set aside as a horse exercise area provided the dog remains on a leash and under full control at all times.~~

Commented [BN8]: DLGSC suggest that this be deleted since it relates to the regulation of dogs and deals with a matter addressed in the Dog Act. Provided that the horse exercise area has not been declared a dog exercise area under the Dog Act, any dog taken into the area will already need to comply with the Dog Act leash laws.

3.6 Procedure for making a determination

Commented [BN9]: Provides a procedure for Council to make a "Determination" subject to specific provisions to set aside a foreshore or reserve as a horse exercise area should Council wish to do so in the future.

1) The CEO or an authorised person is to give local public notice of the local government's intention to make a determination pursuant to section 3.5 of this local law.

2) The local public notice referred to in subclause 1) is to state that –

a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;

b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and

c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.

3) If no submissions are received in accordance with subclause (2) (c), the local government may decide –

a) to give local public notice that the proposed determination has effect as a determination on and from the date of publication;

b) to amend the proposed determination, in which case subclause (5) is to apply; or

c) not to continue with the proposed determination.

4) If submissions are received in accordance with subclause (2)(c), the local government -

a) is to consider those submissions; and

b) may decide –

(i) whether or not to amend the proposed determination; or;

(ii) whether or not to continue with the proposed determination.

5) If the local government decides to amend the proposed determination, it is to give local public notice –

a) of the effect of the amendments; and

b) that the proposed determination has effect as a determination on and from the date of publication.

6) If the local government decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.

7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).

3.7 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination, which applies to that property.

3.8 Determination to be complied with

A person must comply with a determination.

3.9 Register of determinations

1) The local government is to keep a register of determinations made under clause 3.5, and of any amendments to or revocations of determinations made under clause 3.10.

2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

3.10 Amendment or revocation of a determination

1) The local government may amend or revoke a determination.

2) The provisions of clause 3.6 are to apply to an amendment of a determination as if the amendment were a proposed determination.

3) If the local government revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

PART 4 POULTY AND PIGEONS

4.1 Limitation on Numbers of Poultry

(1) Subject to the provisions of this Part 4, an owner or occupier of land must not keep more than the following poultry (including restrictions on the type of poultry) without the written approval of the local government:

Lot size	Maximum number of poultry
Up to 600m^2	2 poultry (no ducks permitted)
601m^2 to 800m^2	4 poultry (no ducks permitted)
801m^2 to 1,000m^2	6 poultry (including a maximum of 2 ducks)
1,001m^2 to 5,000m^2	12 poultry (including ducks)
5,001m^2 to 10,000m^2	25 poultry (including ducks)
Over 10,000m^2	50 poultry (including ducks)

(2) An owner or occupier of ~~premises in~~ a residential ~~area~~ lot must not keep, or permit to be kept, a rooster, goose, turkey, peafowl or any other poultry that is likely to cause a nuisance.

Commented [BN10]: Amended to align with the Definitions

(3) An owner or occupier of land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted) must not keep, or permit to be kept, any poultry.

4.2 Conditions of Keeping Poultry

(1) On lot sizes up to and including 1,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a securely fastened cage or in a shed within an enclosure, and if fitted, the roof of the cage or shed shall have sufficient slope to shed storm water.

(b) The cage, shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 5 metres of any neighbouring dwelling or street.

(2) On lot sizes between 1,001m^2 and 5,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a shed or in a shed within an enclosure, provided that the shed has a concrete floor at least 50 millimetres thick.

(b) The shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 9 metres of any neighbouring dwelling or street.

(3) On lot sizes over 5,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a shed or in a shed within an enclosure, provided that the shed has a concrete floor at least 50 millimetres thick.

(b) The shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 15 metres of any neighbouring dwelling or street.

(4) All structures or enclosures within which poultry are kept must be maintained in a clean condition and free from offensive odours.

4.3 Limit on Number of Pigeons

(1) In this section registered pigeon fancier means a current financial member of a recognised incorporated pigeon or pigeon fancier body.

(1)(2) A person shall not keep pigeons on any land in the district without having first obtained a Certificate of Registration from an authorised person.

(2)(3) Subject to section 4.3(4)(3), the maximum number of pigeons which may be kept on land pursuant to a Certificate of Registration shall not exceed 20, excluding young birds.

(3)(4) A person who produces satisfactory proof that they are a current financial member of a recognised incorporated racing pigeon body or are a registered pigeon fancier, may be permitted by an authorised person to keep up to 150 pigeons, excluding young birds, ~~in~~ on any residential ~~area~~ lot or rural area subject to section 4.3(6)(5).

(4)(5) Pigeons shall not be kept within a caravan park or on any land on which is situated a grouped dwelling or multiple dwelling, except for land on which no more than two grouped dwellings are permitted.

(5)(6) Unless previously approved by the local government prior to this local law coming into effect, pigeons shall not be kept on any land which has an area of less than 600m^2.

4.4 Conditions of Keeping Pigeons

(1) An application for a Certificate of Registration must:

(a) be on the form approved by an authorised person from time to time;

(b) include specifications, site and construction plans of proposed cages, enclosures or lofts;

(c) be accompanied by the written signed consent of all owners and occupiers whose land is adjacent to or adjoins the land upon which the applicant intends to keep or is keeping pigeons; and

(d) be accompanied by the registration fee set by the local government.

(2) The holder of a Certificate of Registration shall:

Commented [BN11]: DLGSC suggest that "registered pigeon fancie be defined as it is not clear what kind of registration would qualify a person as such.
Definition added.

(a) keep all pigeons confined continuously in cages, enclosures and lofts approved by an authorised person except that homing pigeons and racing pigeons registered in accordance with this local law may be released in accordance with this local law;

(b) keep all cages, enclosures, lofts and their immediate surrounds clean and maintained in good order and condition at all times, with the minimum standard to be adhered to being that specified in the Code of Practice; and

(c) dispose of all loft litter by immediate burial or by being bagged and deposited in a household rubbish bin to ensure no nuisance occurs.

(3) At any time an authorised person may:

(a) amend the conditions contained in or relating to a Certificate of Registration; and

(b) where any complaint of a nuisance is received, vary the hours for release of pigeons and impose any other conditions deemed necessary to minimise any nuisance from the keeping of pigeons or any associated activity.

(4) An authorised person may cancel or refuse to approve a Certificate of Registration if any one or more of the following occurs:

(a) the land is not maintained in accordance with this local law;

(b) the cages, enclosures or lofts have fallen into disrepair, are unclean or infested with vectors of disease;

(c) the pigeons are being released outside the times permitted in section 4.6;

(d) a condition imposed in accordance with this local law or a Certificate of Registration has not been complied with in the time limits set out for doing so;

(e) the applicant or holder of the Certificate of Registration, as the case may be, has two or more convictions under this local law; or

(f) non-payment of registration fees.

4.5 Pigeon Cage, Enclosure or Loft Requirements

(1) A cage, enclosure or loft used to house pigeons shall aesthetically blend with its surrounds, be constructed of new materials and shall be constructed to the following minimum requirements:

(a) the base floor of any loft shall be of 50mm thick concrete;

(b) in the case of an elevated loft the suspended floor shall be constructed and maintained in accordance with the requirements in the Code of Practice;

(c) cladding of a loft, including the roof, shall be of smooth fibro cement sheeting, sheet metal or other smooth material;

(d) except as provided in section 4.5(1)(e), a loft height shall not exceed 2.4 metres at any point when measured from ground level;

(e) where a loft has a gable roof, the loft height shall not exceed 3 metres at any point when measured from ground level; and

(f) otherwise comply with the Code of Practice in relation to construction requirements.

(2) A cage, enclosure or loft shall not be located within:

(a) 1 metre of the lot boundary with any land adjacent to or adjoining the land used to house the pigeons; or

(b) 9 metres of any street, dwelling, food premises, shop, public building, school, hospital, hall, factory or dairy.

4.6 Exercise of Pigeons

(1) A person who is registered to keep homing pigeons or racing pigeons may only release such homing pigeons or racing pigeons for exercise between the hours set out in the Code of Practice.

(2) A person shall not release more than 60 registered homing pigeons or racing pigeons for exercise or training at any one time.

PART 5 OBJECTIONS AND REVIEW

5.1 Objection and review rights

Division 1 of Part 9 of the Act and regulation 33 of the *Local Government (Functions and General) Regulations 1996* apply to a decision under this local law in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a Certificate of Registration.

PART 6 ENFORCEMENT

Division 1 - Notices

6.1 Notice requirements

A notice under this Division must:

(1) be in writing;

(2) be given to a person who has failed to comply with a provision of this local law; and

(3) specify the reason for giving the notice, the work or action that is required to be undertaken and the time within which it is to be undertaken.

~~**6.2 Local government may undertake requirements of notice**~~

~~If a person fails to comply with a notice referred to in section 6.1, the local government may:~~

~~(1) do the thing specified in the notice; and/or~~

Commented [BN12]:

The Delegated Legislation Committee has concluded that there is no genera power for local governments to enter private property. Local governments may only create local laws allowing entry into private property when this is explicitly allowed by legislation.

This clause has been deleted as clause 1.4 (4) of the local law deals with th in any event.

~~(2) take whatever remedial action it considers appropriate to put the local government in the position it would have been in if the breach or failure had not occurred,~~

~~and recover from the person, as a debt, the costs (including administrative costs) of doing so.~~
This local law is subject to section 3.25, 3.27 and Schedule 3.1 and 3.2 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

~~6.3~~6.2 Offence to fail to comply with notice

A person who fails to comply with a notice given to them under this local law commits an offence.

Division 2 - Offences and penalties

~~6.4~~6.3 Offences and general penalty

(1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) A person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000 and where the offence is of a continuing nature, to an additional daily penalty not exceeding $500 in respect of each day or part of a day during which the offence has continued.

~~6.5~~6.4 Prescribed offences

(1) An offence against a section of this local law specified in the Schedule is a prescribed offence for the purposes of section 9.16 of the Act.

(2) The number of modified penalty units for a prescribed offence is that specified in the fourth column of the Schedule.

(3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

~~6.6~~6.5 Form of Infringement Notices

(1) The form of the notice referred to in section 9.16 of the Act is to be in the form of Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

(2) The form of the infringement withdrawal notice referred to in section 9.20 of the Act is to be in the form of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

SCHEDULE – PRESCRIBED OFFENCES

Item No.	Section No.	Nature of Offence	Modified Penalty Units
		Part 2 - Livestock	
1	2.1	Permitting livestock to stray or be at large in a street, public place or on private land without consent	20
2	2.2	Failing to keep land fenced in a manner capable of confining livestock	20
		Part 3 – Animals	
3	3.1 (1)	Failing to keep premises free from excrement, filth, food waste and all other matter that is likely to become offensive or injurious to health or to attract rats, vermin or insects	20
4	3.1 (2)	Failing to clean and disinfect premises where an animal is kept when so directed by an authorised person	20
5	3.1 (3)	Keeping or permitting animals to remain on premises in such numbers that they are, or are likely to be in the opinion of the local government, a nuisance or injurious or dangerous to health	15
6	3.2 (1)	Keeping a large animal on any land less than 2,000m^2 in area or on a commercial ~~area~~ lot or industrial ~~area~~lot	15
7	3.2 (2)	Permitting a large animal to be within 9 metres of any dwelling, food premises, shop, public building, hospital or school	15
8	3.2 (3)	Keeping an ostrich or emu ~~in any~~ on a residential ~~area~~lot, commercial ~~area~~ lot or industrial ~~area~~lot	15
9	3.3 (1), (2)	Failing to provide an impervious receptacle with a tight fitting lid, for storage of manure	10
10	3.3 (3)	Failing to empty manure receptacle at least once a week to prevent it becoming offensive or a breeding place for flies or other insects	10
11	3.3 (4)	Failing to cause all manure produced on the premises to be collected daily and placed in the receptacle	15
12	3.4 (1)	Disposing of dead animals or poultry without written approval from the local government or an authorised person	20
13	3.4 (2)	Failing to cover animal carcass with lime before burial	10
14	3.5 (2)	Riding, driving or bringing a horse onto a reserve or foreshore not set aside for those purposes	10
15	3.5 (3)	Riding, driving, exercising or training a horse on a reserve or foreshore faster than walking pace or in a manner likely to create a danger or become a nuisance	10
16	3.5 (4)	Permitting a horse to excrete in a public place or on any other land and failing to remove excreta forthwith and disposing of it in an approved manner	10
17	3.5 (5)	Bringing a horse onto a reserve or foreshore set aside for the exercise of dogs	10
18	3.5 (6)	Failing to keep a dog on a leash and under full control at all times in a reserve or foreshore set aside as a horse exercise area	20
		Part 4 - Poultry and Pigeons	
19	4.1 (1)	Keeping poultry in excess of the numbers (and other restrictions) set out in section 4.1(1) without the written approval of the local	15

Commented [BN13]: Inserted as previously no provision was made for a penalty unit

		government	
20	4.1 (2)	Keeping or permitting to be kept ~~in~~ on a residential ~~area~~lot, a rooster, goose, turkey, peafowl or other poultry that is likely to cause a nuisance	20
21	4.1 (3)	Keeping or permitting to be kept, any poultry on land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted)	15
22	4.2 (1), (2) and (3)	Failing to meet the conditions for keeping poultry	15
23	4.2 (4)	Failing to maintain structures or enclosures within which poultry are kept in a clean condition and free from offensive odours	20
24	4.3 (1)	Keeping pigeons without first obtaining a Certificate of Registration	20
25	4.3 (2)	Keeping more than 20 pigeons under a Certificate of Registration	15
26	4.3 (3)	Keeping more than the maximum number of pigeons approved by an authorised person	15
27	4.3 (4)	Keeping pigeons within a caravan park or on land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted)	15
28	4.3 (5)	Keeping pigeons on land less than 600m^2 in area	15
29	4.4 (2) (a)	Failing to keep pigeons confined continuously in cages, enclosures and lofts approved by an authorised person	15
30	4.4 (2) (b)	Failing to keep cages, enclosures, lofts and their immediate surrounds clean and maintained in good order and condition to the minimum standards specified in the Code of Practice	15
31	4.4 (2) (c)	Failing to dispose of loft litter in an approved manner to ensure no nuisance occurs	20
32	4.5 (1)	Cages, enclosures or lofts used to house pigeons do not meet the minimum requirements	10
33	4.5 (2)	Constructing or permitting a cage, enclosure or loft to be located within 1 metre from lot boundary of occupied land or 9 metres from any street, dwelling, food premises, shop, public building, school, hospital, hall, factory or dairy	15
34	4.6 (1)	Releasing registered pigeons outside hours set out in the Code of Practice	15
35	4.6 (2)	Releasing more than 60 registered pigeons for exercise or training at any one time	15

21/182114*

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City of Wanneroo

ANIMALS LOCAL LAW 2021

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21/182114

LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

ANIMALS LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other 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 Citation and application

This local law may be cited as the *City of Wanneroo Animals Local Law* and shall apply throughout the district.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette.*

1.3 Repeal and transitional provisions

1) The *City of Wanneroo Animals Local Law 1999*, published in the *Government Gazette*, *Number 163* dated 27 August 1999, is repealed.

2) An application for, or an application for the renewal of, a licence, permit or other authorisation made under a repealed local law that has not been finally determined before the commencement day is (to the extent that it is applicable) to be dealt with and determined as if it were an application under this local law.

3) A licence, permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a licence under this local law and may be dealt with accordingly.

1.4 Interpretation

(1) In this local law, unless the context specifies otherwise –

Act means the *Local Government Act 1995*;

animal includes any living animal, tame or wild, kept by a person;

applicant means a person who applies for a Certificate of Registration;

authorised person means a person authorised under section 9.10 of the Act to perform any of the functions of an authorised person under this local law;

caravan park has the meaning given to it in the *Caravan Parks and Camping Grounds Act 1995*;

Certificate of Registration means a certificate of registration to keep pigeons issued pursuant to this local law;

Code of Practice means the Code of Practice for Pigeon Keeping and Racing in Western Australia as prescribed by the *Animal Welfare Act 2002* and Animal Welfare (General) Regulations 2003, as amended from time to time;

commercial lot means a lot zoned commercial, mixed use or business or an equivalent commercial zone under the local planning scheme and/or structure plan, but does not include a lot occupied by a residential building;

cow includes an ox, calf or bull;

district means the district of the City of Wanneroo and includes any area placed under the jurisdiction of the City pursuant to any Act or Regulation;

dwelling means a building or portion of a building being used, adapted or designed, or intended to be used, for the purpose of human habitation;

food premises means a premises where food is stored, kept, prepared, manufactured, processed, cooked or served or otherwise dealt with for subsequent sale to the public;

grouped dwelling means a dwelling which is one of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata plan with common property;

horse includes an ass, mule, donkey, Shetland pony, pony or miniature horse;

industrial lot means a lot situated within a general industrial or service industrial zone or an equivalent industrial zone under the local planning scheme and/or structure plan;

land means land in the district and includes houses, buildings, works and structures, in or upon the land;

large animal includes a horse, cow, sheep, goat, pig, buffalo, deer, camel, llama, alpaca, emu, ostrich, or any other animal so classified by the local government;

livestock means any horse, cattle, sheep, goat, pig, buffalo, deer, camel, llama and alpaca;

local government means the City of Wanneroo;

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

multiple dwelling means a dwelling in a group of more than one dwelling on a lot where any part of the plot ratio area of a dwelling is vertically above any part of the plot ratio area of any other but:

(a) does not include a grouped dwelling; and

(b) includes any dwellings above the ground floor in a mixed use development;

nuisance means:

(a) an activity or condition which is harmful or annoying and which constitutes a reasonable basis for legal liability in the tort of public or private nuisance at law;

(b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or

(c) interference which causes material damage to land or other property on the land affected by the interference;

occupier where used in relation to land means the person by whom or on whose behalf the land is actually occupied or, if there is no occupier, the person entitled to possession of the land;

owner has the meaning given to it in the Act;

penalty unit has the meaning given to it in the *City of Wanneroo Penalty Units Local Law 2015*;

person means any person, company, public body, association or body of persons, corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

pigeon includes homing pigeon and racing pigeon;

poultry means any domestic fowl or chicken, bantam, duck, goose, guinea fowl, pheasant, turkey, peahen or peacock and other bird kept for the production of eggs or meat for domestic consumption;

pound means a building or yard established by the local government for the impounding of animals for the purposes of this local law;

premises includes the following:

(a) land (whether or not vacant);

(b) the whole or part of a building or structure (whether of a permanent or temporary nature); and

(c) a vehicle;

public place means:

(a) a street;

(b) any local government property; or

(c) a place to which the public have access;

reserve means any land:

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an otherwise unvested facility within section 3.53 of the Act.

residential lot means any lot:

(a) situated within a residential, special residential or smart growth community zone as classified by the local planning scheme and/or structure plan; or

(b) which is or will be predominantly used for residential purposes; but

does not include a rural lot.

rural lot means any lot situated within a general rural, special rural, rural resource, rural community, landscape enhancement or an equivalent rural zone as classified by the local planning scheme;

Schedule means a schedule to this local law;

street means any highway or thoroughfare which the public are entitled to use, and includes every part of the highway or thoroughfare, including the verge and other things including bridges and culverts appurtenant to it;

thoroughfare has the meaning given to it in the Act;

young bird means any pigeon under 24 days of age and, unless the contrary can be shown, a pigeon shall be deemed under this local law to be a young bird if it is without feathers on the flesh under the wings.

(2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act.

(3) Where in this local law a duty, obligation or liability is imposed on an "owner" or "occupier" the duty shall be deemed to be imposed jointly and severally on each owner and occupier.

(4) Where under this local law the local government is authorised to carry out actions or cause to be undertaken works as a consequence of the failure of any person to comply with the terms of a notice or other conduct, the right to enter land is at all times subject to the provisions of Part 3, Division 3, Subdivision 3 of the Act.

PART 2 LIVESTOCK

2.1 Livestock Not to Stray

The owner or person in charge of livestock shall not permit that livestock to stray or to be at large in a street, public place or upon private land without the consent of the land owner.

2.2 Land to be Fenced

The owner or occupier of land on which livestock is kept shall cause the land or the portion of the land (as applicable) to be fenced in a manner capable of confining the livestock to where the livestock is kept.

PART 3 ANIMALS

3.1 General

The owner or occupier of premises where an animal is kept shall -

(1) keep the premises free from excrement, filth, food waste and all other matter that is likely to become offensive or injurious to health or to attract rats, vermin or insects;

(2) when so directed by an authorised person, clean and disinfect the premises; and

(3) not keep animals, or permit animals to remain on any premises in such numbers that they are, or are likely to be in the opinion of the local government, a nuisance or injurious or dangerous to health.

3.2 Keeping of Large Animals

Subject to the provisions of the local planning scheme, an owner or occupier of premises shall not -

(1) keep a large animal on any land less than 2,000m^2 in area or in a commercial lot or industrial lot;

(2) permit any large animal to be within 9 metres of any dwelling, food premises, shop, public building, hospital or school; and

(3) keep an ostrich or emu on any residential lot, commercial lot or industrial lot.

3.3 Manure Receptacle

An owner or occupier of premises where a large animal is kept shall:

(1) provide in a convenient position, an impervious receptacle with a tight fitting lid, for storage of manure;

(2) keep the lid of the receptacle closed except when manure is being deposited or removed;

(3) cause the receptacle to be emptied at least once a week and more often as necessary to prevent it becoming offensive or a breeding place for flies or other insects; and

(4) cause all manure produced on the premises to be collected daily and placed in the receptacle.

3.4 Burial of Animals

(1) The operators of a commercial poultry farm, licensed piggery or similar intensive animal farming shall not dispose of any dead animals or poultry on their premises without written approval from the local government or an authorised person.

(2) Owners and occupiers of land in any rural area who occasionally need to bury an animal on their land, shall cover the carcass with lime before burial.

3.5 Horse Exercise Area

(1) Subject to section 3.6, the local government may make a determination to set aside a reserve or foreshore or portion of a reserve or foreshore as an area upon which a person may ride or drive a horse or into which a person may bring a horse.

(2) A person shall not ride, drive or bring a horse onto any reserve or foreshore or any part thereof that has not been set aside for those purposes.

(3) A person shall not ride, drive, exercise or train a horse on any part of a reserve or foreshore set aside under section 0(1) faster than walking pace or in a manner likely to create a danger or become a nuisance to the public or to any person.

(4) Any person liable for the control of a horse who permits that horse to excrete in any public place or on any land within the district without the consent of the occupier of that land commits an offence unless the excreta is removed forthwith and disposed of either:

(a) on private land with the written consent of the occupier; or

(b) in such other manner as the local government or an authorised person may approve in writing.

(5) A person shall not bring a horse onto any reserve or foreshore or any part thereof that is set aside specifically for the exercise of dogs.

3.6 Procedure for making a determination

(1) The CEO or an authorised person is to give local public notice of the local government's intention to make a determination pursuant to section 3.5 of this local law.

(2) The local public notice referred to in subclause (1) is to state that –

a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;

b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and

c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.

(3) If no submissions are received in accordance with subclause (2)(c), the local government may decide –

a) to give local public notice that the proposed determination has effect as a determination on and from the date of publication;

b) to amend the proposed determination, in which case subclause (5) is to apply; or

c) not to continue with the proposed determination.

(4) If submissions are received in accordance with subclause (2)(c), the local government -

a) is to consider those submissions; and

b) may decide –

(i) whether or not to amend the proposed determination; or

(ii) whether or not to continue with the proposed determination.

(5) If the local government decides to amend the proposed determination, it is to give local public notice –

a) of the effect of the amendments; and

b) that the proposed determination has effect as a determination on and from the date of publication.

(6) If the local government decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.

(7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).

3.7 Discretion to erect sign

The local government may erect a sign on local government property to give notice of the effect of a determination, which applies to that property.

3.8 Determination to be complied with

A person must comply with a determination.

3.9 Register of determinations

(1) The local government is to keep a register of determinations made under clause 3.5, and of any amendments to or revocations of determinations made under clause 3.10.

(2) Sections 5.94 and 5.95 of the Act apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

3.10 Amendment or revocation of a determination

(1) The local government may amend or revoke a determination.

(2) The provisions of clause 3.6 are to apply to an amendment of a determination as if the amendment were a proposed determination.

(3) If the local government revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

PART 4 POULTY AND PIGEONS

4.1 Limitation on Numbers of Poultry

(1) Subject to the provisions of this Part 4, an owner or occupier of land must not keep more than the following poultry (including restrictions on the type of poultry) without the written approval of the local government:

Lot size	Maximum number of poultry
Up to 600m^2	2 poultry (no ducks permitted)
601m^2 to 800m^2	4 poultry (no ducks permitted)
801m^2 to 1,000m^2	6 poultry (including a maximum of 2 ducks)
1,001m^2 to 5,000m^2	12 poultry (including ducks)
5,001m^2 to 10,000m^2	25 poultry (including ducks)
Over 10,000m^2	50 poultry (including ducks)

(2) An owner or occupier of a residential lot must not keep, or permit to be kept, a rooster, goose, turkey, peafowl or any other poultry that is likely to cause a nuisance.

(3) An owner or occupier of land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted) must not keep, or permit to be kept, any poultry.

4.2 Conditions of Keeping Poultry

(1) On lot sizes up to and including 1,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a securely fastened cage or in a shed within an enclosure, and if fitted, the roof of the cage or shed shall have sufficient slope to shed storm water.

(b) The cage, shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 5 metres of any neighbouring dwelling or street.

(2) On lot sizes between 1,001m^2 and 5,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a shed or in a shed within an enclosure, provided that the shed has a concrete floor at least 50 millimetres thick.

(b) The shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 9 metres of any neighbouring dwelling or street.

(3) On lot sizes over 5,000m^2, the following conditions apply to the keeping of poultry:

(a) Poultry must be kept in a shed or in a shed within an enclosure, provided that the shed has a concrete floor at least 50 millimetres thick.

(b) The shed and enclosure must be of sound construction and must not be located within:

(i) 1 metre of any lot boundary; and

(ii) 15 metres of any neighbouring dwelling or street.

(4) All structures or enclosures within which poultry are kept must be maintained in a clean condition and free from offensive odours.

4.3 Limit on Number of Pigeons

(1) In this section ***registered pigeon fancier*** means a current financial member of a recognised incorporated pigeon or pigeon fancier body.

(2) A person shall not keep pigeons on any land in the district without having first obtained a Certificate of Registration from an authorised person.

(3) Subject to section 4.3(4), the maximum number of pigeons which may be kept on land pursuant to a Certificate of Registration shall not exceed 20, excluding young birds.

(4) A person who produces satisfactory proof that they are a current financial member of a recognised incorporated racing pigeon body or are a registered pigeon fancier, may be permitted by an authorised person to keep up to 150 pigeons, excluding young birds, on any residential lot or rural area subject to section 4.3(6).

(5) Pigeons shall not be kept within a caravan park or on any land on which is situated a grouped dwelling or multiple dwelling, except for land on which no more than two grouped dwellings are permitted.

(6) Unless previously approved by the local government prior to this local law coming into effect, pigeons shall not be kept on any land which has an area of less than 600m^2.

4.4 Conditions of Keeping Pigeons

(1) An application for a Certificate of Registration must:

(a) be on the form approved by an authorised person from time to time;

(b) include specifications, site and construction plans of proposed cages, enclosures or lofts;

(c) be accompanied by the written signed consent of all owners and occupiers whose land is adjacent to or adjoins the land upon which the applicant intends to keep or is keeping pigeons; and

(d) be accompanied by the registration fee set by the local government.

(2) The holder of a Certificate of Registration shall:

(a) keep all pigeons confined continuously in cages, enclosures and lofts approved by an authorised person except that homing pigeons and racing pigeons registered in accordance with this local law may be released in accordance with this local law;

(b) keep all cages, enclosures, lofts and their immediate surrounds clean and maintained in good order and condition at all times, with the minimum standard to be adhered to being that specified in the Code of Practice; and

(c) dispose of all loft litter by immediate burial or by being bagged and deposited in a household rubbish bin to ensure no nuisance occurs.

(3) At any time an authorised person may:

(a) amend the conditions contained in or relating to a Certificate of Registration; and

(b) where any complaint of a nuisance is received, vary the hours for release of pigeons and impose any other conditions deemed necessary to minimise any nuisance from the keeping of pigeons or any associated activity.

(4) An authorised person may cancel or refuse to approve a Certificate of Registration if any one or more of the following occurs:

(a) the land is not maintained in accordance with this local law;

(b) the cages, enclosures or lofts have fallen into disrepair, are unclean or infested with vectors of disease;

(c) the pigeons are being released outside the times permitted in section 4.6;

(d) a condition imposed in accordance with this local law or a Certificate of Registration has not been complied with in the time limits set out for doing so;

(e) the applicant or holder of the Certificate of Registration, as the case may be, has two or more convictions under this local law; or

(f) non-payment of registration fees.

4.5 Pigeon Cage, Enclosure or Loft Requirements

(1) A cage, enclosure or loft used to house pigeons shall aesthetically blend with its surrounds, be constructed of new materials and shall be constructed to the following minimum requirements:

(a) the base floor of any loft shall be of 50mm thick concrete;

(b) in the case of an elevated loft the suspended floor shall be constructed and maintained in accordance with the requirements in the Code of Practice;

(c) cladding of a loft, including the roof, shall be of smooth fibro cement sheeting, sheet metal or other smooth material;

(d) except as provided in section 4.5(1)(e), a loft height shall not exceed 2.4 metres at any point when measured from ground level;

(e) where a loft has a gable roof, the loft height shall not exceed 3 metres at any point when measured from ground level; and

(f) otherwise comply with the Code of Practice in relation to construction requirements.

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(2) A cage, enclosure or loft shall not be located within:

(a) 1 metre of the lot boundary with any land adjacent to or adjoining the land used to house the pigeons; or

(b) 9 metres of any street, dwelling, food premises, shop, public building, school, hospital, hall, factory or dairy.

4.6 Exercise of Pigeons

(1) A person who is registered to keep homing pigeons or racing pigeons may only release such homing pigeons or racing pigeons for exercise between the hours set out in the Code of Practice.

(2) A person shall not release more than 60 registered homing pigeons or racing pigeons for exercise or training at any one time.

PART 5 OBJECTIONS AND REVIEW

5.1 Objection and review rights

Division 1 of Part 9 of the Act and regulation 33 of the *Local Government (Functions and General) Regulations 1996* apply to a decision under this local law in respect of the grant, renewal, transfer, amendment, suspension or cancellation of a Certificate of Registration.

PART 6 ENFORCEMENT

Division 1 - Notices

6.1 Notice requirements

A notice under this Division must:

(1) be in writing;

(2) be given to a person who has failed to comply with a provision of this local law; and

(3) specify the reason for giving the notice, the work or action that is required to be undertaken and the time within which it is to be undertaken.

6.2 Local government may undertake requirements of notice

This local law is subject to section 3.25, 3.27 and Schedule 3.1 and 3.2 of the *Local Government Act 1995* and any power of entry exercised by the local government under this local law is subject to Part 3, Division 3, Subdivision 3 of the Act.

6.3 Offence to fail to comply with notice

A person who fails to comply with a notice given to them under this local law commits an offence.

Division 2 - Offences and penalties

6.4 Offences and general penalty

(1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) A person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000 and where the offence is of a continuing nature, to an additional daily penalty not exceeding $500 in respect of each day or part of a day during which the offence has continued.

6.5 Prescribed offences

(1) An offence against a section of this local law specified in the Schedule is a prescribed offence for the purposes of section 9.16 of the Act.

(2) The number of modified penalty units for a prescribed offence is that specified in the fourth column of the Schedule.

(3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

6.6 Form of Infringement Notices

(1) The form of the notice referred to in section 9.16 of the Act is to be in the form of Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

(2) The form of the infringement withdrawal notice referred to in section 9.20 of the Act is to be in the form of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

SCHEDULE – PRESCRIBED OFFENCES

Item No.	Section No.	Nature of Offence	Modified Penalty Units
		Part 2 - Livestock	
1	2.1	Permitting livestock to stray or be at large in a street, public place or on private land without consent	20
2	2.2	Failing to keep land fenced in a manner capable of confining livestock	20
		Part 3 – Animals	
3	3.1 (1)	Failing to keep premises free from excrement, filth, food waste and all other matter that is likely to become offensive or injurious to health or to attract rats, vermin or insects	20
4	3.1 (2)	Failing to clean and disinfect premises where an animal is kept when so directed by an authorised person	20
5	3.1 (3)	Keeping or permitting animals to remain on premises in such numbers that they are, or are likely to be in the opinion of the local government, a nuisance or injurious or dangerous to health	15
6	3.2 (1)	Keeping a large animal on any land less than 2,000m^2 in area or on a commercial lot or industrial lot	15
7	3.2 (2)	Permitting a large animal to be within 9 metres of any dwelling, food premises, shop, public building, hospital or school	15
8	3.2 (3)	Keeping an ostrich or emu on a residential lot, commercial lot or industrial lot	15
9	3.3 (1), (2)	Failing to provide an impervious receptacle with a tight fitting lid, for storage of manure	10
10	3.3 (3)	Failing to empty manure receptacle at least once a week to prevent it becoming offensive or a breeding place for flies or other insects	10
11	3.3 (4)	Failing to cause all manure produced on the premises to be collected daily and placed in the receptacle	15
12	3.4 (1)	Disposing of dead animals or poultry without written approval from the local government or an authorised person	20
13	3.4 (2)	Failing to cover animal carcass with lime before burial	10
14	3.5 (2)	Riding, driving or bringing a horse onto a reserve or foreshore not set aside for those purposes	10
15	3.5 (3)	Riding, driving, exercising or training a horse on a reserve or foreshore faster than walking pace or in a manner likely to create a danger or become a nuisance	10
16	3.5 (4)	Permitting a horse to excrete in a public place or on any other land and failing to remove excreta forthwith and disposing of it in an approved manner	10
17	3.5 (5)	Bringing a horse onto a reserve or foreshore set aside for the exercise of dogs	10
		Part 4 - Poultry and Pigeons	
19	4.1 (1)	Keeping poultry in excess of the numbers (and other restrictions) set out in section 4.1(1) without the written approval of the local government	15
20	4.1 (2)	Keeping or permitting to be kept on a residential lot, a rooster, goose, turkey, peafowl or other poultry that is likely to cause a	20

		nuisance	
21	4.1 (3)	Keeping or permitting to be kept, any poultry on land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted)	15
22	4.2 (1), (2) and (3)	Failing to meet the conditions for keeping poultry	15
23	4.2 (4)	Failing to maintain structures or enclosures within which poultry are kept in a clean condition and free from offensive odours	20
24	4.3 (1)	Keeping pigeons without first obtaining a Certificate of Registration	20
25	4.3 (2)	Keeping more than 20 pigeons under a Certificate of Registration	15
26	4.3 (3)	Keeping more than the maximum number of pigeons approved by an authorised person	15
27	4.3 (4)	Keeping pigeons within a caravan park or on land on which is situated a grouped dwelling or multiple dwelling (except for land on which no more than two grouped dwellings are permitted)	15
28	4.3 (5)	Keeping pigeons on land less than 600m^2 in area	15
29	4.4 (2) (a)	Failing to keep pigeons confined continuously in cages, enclosures and lofts approved by an authorised person	15
30	4.4 (2) (b)	Failing to keep cages, enclosures, lofts and their immediate surrounds clean and maintained in good order and condition to the minimum standards specified in the Code of Practice	15
31	4.4 (2) (c)	Failing to dispose of loft litter in an approved manner to ensure no nuisance occurs	20
32	4.5 (1)	Cages, enclosures or lofts used to house pigeons do not meet the minimum requirements	10
33	4.5 (2)	Constructing or permitting a cage, enclosure or loft to be located within 1 metre from lot boundary of occupied land or 9 metres from any street, dwelling, food premises, shop, public building, school, hospital, hall, factory or dairy	15
34	4.6 (1)	Releasing registered pigeons outside hours set out in the Code of Practice	15
35	4.6 (2)	Releasing more than 60 registered pigeons for exercise or training at any one time	15

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Local Government Act 1995

City of Wanneroo

Bee Keeping Amendment Local Law 2021

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Wanneroo resolved on _____ to make the following local law.

1. Citation

This local law is cited as the *City of Wanneroo Bee Keeping Amendment Local Law 2021.*

2. Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

3. Bee Keeping Local Law 2016 amended

This local law amends the *City of Wanneroo Bee Keeping Local Law 2016* as published in the *Government Gazette* on 13 January 2017. ~~The principal local law is amended as follows.~~

4. Clause 2.1(2) amended

In clause 2.1(2) delete ~~replace the words~~ "Subclause (1)" and replace with ~~the words~~ "Subclause (1)(b)".

Dated …….. 2021.

The Common Seal of the City of Wanneroo was affixed by authority of a resolution of the Council in the presence of:

…….. ……

Tracey Gardner Roberts
Mayor

Daniel John Simms
Chief Executive Officer

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Local Government Act 1995

City of Wanneroo

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3. Bee Keeping Local Law 2016 amended

This local law amends the *City of Wanneroo Bee Keeping Local Law 2016* as published in the *Government Gazette* on 13 January 2017.

4. Clause 2.1(2) amended

In clause 2.1(2) delete “Subclause (1)” and replace with “Subclause (1)(b)”.

Dated …….. 2021.

The Common Seal of the City of Wanneroo was affixed by authority of a resolution of the Council in the presence of:

…….. ……

Tracey Gardner Roberts
Mayor

Daniel John Simms
Chief Executive Officer

CE02-10/21 Review of the City of Wanneroo Standing Orders Local Law 2008

File Ref:	25251 – 21/416546
Responsible Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	3
Previous Items:	CE01-08/21 - Complaint Handling Policy and Amendments to the Standing Orders Local Law - Ordinary Council - 10 Aug 2021 6:00pm

Issue

To consider a new Standing Orders Local Law 2021 (**New Local Law**) and the repeal of the City's Standing Orders Local Law 2008 (**Existing Local Law**) to reflect current practice, adhere to legislative requirements and to improve decision making.

Background

As a result of consultation with Council Members in relation to the Existing Local Law, the following matters were considered and resolved.

- Deputations to be heard prior to Briefing Sessions.
- Removal of 'Public Statement Time'.
- Petitions at Council meetings.
- Preventing a disturbance due to the use of mobile phones in meetings.
- The giving of documents to Council Members prior to a meeting.
- Penalties for breaches of the local law.
- A mechanism to deal with complaints at council meetings in relation to breaches of Division 3 of the Council Member, Committee Member and Candidate Code of Conduct through procedural motions.

The drafting of an amendment local law is a complex process, especially where numerous and significant amendments are proposed as in the case of the Existing Local Law.

Accordingly, Administration considered it appropriate to recommend that Council repeal the Existing Local Law and adopt a New Local Law. The New Local Law retains the format of the Existing Local Law and includes all proposals for amendment put forward through the Council Forum meetings.

Council considered the proposed New Local Law at its 10 August 2021 Council meeting and approved it for public advertising. The submission period closes on Monday 4 October 2021.

Detail

The following provides an overview of the proposed amendments.

1. Deputations

Deputations have been removed as these are heard prior to the Briefing Session.

2. Public Statement Time

Public Statement Time has been removed as the current process provides members of the public with the opportunity to provide a preamble before stating their question during Public Question Time.

3. Petitions

Continue to receive and deal with petitions through a Council meeting.

4. Prevention of Disturbance which relates to the use of mobile phones during Council Meetings (Clause 4.16)

This matter has been the subject of several discussions to limit the use of mobile phones and other electronic devices that may detract from the meeting process as a general good practice measure.

Frequent use of mobile devices during meetings may give the impression that the Council Members are not fully focused on the matters at hand. In particular, the use of social media, texting or tweeting may demonstrate pre-determination, bias or give the impression of such.

Should a Council Member need to take or make an urgent phone call, text or email during a meeting, it is more appropriate to excuse themselves from the Council Chambers quietly and return at an appropriate juncture of the meeting keeping in mind that any phone call made or text or email sent must not show any indication of bias or pre-determination in respect of any matter under consideration during the meeting. This is particularly important relating to planning and regulatory matters.

An appropriate use of media devices during meetings may be to access meeting papers and relevant background material associated with the meeting.

5. Giving a document to a Council Member prior to meetings (Clause 9.5)

Council Members expressed a view that the local law should include a provision for the acceptance of documents prior to a Council meeting. It is proposed that a minimum time frame be set that would allow Council Members sufficient time to read and consider the information.

A section has been included in the proposed New Local Law to require that a person other than a Council Member or employee must not give any Council Member correspondence or other document relating to a matter to be considered at a Council meeting within 30 minutes prior to or during the commencement of that Council meeting.

6. Penalties for breaches of the Standing Orders Local Law (Part 10)

A penalty for the breach of the New Local Law has been included.

7. Inclusion of procedural motions to facilitate the effective determination of a Council Member, Committee Member and Candidate Code of Conduct Complaint (Clause 7.2)

a) 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. This potentially denies the respondent with the opportunity to provide a considered response which would be contrary to the principles of procedural fairness.

b) 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.

c) 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.

Consultation

The New Local Law was advertised for public comment for the duration of the statutory advertising period (not less than six weeks after the notice was given) and submissions closed on 4 October 2021.

The local law making process requires that after the last day of submissions the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from that proposed. Should the proposed changes be considered significant, then the local law making process is to begin again and will require a second consultation process.

No submissions were received by the close of the submission period however given that the Department of Local Government, Sport and Cultural Industries (the **Department**) usually provide comment on draft local laws, the City queried this directly. The Department provided their comments on 5 October 2021, and whilst this was received after the close of submissions, the City believes that the comments are relevant and that the draft local law should be amended accordingly.

As further detailed under the Comments section of this report, the Department's recommended amendments do not significantly change the local law and it is not intended to begin the local law making process again.

The Department's submission is summarised below:-

No.	Clause	Department of Local Government, Sport and Cultural Industries	Administration Comment
1.	Various	Minor edits proposed, mostly formatting and number references.	All minor edits applied.
2.	4.16	Removal of Members from the meeting: This clause provides that if a person uses a mobile phone in	Clause 4.16 (d) which provides that a Member may be asked to

No.	Clause	Department of Local Government, Sport and Cultural Industries	Administration Comment
		breach of the clause the person can be removed from the meeting room. This is likely to raise issues since it will potentially obstruct a member from carrying out their statutory duty to attend meetings and vote on matters under discussion.	leave the meeting room if they do not comply, has been deleted.
3.	10.1	Suggested that the penalty for a breach of the local law is reduced to $1000. Offences under Standing Orders are relatively minor when compared to local laws that involve matters of public safety or local government property. The Delegated Legislation Committee has previously requested undertakings when local governments try to impose the maximum penalty permitted under the *Local Government Act 1995.* Penalties of $1000 has previously gone through the Committee without objection.	The penalty in the local law has been amended to $1000.

Comment

Broad consultation has been undertaken with both City employees and Council Members in drafting the New Local Law and it is considered an effective document to provide for the orderly conduct of Council Meetings.

Administration would however propose an additional minor change to the New Local Law.

Clause 4.2 of the New Local Law refers to the seating arrangements in the Council Chamber. The amendment proposes the removal of Clause 4.2 (1) relating to the seating of the Deputy Mayor and the removal of the words "until the council decides to reallocate positions" in clause 4.2 (3), as this matter is covered in the following clause.

Any significant changes to the New Local Law at this stage of the process, whether through the receipt of submissions or for any other reason, then the local law making process is to begin again and will require a second consultation process.

The Joint Standing Committee on Delegated Legislation follow the general rule that a change is more likely to be significant if it changes the rights, obligations or privileges which the law would otherwise have imposed. The amendment proposed by Administration to the seating in chambers is not considered significant and does not impact on the intent of the local law.

The Existing Local Law is shown at **Attachment 1.** A marked-up version showing Administrations proposal to amend the seating clause and the Department's recommended amendments is shown at **Attachment 2** and the final version of the New Local Law (as approved by Council for public advertising) is shown at **Attachment 3** (as amended).

Administration recommend that Council adopt the New Local Law for gazettal and implementation.

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 1996* or other written law.

Statutory Compliance

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.

Policy Implications

Nil

Financial Implications

There are costs associated with making the local law, including advertising and eventual Gazettal.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **ADOPTS BY ABSOLUTE MAJORITY in accordance with sections 3.12(4) of the *Local Government Act 1995,* the Standing Orders Local Law 2021 as shown at Attachment 3;**
2. **NOTES the purpose and effect of the local law as 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 1996 or other written law.

3. REQUESTS Administration in accordance with s3.12(5) of the *Local Government Act 1995* publish the Standing Orders Local Law 2021 in the Government Gazette and sends a copy to the Minister for Local Government, Sport and Cultural Industries;

4. NOTES that after Gazettal, in accordance with s3.12(6) of the *Local Government Act 1995*, local public notice will be given —

a) stating the title of the local law;

b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and

c) advising that copies of the local law may be inspected or obtained from the City office; and

5. NOTES that following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

Attachments:

1⇩.	*Attachment 1 - City of Wanneroo Standing Orders Local law 2008*	*16/252686*
2⇩.	*Attachment 2 - Standing Orders Local Law 2021 Showing Mark-up*	*21/417774*
3⇩.	*Attachment 3 - Standing Orders Local Law 2021 (Final)*	*17/229251*

City of Wanneroo

(21.11.08 Gazette 196, 29.9.09 Gazette 173)

LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

STANDING ORDERS LOCAL LAW 2008

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LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

STANDING ORDERS LOCAL LAW 2008

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 23 September 2008 to make the following local law.

PART 1 – PRELIMINARY

1.1 Title

This local law is the City of Wanneroo Standing Orders Local Law 2008.

1.2 Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

1.3 Purpose and intent

(1) The purpose of this local law is to provide a set of procedures to assist in the good conduct of meetings of the Council and of the electors.

(2) This local law is intended to result in -

(a) better decision making by the Council;

(b) orderly and efficient conduct of meetings dealing with business of the Council;

(c) greater community participation and understanding of the business of the Council; and

(d) more open and accountable local government.

1.4 Repeal

The City of Wanneroo Standing Orders Local Law 2000 is repealed.

1.5 Definitions

In this local law, unless the contrary intention appears -

"Act" means the *Local Government Act 1995;*

"Administration Regulations" means the *Local Government (Administration) Regulations 1996.*

"CEO" means the chief executive officer of the City;

"City" means the City of Wanneroo;

"Council" means the council of the City;

"meeting" means a meeting of the Council;

"member" means the mayor or a councillor;

"presiding person" means any person presiding at a meeting;

"Rules of Conduct Regulations" means the *Local Government (Rules of Conduct) Regulations 2007*.

PART 2 - MEETINGS OF COUNCIL

2.1 Calling of meetings

The calling of meetings is dealt with in the Act.

2.2 Notice of meeting and notice of adjournment

(1) The giving of notice of meetings of the Council is dealt with in the Act and the giving of public notice of meetings is dealt with in the Administration Regulations.

(2) How documents can be given to a person is dealt with in the Act and the *Interpretation Act 1984.*

(3) 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.

2.3 Public access to agendas and supporting information

Public access to agendas and supporting documentation is dealt with in the Administration Regulations.

2.4 Public access to unconfirmed minutes of meetings

Public access to unconfirmed minutes of meetings is dealt with in the Administration Regulations.

2.5 Quorum for meetings

The requirements for a quorum for a meeting are dealt with in the Act.

2.6 Procedure if quorum not present

The procedure where a quorum for a meeting is not present is dealt with in the Administration Regulations.

2.7 Lapse of quorum

(1) If at any time during any meeting a quorum is not present, the presiding person upon becoming aware of the fact, is to suspend the proceedings of the meeting for a period of 15 minutes.

(2) If a quorum is not present at the expiration of the 15 minutes suspension period the presiding person is to adjourn the meeting to a future time and date.

(3) A record is to be taken of all those who have spoken on the subject under consideration at the time of the adjournment and be recorded in the minutes of the meeting.

(4) Where the debate on any motion is interrupted at a meeting, which is adjourned due to lack of a quorum, that debate is to be resumed at the resumption of the meeting at the point where it was interrupted.

(5) The members who have spoken on the motion at the adjourned meeting, must not speak again on resumption of that meeting, except the mover who retains the right of reply.

(6) At any meeting where a quorum is not present or there is an adjournment due to the lack of a quorum the names of the members then present are to be recorded in the minute book.

2.8 Voting

(1) Voting at meetings is dealt with in the Act and the Administration Regulations.

(2) In taking the vote on any motion or amendment, the presiding person must put the question first in the affirmative and then in the negative and may do so as often as is necessary, to form and declare an opinion as to whether the affirmative or the negative has the majority.

PART 3 - BUSINESS AT MEETINGS

3.1 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) Apologies/leave of absence
(b) Public question time and public statement time
(c) Confirmation of minutes
(d) Announcements by the presiding person without discussion
(e) Questions from members
(f) Petitions

(g) Reports by officers
(h) Motions of which previous notice has been given
(i) Urgent business
(j) Date and location of the next meeting; and
(k) Closure

(2) The order of business at any special meeting of the Council is to be in the order in which it appears in the agenda.

(3) Unless otherwise decided by the Council, the items of business for a meeting of the Council are to be considered in the sequence that they are listed in the agenda.

(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.

3.2 Public question time

(1) Public question time at meetings is dealt with in the Act and Administration Regulations.

(2) A member of the public wanting to ask a question during public question time must first state their name and address.

(3) Questions asked by the public are to relate to the business of the Council and are not to be in the form of a statement or a personal opinion.

3.3 Public statement time

The procedure for the making of statements by members of the public is to be determined -

(a) by the presiding person; or

(b) in the case where the majority of the members of the council present at the meeting disagree with the presiding person, by the majority of those members.

3.4 Application for leave of absence from meeting

(1) The requirement for members to obtain leave of absence from meetings of the Council is dealt with in the Act.

(2) A member who requests that leave of absence be granted for a member need not put the request in writing but must state the period of leave and the reasons for the request.

3.5 Confirmation of minutes

(1) The requirements for keeping minutes of meetings and the content of minutes are dealt with in the Act and the Administration Regulations.

(2) When considering the minutes of a previous meeting, the only discussion permitted is that relating to the accuracy of the minutes.

3.6 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.

3.7 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 a 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.

3.8 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.

3.9 Disclosure of interest affecting impartiality

The disclosure of interests affecting impartiality is dealt with by the Rules of Conduct Regulations.

3.10 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.

3.11 Deputations to meetings

(1) Any person or persons wishing to be received as a deputation by the Council, must in the first instance, give a request in writing to the CEO setting out in concise terms the matter to be raised by the deputation.

(2) A request under subclause (1) must be given to the CEO not later than 12 noon on a business day which is not less than 3 clear days prior to the date of the meeting.

(3) When the CEO receives a request for a deputation to the Council, the request is to be brought to the attention of the presiding person. The presiding person is to decide if a deputation is to be received and, if so, when it is to be received.

(4) A deputation is not to exceed 3 persons in number and only those persons may address the meeting.

(5) Members of a deputation are collectively to have a maximum of 10 minutes to address the meeting, unless an extension of time is granted by the Council.

3.12 Identification of matters for which the meeting may sit behind closed doors

For the convenience of members of the public, the Council may by resolution identify those matters on the agenda that are to be discussed behind closed doors and defer those matters to be considered as the last reports at the meeting.

3.13 Reports

(1) The functions of the CEO including to advise the Council and implement decisions are dealt with in 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.

3.14 Motions of which previous notice has been given

(1) 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 subclause (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) 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.

(4) 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.

(5) Where a notice of motion is given and lapses in circumstances referred to under subclause (4), 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.

(6) A motion of which previous notice has been given is to relate to the good government of persons in the district.

(7) A notice of motion of which the subject matter is 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 -

(i) after consultation with the mayor, may reject the motion; or

(ii) 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) 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 6.1; and

(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.

3.15 Urgent business

The presiding person may dispense with the requirement to give notice under clause 3.14 where the presiding person is satisfied that -

(a) the motion is a matter of urgency and the motion 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.

3.16 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 CEO is to sit immediately to the right of the mayor.

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 Order of speakers

When 2 or more members indicate their desire to speak at the same time the presiding person is to decide who is entitled to priority.

4.6 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; or

(b) cause any interruption or speak out of turn during a meeting, other than to raise a point of order, make a personal explanation or move a procedural motion.

4.7 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.

4.8 Presiding person may participate in discussion

(1) The voting entitlement of a presiding person at a meeting is dealt with in the Act.

(2) 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.

4.9 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.

4.10 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 new matter or by replying to other members.

4.11 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.

4.12 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.

4.13 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.

4.14 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.

4.15 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) 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 motion are to include the reasons for the motion.

(2) The requirements for recording in the minutes of a meeting, written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of or an employee are dealt with in the Administration Regulations.

(3) A recommendation made by or contained in a report may, but need not be, moved.

(4) A motion may be moved that a recommendation made by or contained in a report be referred back for further consideration.

5.2 Adoption of recommendations en bloc

A member may move a motion to adopt by one resolution, all the recommendations or a group of recommendations or several reports, without amendment or qualification after having first identified those recommendations, if any -

(a) which require adoption by absolute or special majority vote,

(b) in respect of which there is a disclosure of interest;

(c) which any member has indicated the member wishes to debate; and

(d) in respect of which any member has indicated the wish to ask a question or to raise a point of clarification,

and, each of those recommendations referred to in paragraphs (a), (b), (c) and (d) are to be considered separately.

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) Subject to subclause (3) 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) Every amendment is to be relevant and not negate the motion in respect of which it is moved.

(3) 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.

(4) (a) 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.

(b) Where an amendment is carried, one further successful amendment to the primary motion, as amended, and no more, may be carried.

(5) Where an amendment is carried, the primary motion as amended is, for all purposes of subsequent debate and subject only to subclause (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 Administration Regulations.

(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 clause 3.14 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 clause 3.14 do not apply where the motion is a revocation motion.

(9) For the avoidance of doubt subclauses (6), (7), (8) and (9) of clause 3.14 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.

PART 7 – PROCEDURAL MOTIONS

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.

(2) Notwithstanding clause 7.1, a member may move at anytime during a meeting, that the meeting sit behind closed doors.

(3) If a motion "that the Council sit behind closed doors", is carried then the presiding person is to direct all persons, other than members, employees and other persons, as specified in the motion, to leave the meeting room and every person must immediately comply with that direction.

(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.

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 or public statement 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.

9.3 Meetings of electors

The requirements for meetings of the electors are dealt with the Act and the Administration Regulations.

9.4 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.

9.5 Enforcement

The right to prosecute for any offence committed under this local law is dealt with in the Act.

_____

SCHEDULE

PETITION OF ELECTORS OF THE CITY OF WANNEROO

To the Mayor and Councillors of the City of Wanneroo

We, the undersigned, all being electors of the City of Wanneroo do respectfully request that the Council -

(Here set out a concise statement of facts and the action sought)

Correspondence in respect of this petition should be addressed to -

The names and addresses of your petitioners are as follows -

DATE	FULL NAME	ADDRESS	SIGNATURE
		AGREE/DISAGREE/NO OPINION	

Note: Petitioners may contact CEO of the City of Wanneroo if they wish to withdraw from this petition or change their comment.

STANDING ORDERS LOCAL LAW 2021

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LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

STANDING ORDERS LOCAL LAW 2021

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 2021*.

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.

Rregulations means the *Local Government (Administration) Regulations 1996*;

resolution means a decision of Council made by the appropriate majority*;*

schedule means the Schedule to this local law;

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,
>
> 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 –

(a) at which there is not a quorum present to begin the meeting; or

(b) 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 5.2.

(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.

(1)	A council may, by resolution, grant leave of absence, to a member.
(2)	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.
(3A)	Leave is not to be granted in respect of — (a) a meeting that has concluded; or (b) the part of a meeting before the granting of leave.
(3)	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.
(4)	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.

(5A) 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.

(5) 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 –

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(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.

(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.

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.

(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.
> (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 6.1 and

(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)~~(1)

~~(3) The deputy mayor is to be allocated a seat in the council chamber next to the fellow ward representative of the deputy mayor.~~

~~(4)~~(2) Each member must occupy his or her allocated position when present at a meeting of the council. ~~until the council decides to reallocate positions.~~

~~(5)~~(3) The Council may, at any time, reallocate a seat in the Council Chamber to each member.

~~(6)~~(4) The CEO is to sit immediately to the right of the mayor.

~~(7)~~(5) 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; and

~~(c)~~ must not, during a confidential session, use hand held mobile devices other than to refer to Council meeting papers. ~~; and~~

~~(d)~~

~~(e)~~(c) ~~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-clause~~subclauses (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.	***Revoking or changing decisions made at council or committee meetings - s. 5.25(1)(e)***
(1)	*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 –*
	(a) 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
	(b) in any other case, by at least $^1/_3$ of the number of offices (whether vacant or not) of members of the council or committee,
inclusive of the mover.	
(1a)	*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 $^1/_3$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

(2)	*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;*
(3)	*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.*

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 clause 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 clause 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.

(1)	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.

(2)	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.
(3)	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.
(4)	If a member of a council or a committee specifically requests that there be recorded — (a) his or her vote; or (b) the vote of all members present, 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.
(5)	A person who fails to comply with subsection (2) or (3) commits an offence.

[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.

[Regulation 9 of the Regulations]

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) information about the business, professional, commercial or financial affairs of a person,*
>
> *where the trade secret or information is held by, or is about, a person other than the local government;*
>
> *(f) a matter that if disclosed, could be reasonably expected to –*
>
> *(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;*
>
> *(ii) endanger the security of the local government's property; or*
>
> *(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and*
>
> *(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
>
> *(h) such other matters as may be prescribed.*
>
> *(3) 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.*

(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~~subclause (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~~subclause (1).

(4) A motion moved and seconded under ~~sub-clause~~subclause (1) cannot be amended.

(5) If a motion under ~~sub-clause~~subclause (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~~subclause (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~~subclause (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~~subclause (6) is seconded, subject to ~~sub-clause~~subclause (10), there is to be no debate on the motion.

(9) A motion moved and seconded under ~~sub-clause~~subclause (6) cannot be amended other than to address comments made under ~~sub-clause~~subclause (10).

(10) If a motion moved under ~~sub-clause~~subclause (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~~subclause (10) is to be limited to whether or not they view the proposed action as acceptable.

(12) If a motion moved under ~~sub-clause~~subclause (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) $^1/_3$ 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

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.

9.6 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: $15,000

> ***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

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

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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.				

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LOCAL GOVERNMENT ACT 1995

CITY OF WANNEROO

STANDING ORDERS LOCAL LAW 2021

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 2021*.

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*;*

schedule means the Schedule to this local law;

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,
>
> 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 –

(a) at which there is not a quorum present to begin the meeting; or

(b) 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 5.2.

(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.

(1)	A council may, by resolution, grant leave of absence, to a member.
(2)	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.
(3A)	Leave is not to be granted in respect of — (a) a meeting that has concluded; or (b) the part of a meeting before the granting of leave.
(3)	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.
(4)	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.

(5A) 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.

(5) 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 –

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(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.

(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.

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.

(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.
> (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 6.1; and

(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) Each member must occupy his or her allocated position when present at a meeting of the council.

(3) The Council may, at any time, reallocate a seat in the Council Chamber to each member.

(4) The CEO is to sit immediately to the right of the mayor.

(5) 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; and

(c) must not, during a confidential session, use hand held mobile devices other than to refer to Council meeting papers.

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 subclauses (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. ***Revoking or changing decisions made at council or committee meetings - s. 5.25(1)(e)***

(1) *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 –*

(a) 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

(b) in any other case, by at least $^1/_3$ of the number of offices (whether vacant or not) of members of the council or committee,

inclusive of the mover.

(1a) *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 $^1/_3$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

(2) *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;*

(3) *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.*

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 clause 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 clause 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.

(1)	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.
(2)	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.
(3)	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.
(4)	If a member of a council or a committee specifically requests that there be recorded — (a) his or her vote; or (b) the vote of all members present, 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.
(5)	A person who fails to comply with subsection (2) or (3) commits an offence.

[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.

[Regulation 9 of the Regulations]

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 clause7.4).

(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) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government;

(f) a matter that if disclosed, could be reasonably expected to –

(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;

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3) 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.

(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 subclause (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 subclause (1).

(4) A motion moved and seconded under subclause (1) cannot be amended.

(5) If a motion under subclause (1) is moved and seconded then lost, the complaint is taken to have been dismissed.

(6) If the motion moved and seconded under subclause (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 subclause (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 subclause (6) is seconded, subject to subclause (10), there is to be no debate on the motion.

(9) A motion moved and seconded under subclause (6) cannot be amended other than to address comments made under subclause (10).

(10) If a motion moved under subclause (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 subclause (10) is to be limited to whether or not they view the proposed action as acceptable.

(12) If a motion moved under subclause (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) $^1/_3$ 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

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.

9.6 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: $1,000.

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

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

40

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.				

CE03-10/21 Review of the Fencing Local Law and Proposed New Local Law

File Ref: 12895V03 – 21/409902
Responsible Officer: Executive Manager Governance and Legal
Disclosure of Interest: Nil
Attachments: 2

Issue

To consider a new Fencing Local Law 2021 (**New Local Law**) to resolve issues experienced with the implementation and enforcement of the current Fencing Local Law 2016 (**Existing Local Law**).

Background

Most matters relating to 'dividing fences' are dealt with by the *Dividing Fences Act 1961*, which in essence provides for property owners to build and maintain (by agreement) fences which separate their lots.

Amongst other things:-

- Owners are liable (in equal shares) for the costs of erection and maintenance of a dividing fence;
- Provides for a process to decide what is to be built or repaired in the event that owners cannot agree; and
- A local government may prescribe by a local law what constitutes a 'sufficient fence' in relation to a dividing fence or a boundary fence.

The main role for local government is to prescribe what is considered to be a 'sufficient fence' in the event that owners cannot agree, and to regulate some general matters.

The Existing Local Law was based on a model originally developed by the Western Australian Local Government Association (**WALGA**) and modified to suit the City of Wanneroo's requirements.

Detail

As noted above, most issues relating to dividing fences are dealt with by the *Dividing Fences Act 1961* (**DF Act**).

Local governments may deal with any issues relating to fencing between properties and thoroughfares by using Schedule 3.1, Division 1, No. 4.(1) of the *Local Government Act 1995* (the **Act**). This provides that a local government may serve a notice on an owner of a property to ensure that land that adjoins a public thoroughfare or other public place is suitably enclosed to separate it from the public place.

The focus of the Existing Local Law is to set out (through the Schedules) what constitutes a 'sufficient fence' on a residential, commercial, industrial or rural lot.

Consultation

Section 3.12(3) of the Act requires a local government to give local public notice for a period of 6 weeks stating that it proposes to make a local law, the purpose and effect of which is summarised in the notice for a period.

As part of the process, a local government is also required to send a copy of a proposed local law to the Minister for Local Government and, in the case of the New Local Law also to the Minister for Commerce, being the Minister responsible for the DF Act.

Comment

The Existing Local Law has been in operation for approximately 5 years and in that time it has been identified that particular provisions of the local law are not working well. As a result, various amendments are now proposed.

The New Local Law retains the same format as the Existing Local Law which was based on the WALGA model local law.

A summary of the provisions of the New Local Law is set out below:-

Part 1	Sets out administrative provisions and definitions.
Part 2	Provides that a person must not, without the agreement of a neighbour, erect a dividing fence (other than a 'dangerous fence') that is not a sufficient fence or alter the ground level so as to affect the height of a sufficient fence. This Part establishes the requirement for a 'sufficient fence' (via Schedules), the requirement to maintain fences and sets out those materials that are prohibited fencing materials.
Part 3	Deals with matters relating to barbed and razor wire fences.
Part 4	Provides that a person must not erect or affix an electrified fence on a residential or commercial lot and must comply with AS/NZS 3016:2002 and/or AS/NZS 3014:2003 (as applicable) on a rural or industrial lot. It also provides that on a rural or industrial lot an electrified fence must comply with the requirements of Western Power and must not be operable during the hours of business.
Part 5	Deals with enforcement and infringement notices.

Proposed key changes to the Existing Local Law are as follows:-

- Lot zoning definitions have been amended to provide further clarity.
- Matters that are considered civil matters (i.e. to be agreed between neighbours in accordance with the DF Act) have been removed.
- Those parts of the Existing Local Law that are not in alignment with or contradict the Residential Design Codes have been amended.
- Where required, the applicable Australian Standards have been referenced.
- Permit requirements have been removed as the *Building Act 2011* and Building Regulations 2012 will prevail.
- The mechanism for allowing residents to apply for an over height fence or for the use of prohibited fencing materials has been removed.

The drafting of an amendment local law is a complex process, especially where numerous and significant amendments are proposed as in the case of the New Local Law. Accordingly, Administration considers it appropriate to recommend that Council repeals the Existing Local Law (as set out in **Attachment 1**) and adopts the New Local Law (as set out in **Attachment 2**).

The Act requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law. The purpose and effect of the New Local Law are as follows:-

Purpose:
To detail the requirements for a 'sufficient fence' (for the purposes of the DF Act) and to prescribe the materials to be used and safety measures to be undertaken in relation to some types of fencing.

Effect:
Fencing within the district will need to comply with the definition of a 'sufficient fence' as stipulated in the New Local Law.

Statutory Compliance

Local Government Act 1995: Section 3.12: Procedure for making local laws.
Dividing Fences Act 1961.

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

7.3 - Anticipate and adapt quickly to change

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

Introduction of the New Local Law will allow the City to continue to regulate fencing within the statutory framework set out in the DF Act.

Financial Implications

The costs associated with making the New Local Law, including advertising and eventual gazettal have been included in the current budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. In accordance with section 3.12(3)(a) of the *Local Government Act 1995*, GIVES local public notice stating that it proposes to make a new Fencing Local Law 2021, a summary of its purpose and effect being:

<u>Purpose</u>
The purpose of the proposed new Fencing Local Law 2021 is to detail the requirements for a 'sufficient fence' (for the purposes of the *Dividing Fences Act*

***1961*) and to prescribe the materials to be used and safety measures to be undertaken in relation to some types of fencing.**

Effect
Fencing within the district will need to comply with the definition of a 'sufficient fence' as stipulated in the proposed new Fencing Local Law 2021.

2. NOTES that:

a) Copies of the proposed new Fencing Local Law 2021 may be inspected at the City's offices and will be made available on the City's website;

b) Submissions regarding the proposed new Fencing Local Law 2021 may be made to the City within a period of not more than 6 weeks after the public 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 new Fencing Local Law 2021 will be provided to the Minister for Local Government and the Minister for Commerce; and

d) In accordance with section 3.12(3)(c) of the *Local Government Act 1995*, a copy of the proposed new Fencing Local Law 2021 will be supplied to any person requesting it.

3. NOTES that all submissions received will be presented to Council for consideration.

Attachments:

1⇩.	*Attachment 1 - Fencing Local Law 2016*	*16/217282*
2⇩.	*Attachment 2 - Fencing Local Law 2021*	*19/292080[v5]*

Local Government Act 1995

Dividing Fences Act 1961

CITY OF WANNEROO

FENCING LOCAL LAW 2016

Under the powers conferred by the *Local Government Act 1995* and the *Dividing Fences Act 1961* and under all other enabling powers, the Council of the City of Wanneroo resolved on 28 June 2016 to make the following local law.

Part 1 - Preliminary

1.1 Title

This is the *City of Wanneroo Fencing Local Law 2016*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal

The following provisions of the *City of Wanneroo Private Property Local Law 2001*, published in the Government Gazette on 30 April 2002, are repealed:

(a) in clause 1.6, the definitions of "boundary fence", "dangerous", "dividing fence", "estate entry statement", "estate boundary fence", "front fence", "front setback area", "gradient", "height", "industrial lot", "number", "open fence", "retaining wall", "sacrificial graffiti protection", "sufficient fence" and "swimming pool";

(b) Parts 3 to 9 inclusive;

(c) Part 11;

(d) clause 13.1;

(e) the First, Second, Third and Fourth Schedules; and

(f) in the Fifth Schedule, all items under the headings of Part 3 – Fencing General, Part 5 – Estate Fences, Part 6 – Tennis Court Fencing, Part 7 – Security and Flood Lighting, Part 8 – Electrified, Barbed and Razor Wire Fences, Part 9 – Street Numbering, Part 11 – Private Swimming Pools, and the items under Part 13 relating to clause 13.1(1) and 13.1(2).

1.4 Application of local law

This local law applies throughout the district.

1.5 Terms used

In this local law unless the context requires otherwise -

Act means the *Local Government Act 1995*;

AS/NZS means an Australian Standard published by the Standards Association of Australia and as amended from time to time;

authorised person means a person authorised by the local government under section 9.10 of the Act to carry out functions with respect to this local law;

commercial lot means a lot where a commercial use –

(a) is or may be permitted under a local planning scheme; and

(b) is or will be the predominant use o the lot;

dangerous, in relation to any fence, means -

(a) an electrified fence, or one containing barbed or razor wire, other than a fence –

(i) in respect of which a permit has been issued and is current; or

(ii) that is constructed and maintained in accordance with this local law;

(b) a fence containing exposed broken glass, or any other potentially harmful projection or material; or

(c) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the local government;

dividing fence has the meaning given to it in the *Dividing Fences Act 1961*;

electrified fence means a fence carrying or designed to carry an electric charge;

estate boundary fence means a fence around the external boundary of a subdivision of land to indicate the extent of that subdivision and includes any special works or construction that identifies the entrance to that land;

estate entry statement means a fence or wall that identifies the entrance of an estate, and includes any sign (indicating the estate name and locality), sculpture, flagpole or flag;

estate fence means an estate entry statement or an estate boundary fence;

fence means any structure that is used or functions as a barrier, irrespective of where it is located, and includes a gate that separates the road reserve and a lot adjacent to the road reserve;

front boundary means the boundary that separates a thoroughfare and the front of a lot;

front fence means a fence in the front setback area of a lot;

front setback means the horizontal distance between the front boundary and a wall of a building, measured at a right angle to the front boundary;

height, in relation to a fence, means the vertical distance between -

(a) the top of the fence at any point; and

(b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level immediately below that point;

industrial lot means a lot where an industrial use –

(a) is or may be permitted under a local planning scheme; and

(b) is or will be the predominant use of the lot;

land includes a house, building, work or structure, in or on the land;

local government means the City of Wanneroo;

local planning scheme means a local planning scheme of the local government;

lot means a defined portion of land for which a separate certificate of title has been issued and includes a strata lot;

natural ground level, in relation to a development, means –

(a) the level approved, for the purposes of the development, by the local government, under a local planning scheme; or

(b) in any other case, the level which existed immediately before the commencement of the development (including any site works);

open fence means a fence –

(a) that has continuous vertical gaps with a minimum gap width of 50 mm with the area of gaps being not less than one third of the area of the fence face; and

(b) the lower portion of which may be closed up to a height of 1.0 m above the natural ground level immediately in front of the fence but, where the natural ground level slopes, the height of the closed portion is to be no more than 1.0 m from the base of the fence;

penalty unit has the meaning given to it in clause 4 of the *City of Wanneroo Penalty Units Local Law 2015*;

permit means a permit under Part 6;

person has the meaning given to it in the *Interpretation Act 1984*;

planning permit means a permit given under a local planning scheme;

public place means a place to which the public has access;

reserve means land (including a parkland or foreshore) in or adjoining the district that is –

(a) set apart for the use and enjoyment of the public; or

(b) acquired for public purposes and vested in or under the care, control and management of the local government;

residential lot means a lot where a residential use –

(a) is or may be permitted under a local planning scheme; and

(b) is or will be the predominant use or the lot;

rural lot means a lot where a rural use –

(a) is or may be permitted under a local planning scheme; and

(b) is or will be the predominant use of the lot;

secondary frontage, in the case of a lot that has a frontage and access to more than one road, means the longer or longest of the boundaries that separates the lot from a road reserve;

special residential lot means a lot within a special residential zone under a local planning scheme;

special rural lot means a lot within a special rural zone under a local planning scheme; and

sufficient fence means a fence described in clause 2.2.

1.6 Interpretation

Nothing in this local law affects a provision in any other written law in respect of a building licence, or other approval or authorisation that might be required for a fence.

Part 2 - Fencing - general

2.1 Dividing fences

(1) Unless by agreement between the owners of adjoining properties, a person -

(a) must not construct or alter a dividing fence on a lot that does not satisfy the requirements of a sufficient fence;

(b) must maintain a dividing fence in a condition which satisfies the requirements of a sufficient fence; or

(c) must not alter the level of the ground adjoining the boundary so as to change the height of a dividing fence unless the dividing fence is altered, reconstructed or relocated so as to satisfy the requirements of a sufficient fence.

(2) An agreement in respect of a dangerous fence is taken not to be an agreement between owners of adjoining properties for the purposes of clause 2.1(1).

2.2 Sufficient fence

(1) Subject to subclauses (2) and (3), a sufficient fence -

(a) on a residential lot or a special residential lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1.

(b) on a commercial lot or an industrial lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 2; and

(c) on a rural lot or a special rural lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 3.

(2) Where a fence is constructed on or near the boundary between the residential lot, or a special residential lot, and any of the following –

(a) an industrial lot;

(b) a commercial lot;

(c) a rural lot; or

(d) a special rural lot,

a sufficient fence is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1.

(3) Where –

(a) the zoning of a lot is changed from Rural to Residential under a local planning scheme; and

(b) immediately before that zoning change a dividing fence on that lot is a sufficient fence,

the requirements of Schedule 1 are not to apply to that dividing fence until a residential use becomes the predominant use for that lot.

2.3 Fences within front setback - permit requirement

A person must not, without a permit, construct a fence greater than one metre in height on or near a boundary within the front setback area of a residential lot unless -

(a) the fence is an open fence that is constructed and maintained in accordance with the requirements of Schedule 1; or

(b) the fence is a side boundary fence which uniformly slopes down from no more than 1.8m to no more than 1.0 m in height over a maximum distance of 1.5m from the start of the front set back area from the building to the front of the lot.

2.4 Fences on secondary frontages

Subject to clauses 2.3 and 2.5, a person must not, without a permit, construct a fence on any secondary frontage of a residential lot unless the fence is a sufficient fence.

2.5 Sightlines at vehicle access point

(1) A fence adjacent to a vehicle access point must be truncated with the minimum dimension of the truncation being 1.5m or the fence reduced in height to no more than 0.75m.

(2) Subclause (1) does not apply -

(a) to a fence which is an open fence that does not obscure the lines of vision of the driver of a vehicle using the access point; or

(b) where there is a distance of 3.5m or more between the fence and a thoroughfare, at their closest point.

2.6 Maintenance of fences

(1) This clause applies to a fence that is –

(a) a front fence; or

(b) a dividing fence that separates a lot and a thoroughfare.

(2) An owner or occupier of a lot on which a fence is constructed must maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, unsightly, or prejudicial to the amenity of the locality.

2.7 Prohibited fencing materials

(1) A person must not use broken glass in the construction of a fence.

(2) Except in accordance with a permit, a person must not use razor wire or other material with spiked or jagged projections in the construction of a fence unless the fence is a sufficient fence.

2.8 Gates in fences

A person must not construct or maintain on a lot a gate -

(a) in a dividing fence that abuts a thoroughfare, road reserve, pedestrian access way, right of way, reserve, local government property or public property - without a permit or unless the local government has otherwise approved the access; or

(b) in any other dividing fence - unless the gate opens into the lot or unless it slides parallel to, and on the inside of, the dividing fence.

Part 3 - Estate fences

3.1 Estate fence

(1) A person must not construct an estate fence without a permit.

(2) Where an estate fence is constructed and contains an estate name, the estate fence must also depict the suburb name in equal prominence.

3.2 Repairs to estate boundary fences

An owner or occupier of a lot adjacent to an estate boundary fence must, where that fence is damaged, dilapidated or in need of repair, ensure that -

(a) it is repaired or replaced with the same or similar materials with which it was first constructed; and

(b) so as far as practicable the repaired or replaced section is the same as the original fence.

Part 4 - Tennis court fencing

4.1 Tennis court fencing

(1) This clause does not apply to a rural lot.

(2) A person shall not erect a fence around or partly around a tennis court on a lot unless -

(a) the fence is less than 3.6m in height;

(b) the whole of the fence is at least 900mm from the boundary between the lot on which the tennis court is located and the adjoining lot or if it is less than 900mm, the owner of the adjoining lot has first been given the opportunity to make submissions to the local government on the location of the fence; and

(c) the fence is constructed of chain link fabric mesh and is 50mm x 2.5mm poly-vinyl chloride coated or galvanised, and is erected in accordance with the manufacturer's specification.

Part 5 - Electrified, barbed and razor wire fences

5.1 Requirement for a permit

(1) An owner or occupier of a lot must not -

(a) have or use an electrified fence on that lot –

(i) without first obtaining a permit; and

(ii) except in accordance with that permit; or

(b) have a fence constructed wholly or partly of barbed or razor wire on that lot (unless it is a sufficient fence) –

(i) without first obtaining a permit; and

(ii) except in accordance with that permit.

(2) Clause 5.1(1) does not apply to a fence on a rural lot or a special rural lot where the keeping of stock is permitted and the fence is necessary for stock control.

(3) A permit to have and use an electrified fence on a lot cannot be issued -

(a) if the lot is, or abuts, a residential lot;

(b) unless the fence will comply with AS/NZS 3014:2003 as amended from time to time; and

(c) unless the fence is rendered inoperable during the hours of business operations, if any, on the lot.

(4) A permit to have on a lot a fence constructed wholly or partly of barbed or razor wire cannot be issued unless -

(a) the fence is proposed to be within 3m of the boundary of the lot; or

(b) the barbed or razor wire used in the construction of the fence is to be higher than 2m but not more than 2.4m above the natural ground level.

Part 6 - Permits

6.1 Application for a permit

(1) An owner or occupier of land may apply to the local government for a permit under this Part.

(2) An application for a permit must –

(a) be in the form (if any) determined by the local government;

(b) include -

(i) a written consent signed by the owner of the land on which the proposed fence is to be located – unless the applicant is the owner of that land; and

(ii) any further information that may be required by the local government; and

(c) be accompanied by any fee imposed by the local government under sections 6.16 to 6.19 of the Act.

6.2 Determining an application

(1) The local government may refuse to consider an application that does not comply with clause 6.1.

(2) The local government may –

(a) approve an application, subject to any conditions that it considers to be appropriate; or

(b) refuse an application.

(3) If the local government approves an application, it is to issue its permit in writing to the applicant.

(4) The local government may vary a condition to which a permit is subject by giving written notice to the applicant and the varied condition takes effect 7 days after that notice is given.

6.3 Revocation of a permit

The local government may revoke a permit if -

(a) the owner (or the occupier with the owner's written consent) requests the local government to do so;

(b) the fence to which the permit relates is being, or has been, demolished and is not proposed to be, or has not been, rebuilt for a period of at least 6 months;

(c) the circumstances are such that the permit could not be issued under this local law; or

(d) the owner or occupier fails to comply with a condition of the permit or breaches a provision of this local law in respect of the fence that is the subject of the permit.

Part 7 - Objections and review

7.1 Objection and review rights

Division 1 of Part 9 of the Act applies to a decision under this local law to –

(a) to refuse an application for a permit;

(b) to impose or vary a condition of a permit; or

(c) to revoke a permit.

Part 8 - Enforcement

8.1 Offences and general penalty

(1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing commits an offence.

(2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than $500 and not exceeding $5,000 and, if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

8.2 Prescribed offences

(1) An offence against a clause specified in Schedule 4 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 4.

(3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

8.3 Form of notices

For the purposes of this local law -

(a) the form of the infringement notice referred to in section 9.17 of the Act is Form 2 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*; and

(b) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is Form 3 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Schedule 1
(Clause 2.2(1)(a))

A SUFFICIENT FENCE ON A RESIDENTIAL OR SPECIAL RESIDENTIAL LOT

1. This Schedule does not apply to an estate fence.

2. On a residential or special residential lot, a sufficient fence is a dividing fence that -

   (a) is constructed of:

      (i) corrugated fibre-reinforced pressed cement sheeting;

      (ii) timber pickets;

      (iii) brick, stone or concrete;

      (iv) factory coloured sheet metal post and panelled fence; or

      (v) any combination of the materials described in paragraphs (i)-(iv); and

   (b) in the case of a front fence –

      (i) is 1.0m or less in height; or

      (ii) is between 1.0m and 1.8m in height; and is an open fence; and
      (iii) if the fence is a side boundary fence that uniformly slopes down from no more than 1.8m to no more than 1.0 m in height over a maximum distance of 1.5m from the start of the front set back area from the building to the front of the lot.

   (c) in the case of any other dividing fence - is between 1.75m and 1.85m in height.

Schedule 2
(Clause 2.2(1)(b))

A SUFFICIENT FENCE ON A COMMERCIAL OR INDUSTRIAL LOT

1. This Schedule does not apply to an estate fence or a front fence.

2. On a commercial or industrial lot, a sufficient fence is a dividing fence that –

   (a) is constructed of -

      (i) link mesh, chain mesh or steel mesh - and is no higher than 2.0m unless it is topped with up to 3 strands of barbed wire to a total height of no more than 2.4m;.

      (ii) fibre reinforced cement sheets;

      (iii) painted or galvanized steel or aluminium sheeting; or

      (iv) timber, brick, stone or concrete; and

   (b) is no more than 2.4m in height.

Schedule 3
(Clause 2.2(1)(c))

A SUFFICIENT FENCE ON A RURAL OR SPECIAL RURAL LOT

1. This Schedule does not apply to an estate fence.

2. On a rural or special rural lot, a sufficient fence is -

   (a) a front fence that -

      (i) is less than 1.0m in height; or

      (ii) is constructed and maintained as an open fence and does not exceed 1.8m in height; and

   (b) any other dividing fence that –

      (i) is no more than 1.2m in height; and

      (ii) is constructed of posts and wire.

Schedule 4
(Clause 8.2)

PRESCRIBED OFFENCES AND MODIFIED PENALTIES

Item No	Clause No	Nature of Offence	Penalty Unit
	Part 2 - Fencing - general		
1	2.1(1)(a)	Constructing or altering a dividing fence which is not a sufficient fence	25
2	2.1.(1)(b)	Failing to maintain a fence in a condition to satisfy requirements of a sufficient fence	25
3	2.1(1)(c)	Altering ground level of a fence without satisfying the requirements of a sufficient fence	25
4	2.3	Constructing without a permit a fence higher than 1 m within the front setback which is not an open fence	25
5	2.4	Constructing without permit a fence which is not a sufficient fence on a secondary frontage	25
6	2.5	Constructing a fence adjacent to an access point without a truncation	25
7	2.6(2)	Failure to maintain a fence in good condition to prevent fence becoming dangerous, dilapidated, unsightly	25
8	2.7(1)	Using broken glass in construction of a fence	25
9	2.7(2)	Using barbed or razor wire, spiked or jagged projections in fence construction without permit	25
10	2.8(a)	Constructing or maintaining a gate in a fence opening on to local government property or a thoroughfare without approval or permit	25
11	2.8(b)	Constructing or maintaining a gate in a fence not opening into the lot or by sliding parallel and on inside of fence	25
	Part 3 - Estate fences		
12	3.1(1)	Constructing an estate fence without a permit	25
13	3.2(a)	Failure to repair or replace a damaged estate boundary fence with same or similar materials as original fence	25
	Part 4 - Tennis court fencing		
14	4.1(2)	Constructing tennis court fencing in contravention of local law	25
	Part 5 – Electrified, barbed and razor wire fences		
15	5.1(1)(a)	Having and using an electrified fence without a permit	25
16	5.1(1)(b)	Having and using a barbed or razor wire fence without a permit	25
17		Other offences not specified	25

Note: Penalty Units are prescribed in the City of Wanneroo Penalty Units Local Law 2015. At 14 November 2015 when the local law came into effect one penalty unit was $10.00.

Dated ..... 11 JULY ..... 2016.

The Common Seal of the City of Wanneroo)
was affixed by authority of a resolution)
of the Council in the presence of:)

CITY OF WANNEROO COMMON SEAL

.....
Mayor

Tracey Gardner Roberts
Mayor
City of Wanneroo

.....
Chief Executive Officer

Daniel John Simms
Chief Executive Officer
City of Wanneroo

FENCING LOCAL LAW 2021

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LOCAL GOVERNMENT ACT 1995

DIVIDING FENCES ACT 1961

CITY OF WANNEROO

FENCING LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and the *Dividing Fences Act 1961* and under all other enabling powers, the Council of the City of Wanneroo resolved on [insert date] to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation and application

This local law may be cited as the City of Wanneroo Fencing Local Law and shall apply throughout the district.

1.2 Commencement

This local law will come into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal and transitional provisions

The City of Wanneroo Fencing Local Law 2016, published in the *Government Gazette*, Number 137 dated 28 July 2016, is repealed.

A permit or other authorisation under a repealed local law that is in force before the commencement day is to be regarded on and after that day as a permit under this local law and may be dealt with accordingly.

1.4 Definitions and interpretation

(1) In this local law unless the context requires otherwise:

Act means the *Local Government Act 1995*;

AS/NZS means an Australian or Australian/New Zealand Standard (as applicable) published by Standards Australia, as amended from time to time;

authorised person means a person authorised by the local government under section 9.10 of the Act to carry out any of the functions of an authorised person under this local law;

Building Code has the meaning given to it in regulation 3 of the Building Regulations 2012;

building permit has the meaning given to it in the *Building Act 2011*;

commercial lot *means a lot zoned commercial, mixed use or business or an equivalent commercial zone under the local planning scheme and/or structure plan, but does not include a lot occupied by a residential building;*

dangerous, in relation to any fence, means:

(a) an electrified fence, or one containing barbed or razor wire, other than a fence that is constructed and maintained in accordance with this local law;

(b) a fence containing exposed broken glass, asbestos fibre or any other potentially harmful projection or material; or

(c) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause;

district means the district of the City of Wanneroo and includes any area placed under the jurisdiction of the City pursuant to any Act or Regulation;

dividing fence has the meaning given to it in the *Dividing Fences Act 1961* (as amended from time to time);

> Section 5 of the Dividing Fences Act 1961 defines "dividing fence" to mean "a fence that separates the lands of different owners whether the fence is on the common boundary of adjoining lands or on a line other than the common boundary".

electrified fence means a fence carrying or designed to carry an electric charge;

fence means any structure, not including a retaining wall, that is used or functions as a barrier, irrespective of where it is located, and includes any gate;

front boundary means the boundary that separates a thoroughfare and the front of a lot;

front fence means a fence in the front setback area of a lot;

front setback means the horizontal distance between the front boundary and a wall of a building, measured at a right angle to the front boundary;

height, in relation to a fence, means the vertical distance between:

(a) the top of the fence at any point; and

(b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level immediately below that point;

industrial lot *means a lot situated within a general industrial or service industrial zone or an equivalent industrial zone under the local planning scheme and/or structure plan;*

land means land in the district and includes a house, building, work or structure, in or on the land;

local government means the City of Wanneroo;

local planning scheme means a local planning scheme made by the local government under the *Planning and Development Act 2005*;

lot has the meaning given to it in the *Planning and Development Act 2005*;

occupier where used in relation to land means the person by whom or on whose behalf the land is actually occupied or, if there is no occupier, the person entitled to possession of the land;

open fence means a fence:

(a) that has continuous vertical or horizontal gaps of 50 mm or greater width comprising not less than one third of the total surface area; or

(b) that has continuous vertical or horizontal gaps less than 50 mm in width, comprising at least one half of the total surface area in aggregate; or

(c) that has a surface offering equal or lesser obstruction to view; and

(d) the lower portion of which may be closed up to a height of 1.2 m above the natural ground level measured from the primary street side of the fence;

owner, for the purposes of the definition of 'dividing fence', has the meaning given to it in the *Dividing Fences Act 1961*;

> Section 5 of the Dividing Fences Act 1961 defines "owner" as follows:
>
> "***owner***, in relation to land, includes every person who —
>
> (a) jointly or severally, whether at law or in equity —
>
> (i) is entitled to land for any estate of freehold in possession; or
>
> (ii) is entitled to receive or is in receipt of or if the land were let to a tenant would be entitled to receive the rents and profits of the land, whether as beneficial owner, trustee, mortgagee in possession, or otherwise;
>
> or
>
> (b) is the holder of a lease of land the unexpired term of which is not less than 5 years at the time —
>
> (i) notice to fence is given by or to him pursuant to section 8;
>
> (ii) he makes application to the court under section 11(1);
>
> (iii) a copy of an order made pursuant to section 11(2) is given to him;
>
> (iv) notice is given by or to him pursuant to section 15,
>
> but does not include any trustees or other persons in whom land is vested as a public reserve, public park or for such other public purposes as may be prescribed, or a person who has the care, control and management of a public reserve, public park or land used for such other public purposes as may be prescribed;"

owner, for all other purposes, has the meaning given to it in the Act;

penalty unit has the meaning given to it in the *City of Wanneroo Penalty Units Local Law 2015*;

person means any natural person, company, public body, association or body of persons, corporate or unincorporated and includes an owner, occupier, licensee and permit holder (as applicable), but does not include the local government;

public place means a place to which the public has access;

reserve means land (including a parkland or foreshore) in or adjoining the district that is:

(a) set apart for the use and enjoyment of the public; or

(b) acquired for public purposes and vested in or under the care, control and management of the local government;

residential lot means any lot:

(a) situated within a residential, special residential or smart growth community zone as classified by the local planning scheme and/or structure plan; or

(b) which is or will be predominantly used for residential purposes; but

does not include a rural lot;

retaining wall means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

rural lot means any lot situated within a general rural, special rural, rural resource, rural community, landscape enhancement or an equivalent rural zone as classified by the local planning scheme;

structure plan has the meaning given to it in the local planning scheme;

sufficient fence means a fence described in section 2.2;

thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management or control of the local government; and

uniform fence means a fence erected by a developer or subdivider in accordance with a subdivision approval which divides a residential lot from a public place such as a pedestrian access way, public open space or road reserve.

(2) Any other expression used in this local law and not defined herein shall have the meaning given to it in the Act or the *Dividing Fences Act 1961* (as applicable).

1.5 Relationship with other laws

(1) In the event of any inconsistency between the provisions of a local planning scheme and the provisions of this local law, the provisions of the local planning scheme will prevail.

(2) Except as described below, nothing in this local law affects the need for compliance, in respect of a fence, with any relevant provisions:

(a) of a local planning scheme; and

(b) that apply if a building permit is required for a fence under the *Building Act 2011* or Building Regulations 2012.

(3) A dividing fence constructed and maintained as a sufficient fence under this local law does not require a building permit.

PART 2 - FENCING GENERAL

2.1 Dividing fences

(1) Unless by agreement between the owners of adjoining lots, a person must:

(a) not construct or alter a dividing fence on a lot so that it does not satisfy the requirements for a sufficient fence as set out in this local law;

(b) not attach anything to a dividing fence;

(c) maintain a dividing fence in a condition which satisfies the requirements of a sufficient fence; or

(d) not alter the level of the ground adjoining the boundary so as to change the height of a dividing fence unless the dividing fence is altered, reconstructed or relocated so as to satisfy the requirements of a sufficient fence.

(2) An agreement in respect of a dangerous fence is taken not to be an agreement between owners of adjoining lots for the purposes of section 2.1(1) of this local law.

(3) Without limiting section 1.5, an agreement between the owners of adjoining lots does not negate the need to obtain approval under any other written law.

2.2 Sufficient fence

(1) Subject to subsections (2) and (3), a sufficient fence:

(a) on a residential lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1.

(b) on a commercial lot or an industrial lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 2; and

(c) on a rural lot is a dividing fence constructed and maintained in accordance with the requirements of Schedule 3.

(2) Where a fence is constructed on or near the boundary between a residential lot and any of the following:

(a) an industrial lot;

(b) a commercial lot; or

(c) a rural lot,

a sufficient fence is a dividing fence constructed and maintained in accordance with the requirements of Schedule 1.

(3) Where:

(a) the zoning of a lot is changed from 'Rural' to 'Residential' under a local planning scheme; and

(b) immediately before that zoning change a dividing fence on that lot is a sufficient fence,

the requirements of Schedule 1 will not apply to that dividing fence until a residential use becomes the predominant use for that lot.

(4) A dividing fence or any fence lawfully erected prior to this local law coming into operation constitutes a sufficient fence.

2.3 Fencing within the front setback area

(1) On a residential lot, a front fence shall:

(a) comply with State Planning Policy 7.3 – Residential Design Codes, or any other provisions made under a local planning scheme that prevail over the Residential Design Codes; and

(b) be constructed of face finished brick, concrete, stone or timber palings, or a combination of the aforementioned materials or similar (but excluding fibre cement sheeting or sheet metal), that complement the dwelling and do not detract from the streetscape.

(2) On an industrial lot, a fence erected within the front setback area shall be constructed and maintained as an open fence and not exceed a height of 2.4m.

(3) On a rural lot, a front fence shall be :

(a) not greater than 1.2m in height; or

(b) if greater than 1.2m in height, constructed and maintained as an open fence and must not exceed 1.8m in height.

2.4 Sightlines at vehicle access point

A fence adjacent to any vehicle access point, or where two street intersect, must be truncated with the minimum dimension of the truncation being 1.5m or the fence reduced in height to no more than 0.75m.

2.5 Maintenance of fences

(1) This section applies to a fence that is:

(a) a front fence; or

(b) a fence that separates a lot and a thoroughfare.

(2) An owner or occupier of a lot on which a fence is constructed must maintain the fence in good condition so as to prevent it from becoming dangerous, dilapidated, unsightly, or prejudicial to the amenity of the locality.

(3) An owner or occupier of a lot adjacent to a uniform fence must, where that fence is damaged, dilapidated or in need of repair, ensure that:

(a) it is repaired or replaced with the same or similar materials with which it was first constructed; and

(b) so as far as practicable the repaired or replaced section is the same, including of same height, as the original fence.

2.6 Prohibited fencing materials

In constructing or maintaining a fence a person must not use:

(1) except where specifically allowed by this local law, broken glass or any other potentially harmful projection or material;

(2) asbestos fibre;

(3) any material that is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause; or

(4) pre-used materials, unless they are painted or treated to the satisfaction of the local government.

2.7 Gates in fences

A person must not construct or maintain on a lot a gate in a fence, unless:

(1) the gate opens into the subject lot; or

(2) the gate opens by sliding parallel on the inside of the fence, which it forms part of, when closed; and

(3) where the gate provides vehicular access, approval for the vehicular access has been granted by the local government.

PART 3 - BARBED AND RAZOR WIRE FENCES

3.1 Barbed and razor wire fences

(1) On a residential lot or any other lot abutting such a lot, a person shall not erect or affix to any fence any barbed wire, razor wire or other material with spiked or jagged projections.

(2) On an industrial lot or a commercial lot, a person shall not erect or affix to any fence bounding that lot any barbed wire, razor wire or other materials with spiked or jagged projections unless the wire or materials are not less than 2.0m from ground level.

(3) If the posts which carry the barbed wire, razor wire or other materials referred to in subsection (2) are angled towards the outside of the lot bounded by the fence, the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other material do not encroach on adjoining land.

(4) On a rural lot, a person shall not place or affix barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

PART 4 - ELECTRIFIED FENCES

4.1 Electrified fences

(1) On a residential lot or commercial lot or any other lot abutting such a lot, a person shall not erect or affix an electrified fence.

(2) On a rural lot or industrial lot, an electrified fence shall:

(a) comply with AS/NZS 3016:2002 and/or AS/NZS 3014:2003 (as applicable), as amended from time to time;

(b) comply with any requirements of Western Power; and

(c) be inoperable during the hours of business, if any.

PART 5 - Enforcement

5.1 Offences and general penalty

(1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than $500 and not exceeding $5,000 and, if the offence is of a continuing nature, to an additional daily penalty not exceeding $500 for each day or part of a day during which the offence has continued.

5.2 Prescribed offences

(1) An offence against a section of this local law specified in Schedule 4 is a prescribed offence for the purposes of section 9.16 of the Act.

(2) The number of modified penalty units for a prescribed offence is that specified in the fourth column of Schedule 4.

(3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

5.3 Form of infringement notices

For the purposes of this local law:

(1) the form of the infringement notice referred to in section 9.16 of the Act is Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996; and

(2) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

Schedule 1
(section 2.2(1)(a))

A SUFFICIENT FENCE ON A RESIDENTIAL LOT BEHIND THE FRONT SETBACK

1. This Schedule does not apply to a uniform fence or a front fence.

2. Refer to section 2.3 of this local law for fences within the front setback area.

3. On a residential lot, a sufficient fence is a dividing fence that:

   (a) is constructed of:

      (i) corrugated fibre-reinforced pressed cement sheeting;

      (ii) timber palings;

      (iii) masonry (including brick, stone or concrete);

      (iv) factory coloured sheet metal post and panelled fence;

      (v) PVC panel (eg. Duralock); or

      (vi) any combination of the materials described in paragraphs (i)-(v); and

   (b) is between 1.75m and 1.85m in height; and

   (c) where constructed of masonry, is in accordance with AS/NZS for masonry construction that has been adopted by the Building Code at the time of construction.

Schedule 2
(section 2.2(1)(b))

A SUFFICIENT FENCE ON A COMMERCIAL LOT OR INDUSTRIAL LOT

1. This Schedule does not apply to a uniform fence or a front fence.

2. Refer to section 2.3 of this local law for fences within the front setback area.

3. On a commercial lot or industrial lot, a sufficient fence is a dividing fence that:

   (a) is constructed of:

      (i) link mesh, chain mesh or steel mesh and is no higher than 2.0m, unless it is topped with up to three strands of barbed wire to a total height of no more than 2.4m;.

      (ii) fibre reinforced cement sheets;

      (iii) painted or galvanized steel or aluminium sheeting; or

      (iv) timber or masonry (including brick, stone or concrete); and

   (b) is no more than 2.4m in height; and

   (c) where constructed of masonry, is in accordance with AS/NZS for masonry construction that has been adopted by the Building Code at the time of construction.

Schedule 3
(section 2.2(1)(c))

A SUFFICIENT FENCE ON A RURAL LOT

1. This Schedule does not apply to a uniform fence or a front fence.

2. On a rural lot, a sufficient fence is a dividing fence that:

   (a) is at least 1.2m in height; and

   (b) is constructed of posts and wire.

Schedule 4
(section 6.2)

PRESCRIBED OFFENCES AND MODIFIED PENALTIES

Item No	Clause No	Nature of Offence	Penalty Unit
	Part 2 - Fencing - general		
1	2.1(1)(a)	Constructing or altering a dividing fence which is not a sufficient fence	25
2	2.1(1)(b)	Attaching anything to a dividing fence	25
3	2.1(1)(c)	Failing to maintain a fence in a condition to satisfy requirements of a sufficient fence	25
4	2.1(1)(d)	Altering ground level of a fence without satisfying the requirements of a sufficient fence	25
5	2.3 (1)(a)	Constructing a front fence that does not comply with the Residential Design Codes or any local planning scheme provision	25
6	2.3(1)(b)	Constructing a front fence of a material that does not complement the dwelling or detracts from the streetscape	25
7	2.3(2)	Constructing a fence on an industrial lot that is not an open fence or is in excess of 2.4m	25
8	2.3(3)	Constructing a fence on a rural lot that is greater than 1.2m in height or, if greater than 1.2m in height, that is not an open fence or is in excess of 1.8m	25
9	2.4	Constructing a fence adjacent to a vehicle access point without a truncation	25
10	2.5(2)	Failure to maintain a fence in good condition to prevent fence becoming dangerous, dilapidated, unsightly	25
11	2.6	Using a prohibited material in the construction or maintenance of a fence	25
12	2.7	Constructing or maintaining a gate in a fence not opening into the lot or by sliding parallel and on the inside of the fence	25
	Part 3 –Barbed and razor wire fences		
13	3.1(1)	Using barbed or razor wire, spiked or jagged projections in a fence on a residential lot, special residential lot or any other lot abutting such a lot.	25
14	3.1(2)	Having and using a barbed or razor wire fence on a commercial or industrial lot at a height lower than 2m	25
15	3.1(3)	Constructing a fence with barbed wire that encroaches into adjoining land	25
16	3.1(4)	Placing or affixing barbed wire on the side of a fence on a rural lot that faces a thoroughfare or other public place	25
	Part 4 – Electrified fences		
17	**Error! Reference source not found.**	Having and using an electrified fence on a residential lot, commercial lot or any other lot abutting such a lot	25
18	4.1(2)(a)	Having and using an electric fence on a rural lot or industrial lot that is non-compliant with an Australian Standard	25
19	4.1(2)(b)	Having or using an electric fence on a rural lot or industrial lot that does not comply with the requirements of Western Power	25
20	4.1(2)(c)	Operating an electric fence on a rural lot or industrial lot during business hours	25
21		Other offences not specified	25

Note: Penalty Units are prescribed in the City of Wanneroo Penalty Units Local Law 2015. At 14 November 2015 when the local law came into effect one penalty unit was $10.00.

CE04-10/21 Internal Audit Charter

File Ref: 7312V05 – 21/417200
Responsible Officer: Executive Manager Governance and Legal
Disclosure of Interest: Nil
Attachments: 2

Issue

To accept the recommendation of the Audit and Risk Committee and adopt the City of Wanneroo's (**City's**) updated Internal Audit Charter (**Charter**).

Background

The Charter is a formal document that defines the City's Internal Audit purpose, authority, and responsibility. The Charter establishes Internal Audit's position within the City, including the nature of the Internal Audit's functional reporting relationship with Administration and the Audit and Risk Committee (**Committee**); authorises access to records, personnel, and physical properties relevant to the performance of internal audits; and defines the scope of internal audit activities.

The current Charter was presented to the Audit and Risk Committee in August 2017 and endorsed by Council on 19 September 2017. The Charter was due for review in 2020.

The updated Charter was presented to the Audit and Risk Committee on 21 September 2021 for review and consideration and Audit and Risk Committee resolved the following:

> *"That Audit and Risk Committee NOTES the reviewed and updated Internal Audit Charter as set out in Attachment 1 and subject to accepting the marked-up changes, RECOMMENDS to Council for adoption."*

Detail

The review of the Charter commenced in 2020 in consultation with the City's internal auditors, William Buck.

The development of the updated Charter has been undertaken to align with the revised *International Standards for the Professional Practice of Internal Auditing (Standards)* and in accordance to the Institute of Internal Auditors Australia Internal Audit Charter checklist.

As a result of the review, the Charter has been updated with changes set out in mark-up in **Attachment 1**.

The changes in the updated Charter includes the following:

Introduction replace with Purpose and Mission

The purpose of the Internal Audit function is to provide an independent, objective assurance and consulting services designed to add value and improve the City of Wanneroo's (City's) operations.

The mission of internal audit is to enhance and protect organisational values by providing a risk-based and objective assurance, advice and insight.

Inclusion of Core Principles that underpinned the Internal Audit function and competency

The Core Principles, taken as a whole, articulate internal audit effectiveness. Internal auditors will possess and demonstrate the Core Principles for the Professional Practice of Internal Auditing:

- Demonstrates integrity
- Demonstrates competence and due professional care
- Is objective and free from undue influence (independent)
- Aligns with the strategies, objectives, and risks of the organisation
- Is appropriately positioned and adequately resourced
- Demonstrates quality an continuous improvement
- Communicates effectively
- Provides risk-based assurance
- Is insightful, proactive, and future-focused
- Promotes organisational improvement

Inclusion of Standards of audit practice

The internal audit function will be subject to the requirements of The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing,*

Updated section of the Authority of Internal audit including access, resources and meetings.

- Have unrestricted access to all relevant functions, records, personnel, and properties within the law. Have full and free access to the Audit and Risk Committee.
- Meet with the Audit and Risk Committee chair without management.
- Allocate and manage Internal Audit resources through the Executive Manager Governance and Legal, set frequencies, select subjects, determine scopes of works, and apply techniques required to accomplish Internal Audit objectives for the approval of the Audit and Risk Committee.
- Obtain the necessary assistance of City personnel, as well as other specialised services from within or outside the City.

Detailed explanation of Independence and Objectivity

To demonstrate and provide independence and objectivity the internal audit function reports administratively to the Chief Executive Officer via the Executive Manager Governance and Legal and functionally to the Audit and Risk Committee in a manner outline in the below section on Accountability.

Accountability updated and reflected accordingly

The outsourced Internal Audit provider, in the discharge of his/her duties, shall be accountable to the Audit and Risk Committee to:

- Provide annually an assessment, based on the work completed, of the adequacy and effectiveness of the City's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of Internal Audit work.
- Report significant issues related to the processes for controlling the activities of the City, including potential improvements to those processes, and provide information concerning such issues through resolution.
- Provide information periodically on the status and results of the annual audit plan and the sufficiency of resources.
- Coordinate with, and provide oversight of, other control and monitoring functions e.g. risk management, compliance, legal and external audit.

Responsibilities updated in accordance to the City's reporting structure

The Executive Manager Governance and Legal will be the contract manager for the outsourced Internal Audit Provider, and will be responsible for ensuring internal audits and other agreed activities are conducted in compliance with this Charter and the Internal Audit Contract.

The CEO is responsible for approving internal audit scopes and the conduct of internal audits.

A clean version of the updated Charter is set out at **Attachment 2**.

Consultation

The Charter has been developed in consultation with the City's Internal Audit Service Provider William Buck, Internal Audit Charter and checklist issued by the Institute of Internal Auditors and further comparison with other Local Governments.

Comment

The updated Charter once endorsed by Council will be reviewed every three years providing the opportunity to review the City's Internal Audit Function to further enhance the governance and oversight of the City's operations.

Statutory Compliance

Regulation 17 if the *Local Government (Audit) Regulations 1996* requires that the CEO is to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal controls and legislative compliance. The Charter supports this requirement.

The Charter has been reviewed to ensure conformance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

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-C01 Compliance Framework	Moderate
Accountability	**Action Planning Option**
Executive Manager Governance & Legal	Manage

The above risk/s 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

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the recommendation of the Audit and Risk Committee and ADOPTS the review Internal Audit Charter as set out in Attachment 2.

Attachments:

1⇩.	*Attachment 1 - Internal Audit Charter*	*17/243171[v2]*
2⇩.	*Attachment 2 - Clean Version - Updated Internal Audit Charter*	*21/400765*

INTERNAL AUDIT CHARTER

~~1. Introduction~~Purpose

~~An internal audit charter defines the Internal audit function and provides a comprehensive statement of the purpose, authority, responsibilities and reporting relationships of the internal audit function as outlined in the International Standards for the Professional Practice of Internal Auditing (Standards).~~

1. Purpose and Mission

The purpose of the Internal Audit function is to provide an independent, objective assurance and consulting services ~~function,~~ designed to add value and improve the City of Wanneroo's (City's) operations.

The mission of internal audit is to enhance and protect organisational values by providing a risk-based and objective assurance, advice and insight.

It assists the City accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of internal controls of~~,~~ risk management control and governance processes.

Internal Audit assists the Council, Audit and Risk Committee (Committee) and Administration in the effective discharge of its responsibilities.

Core Principles

The Core Principles, taken as a whole, articulate internal audit effectiveness. Internal auditors will possess and demonstrate the Core Principles for the Professional Practice of Internal Auditing:

- Demonstrates integrity
- Demonstrates competence and due professional care
- Is objective and free from undue influence (independent)
- Aligns with the strategies, objectives, and risks of the organisation
- Is appropriately positioned and adequately resourced
- Demonstrates quality an continuous improvement
- Communicates effectively
- Provides risk-based assurance
- Is insightful, proactive, and future-focused
- Promotes organisational improvement

2. Standards of audit practice

The internal audit function will be subject to the requirements of The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing,*

~~2.~~3. Authority ~~and Confidentiality~~

~~2.1~~ Internal Audit is authorised to:

- Have ~~full, free, and~~ unrestricted access to ~~any and~~ all ~~of the City's~~relevant functions, records, personnel, and ~~physical~~ properties ~~relevant to the performance of engagements~~within the law.
- Have full and free access to the Audit and Risk Committee.
- Meet with the Audit and Risk~~Engage with the~~ Committee chair ~~freely~~ without management~~any restrictions~~.
- Allocate and ~~M~~manage Internal Audit resources through the Executive Manager Governance and Legal, ~~establish timings~~set frequencies, select subjects, determine scopes of works, and apply ~~audit~~ techniques required to accomplish Internal Audit objectives for the approval of the Audit and Risk Committee. ~~and.~~ ~~o~~
- Obtain the necessary assistance of ~~personnel within the~~ City personnel, ~~where audits are performed~~ as well as other specialised services from within or outside the City.

~~32.2 Internal Audit staff and contractors are not authorised to:~~

- ~~Perform any operational duties for the City.~~
- ~~Initiate or approve accounting transactions external to the Internal Audit function.~~
- ~~Direct the activities of any City employee not part of the Internal Audit team, except to the extent such employees have been appropriately assigned to the Internal Audit team.~~

~~3.3 Internal Audit is responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.~~

4. Independence and Objectivity

To ~~provide~~ demonstrate and provide~~for the~~ independence[1] and objectivity[2], ~~of~~ the internal audit function, ~~the outsourced Internal Audit Provider~~ will report ~~to the Enterprise Risk Specialist, who reports~~ administratively to the Chief Executive Officer via the Executive Manager Governance and Legal and functionally to the Audit and Risk Committee in a manner outline in the below section on Accountability. ~~It will include as part of its reports to the Audit and Risk Committee, a periodic report on internal audit resourcing.~~The internal audit activity must be independent, and internal auditors must be objective in performing their work.

~~5.1 To provide for the independence of Internal Audit, its staff and contractors will report to the Enterprise Risk Specialist, who reports administratively to the Chief~~

[1] Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organisational levels. (Source: Institute of Internal Auditors, Standard 1100 Independence and Objectivity, http://www.iia.org.au/technicalresources/professionalGuidance/standards.aspx January 2017).

[2] Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgement on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organisational levels.(Source: Institute of Internal Auditors, Standard 1100 Independence and Objectivity, http://www.iia.org.au/technicalresources/professionalGuidance/standards.aspx January 2017)

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~~Executive Officer via the Executive Manager Governance and Legal and functionally to the Committee.~~

~~Internal Audit reports on issues of significance that are also reported directly to the Chief Executive Officer.~~

~~5.2 Internal Audit staff must have an impartial, unbiased attitude and avoid any conflict of interest, actual or perceived in accordance with the Local Government Act 1995 and the International Professional Practices Framework (IPPF) 1120 – Individual Objectivity.~~

~~3.~~5. Accountability

The outsourced Internal Audit provider, in the discharge of his/her duties, shall be ~~is~~ accountable to the ~~CEO, to assist in the CEO in decision making on behalf of Administration, and reports to the~~Audit and Risk Committee~~, to assist the Committee in discharging its responsibilities in accordance with and to the extent set out in the Committee's Terms of Reference~~ to:

- Provide annually an assessment, based on the work completed, of ~~on~~ the adequacy and effectiveness of the City's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of Internal Audit work.~~;~~
- Report significant issues related to the processes for controlling the activities of the City~~ and its related entities~~, including potential improvements to those processes, and provide information concerning such issues through resolution.~~;~~
- Provide information periodically on the status and results of the annual audit plan and the sufficiency of resources.~~; and~~
- Coordinate with, and provide oversight of, other control and monitoring functions ~~(~~e.g. risk management, compliance, legal and external audit~~)~~.

~~4.1. Independence and Objectivity~~

~~The internal audit activity must be independent, and internal auditors must be objective in performing their work.~~

~~5.1 To provide for the independence of Internal Audit, its staff and contractors will report to the Enterprise Risk Specialist, who reports administratively to the Chief Executive Officer via the Executive Manager Governance and Legal and functionally to the Committee.~~

~~Internal Audit reports on issues of significance that are also reported directly to the Chief Executive Officer.~~

~~5.2 Internal Audit staff must have an impartial, unbiased attitude and avoid any conflict of interest, actual or perceived in accordance with the Local Government Act 1995 and the International Professional Practices Framework (IPPF) 1120 – Individual Objectivity.~~

~~5.~~6. ~~Internal Audit~~ Responsibilities

The Executive Manager Governance and Legal will be the contract manager ~~through the Enterprise Risk Specialist~~ for the outsourced Internal Audit Provider, and will be

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responsible for ensuring internal audits and other agreed activities are conducted in compliance with this Charter and the Internal Audit Contract.

The CEO is responsible for approving internal audit scopes and the conduct of internal audits.

The outsourced Internal Audit Provider has responsibility to:

- Develop a flexible annual and Strategic Internal Audit Plan (Plan) using an appropriate risk-based methodology, ~~considering~~ including any risks ~~and~~ or control concerns identified by management. This Plan is to be submitted to the Audit and Risk Committee for review and ~~approval by~~recommend to Council for endorsement. ~~, as well as providing periodic updates.~~
- Coordinate Iimplementation of the approved annual audit Pplan ~~for Internal Audits as approved~~, including asif appropriate, any additional Internal Audits, special tasks or projects requested by the CEO or the Audit and Risk Committee.
- ~~Assess and make appropriate recommendations, to the CEO, to be presented to the Committee, for improving the City's governance process to achieve the City's objectives.~~Supply professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter.
- ~~Evaluate the effectiveness and contribute to the improvement of risk management processes.~~Establish a quality assurance and improvement program to assure the operation of internal audit activities.
- ~~Assist the City in maintaining effective controls by:~~
  - ~~Evaluating effectiveness and efficiency;~~
  - ~~Assessing design and implementation; and~~
  - ~~Assessing operating effectiveness by promoting continuous improvement.~~
- ~~Perform~~Coordinate consulting services, beyond internal auditing's assurance services, to assist management~~Administration~~ in meeting its objectives. ~~which~~ Examples may include ~~but is not limited to~~ facilitation, advice on process design, training, and advisory services.
- ~~Coordinate~~As approved by the CEO, and/or Committee , evaluatione and assessment of significant changes to ~~merging/consolidating functions and new or changing services, processes,~~ operations, and control processes coincident with their development, implementation, and/or expansion.
- Coordinate management responses to internal audit reports
- Follow up implementation of outstanding audit recommendations and report results to Audit and Risk Committee biannually in the City's Internal Audit Log. ~~Results of consultancy services will be presented detailing findings and recommendations to the approver of the consultancy service in the first instance.~~
- ~~Assist in the investigation of suspected corrupt or fraudulent activities and notify the CEO and subject to confidentiality and to the extent legally able, the Committee of the enquiry results.~~
- Issue periodic reports to the Audit and Risk Committee and Administration summarising results of Internal Audit activities.

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- Keep the Audit and Risk Committee informed of emerging trends and successful practices in Internal Auditing, risk or financial management.
- Provide a list of significant measurement goals and results to the Audit and Risk Committee. ~~At least annually the Executive Manager Governance and Legal and the Internal Audit team is to meet privately with the Committee and where appropriate prepare a report to the Committee, without the presence of any other Administrative Officer. The Executive Manager Governance and Legal should confirm:~~
  - ~~The organisational independence of Internal Audit; and~~
  - ~~There is no audit scope or budgetary limitations that impede the ability of Internal Audit to execute its responsibilities.~~
- Assist in the investigation of significant suspected corrupt or fraudulent activities within the City and notify the CEO and/or the Audit and Risk Committee ~~subject to confidentiality and to the extent legally able, the Committee~~ of the ~~enquiry~~ results.
- ~~Maintain the Internal Audit team with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Internal Audit Charter.~~
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the City at a reasonable overall cost.~~Biennial review of the Internal Audit Charter to be endorsed by the Committee.~~

7. Approval and amendment of charter

~~6. Reporting and Monitoring~~

The Audit and Risk Committee will review the Charter every ~~two~~three years and approve changes as required.

Chief Executive Officer

Audit and Risk Committee Chair

Dated

Noted by Internal Auditor

Dated

~~At the conclusion of each internal audit performed, the Internal Audit team must present a written report to the CEO and the report must be presented to the Committee, detailing~~

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the findings and recommendations which, upon endorsement by the Committee, will be captured and monitored quarterly in the City's Internal Audit Log.

In alignment with the reporting requirements of the City's Risk Management Policy and Risk Tolerance Statement, the CEO can from time to time request ad-hoc internal audit reviews on extreme and high rated risks identified to timely verify the controls implemented to mitigate or reduce these risks and to report on any control deficiencies to the Committee in a timely manner.

Administration is required to continuously report on a quarterly basis, to the Internal Audit team, their actions taken for each specific finding contained within the Internal Audit Log until they assert to the effectiveness of corrective action. Depending on the significance of the finding, Internal Audit will validate those assertions before recommending closure of the issue.

7. Relationships and Professional Development

Internal Audit will liaise with professional organisations, other local governments and relevant authorities and bodies regarding internal audit practices.

Internal Audit will maintain and enhance professional skills through ongoing training and membership of and participation in professional associations and bodies.

8. Standards of Audit Practice

Internal Audit will meet the mandatory requirements provided in IPPF, published by The Institute of Internal Auditors: the Definition of Internal Auditing, Code of Ethics and International Standards.

This Charter recognises the role that the Internal Audit may be called upon to act as an appropriate entity under the Public Interest Disclosure Act.

As part of maintaining the quality assurance of Internal Audit, external assessments will be conducted at least once every five years by a qualified, independent reviewer or review team from outside the City.

Version	Date	Record number
Issued	July 2017	17/243171
Revised	MarchJuly 2021	17/243171v2

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INTERNAL AUDIT CHARTER

1. Purpose and Mission

The purpose of the Internal Audit function is to provide an independent, objective assurance and consulting services designed to add value and improve the City of Wanneroo's (City's) operations.

The mission of internal audit is to enhance and protect organisational values by providing a risk-based and objective assurance, advice and insight.

It assists the City accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of internal controls of risk management control and governance processes.

Internal Audit assists the Council, Audit and Risk Committee (Committee) and Administration in the effective discharge of its responsibilities.

Core Principles

The Core Principles, taken as a whole, articulate internal audit effectiveness. Internal auditors will possess and demonstrate the Core Principles for the Professional Practice of Internal Auditing:

- Demonstrates integrity
- Demonstrates competence and due professional care
- Is objective and free from undue influence (independent)
- Aligns with the strategies, objectives, and risks of the organisation
- Is appropriately positioned and adequately resourced
- Demonstrates quality an continuous improvement
- Communicates effectively
- Provides risk-based assurance
- Is insightful, proactive, and future-focused
- Promotes organisational improvement

2. Standards of audit practice

The internal audit function will be subject to the requirements of The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing,*

3. Authority

Internal Audit is authorised to:

- Have unrestricted access to all relevant functions, records, personnel, and properties within the law. Have full and free access to the Audit and Risk Committee.
- Meet with the Audit and Risk Committee chair without management.

- Allocate and manage Internal Audit resources through the Executive Manager Governance and Legal, set frequencies, select subjects, determine scopes of works, and apply techniques required to accomplish Internal Audit objectives for the approval of the Audit and Risk Committee.
- Obtain the necessary assistance of City personnel, as well as other specialised services from within or outside the City.

4. Independence and Objectivity

To demonstrate and provide independence[1] and objectivity[2], the internal audit function, will report administratively to the Chief Executive Officer via the Executive Manager Governance and Legal and functionally to the Audit and Risk Committee in a manner outline in the below section on Accountability.

5. Accountability

The outsourced Internal Audit provider, in the discharge of his/her duties, shall be accountable to the Audit and Risk Committee to:

- Provide annually an assessment, based on the work completed, of the adequacy and effectiveness of the City's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of Internal Audit work.
- Report significant issues related to the processes for controlling the activities of the City, including potential improvements to those processes, and provide information concerning such issues through resolution.
- Provide information periodically on the status and results of the annual audit plan and the sufficiency of resources.
- Coordinate with, and provide oversight of, other control and monitoring functions e.g. risk management, compliance, legal and external audit.

6. Responsibilities

The Executive Manager Governance and Legal will be the contract manager for the outsourced Internal Audit Provider, and will be responsible for ensuring internal audits and other agreed activities are conducted in compliance with this Charter and the Internal Audit Contract.

The CEO is responsible for approving internal audit scopes and the conduct of internal audits.

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[1] Independence is the freedom from conditions that threaten the ability of the internal audit activity to carry out internal audit responsibilities in an unbiased manner. To achieve the degree of independence necessary to effectively carry out the responsibilities of the internal audit activity, the chief audit executive has direct and unrestricted access to senior management and the board. This can be achieved through a dual-reporting relationship. Threats to independence must be managed at the individual auditor, engagement, functional, and organisational levels. (Source: Institute of Internal Auditors, Standard 1100 Independence and Objectivity, http://www.iia.org.au/technicalresources/professionalGuidance/standards.aspx January 2017).
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[2] Objectivity is an unbiased mental attitude that allows internal auditors to perform engagements in such a manner that they believe in their work product and that no quality compromises are made. Objectivity requires that internal auditors do not subordinate their judgement on audit matters to others. Threats to objectivity must be managed at the individual auditor, engagement, functional, and organisational levels.(Source: Institute of Internal Auditors, Standard 1100 Independence and Objectivity, http://www.iia.org.au/technicalresources/professionalGuidance/standards.aspx January 2017)

The outsourced Internal Audit Provider has responsibility to:

- Develop a flexible annual and Strategic Internal Audit Plan (Plan) using an appropriate risk-based methodology, including any risks or control concerns identified by management. This Plan is to be submitted to the Audit and Risk Committee for review and recommend to Council for endorsement.
- Coordinate implementation of the approved annual audit plan, including as appropriate, any additional Internal Audits, special tasks or projects requested by the CEO or the Audit and Risk Committee.
- Supply professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this charter.
- Establish a quality assurance and improvement program to assure the operation of internal audit activities.
- Coordinate consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives. Examples may include facilitation, advice on process design, training, and advisory services.
- Coordinate evaluation and assessment of significant changes to operations and control processes coincident with their development, implementation, and/or expansion. Coordinate management responses to internal audit reports
- Follow up implementation of outstanding audit recommendations and report results to Audit and Risk Committee biannually in the City's Internal Audit Log.
- Issue periodic reports to the Audit and Risk Committee and Administration summarising results of Internal Audit activities.
- Keep the Audit and Risk Committee informed of emerging trends and successful practices in Internal Auditing, risk or financial management.
- Provide a list of significant measurement goals and results to the Audit and Risk Committee.
- Assist in the investigation of significant suspected corrupt or fraudulent activities within the City and notify the CEO and/or the Audit and Risk Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the City at a reasonable overall cost.

7. Approval and amendment of charter

The Audit and Risk Committee will review the Charter every three years and approve changes as required.

Chief Executive Officer

Audit and Risk Committee Chair

Dated

Noted by Internal Auditor

Dated

Version	Date	Record number
Issued	July 2017	17/243171
Revised	July 2021	17/243171v2

Item 9 Motions on Notice

MN01-10/21 Cr Chris Baker – Lukin Drive Extension to Wanneroo Road

File Ref:	35872 – 21/416785
Author:	Cr Chris Baker
Action Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To seek the extension of Lukin Drive from the proposed southbound Interchange under construction as part of the Mitchell Freeway extension to connect with Wanneroo Road.

Background

Currently Lukin Drive connects Marmion Avenue to the west to the local suburban streets in Butler to the east. It will also connect to the proposed Mitchell Freeway Extension Interchange and will terminate at the Mitchell Freeway South bound on/off ramp (**Refer Attachment 1**).

Detail

Mitchell Freeway is currently being extended from Hester Avenue to Romeo Road with interchanges at Lukin Drive, Butler Boulevard and Romeo Road. It is a State Government Project and managed by Main Roads WA. The project is anticipated to be completed around mid-2023.

Lukin Drive unlike Hester Avenue and Neerabup Road to the south and the proposed Romeo Road to the north, will not have a connection to Wanneroo Road as part of recent or the under construction Freeway Extension.

The section of Lukin Drive between Mitchell Freeway South bound on/off ramp and Wanneroo Road is approximately 1km. Though the cost estimate is not known for this section, it is likely to be at a relatively low in comparison to the overall project cost if included in the current Mitchell Freeway Extension project.

Consultation

Consultation has been held with the Market Garden operators who are in support to advocate for this extension.

No other formal community consultation has been undertaken on this matter to date. Subject to council's decision on this motion, stakeholder engagement will be necessary at an appropriate stage.

Comment

Lukin Drive connection to Wanneroo Road will enhance the east / west transport linkage for vehicles, cyclists and pedestrians. It will be an additional service road to the eastern developments to the east of the intersecting length of Wanneroo Road.

It is important that the City's road network is accessible by all members of the community.

It is considered that a review of the existing road network by Main Roads WA at this location will assist in identifying the improvements that may be identified with the extension of Lukin Drive to Wanneroo Road.

It is proposed that Council requests the State Government to include Lukin Drive section from the Freeway Southbound ramp to Wanneroo Road in the current Freeway Extension project.

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

1.2 - Valued public places and spaces

Risk Management Considerations

Populate the risk considerations section with details from the risk register. List the title of the risk in bold and the current risk rating.

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

The above risk/s relating to the issue contained within this report has been/have been identified and considered within the City's Strategic/Corporate risk register. Action plans are in place/have been developed to manage/mitigate this risk.

Policy Implications

Nil

Financial Implications

The proposal is to request the State Government to include the extension of Lukin Drive from Freeway Southbound ramp to Wanneroo Road in the under construction Freeway Extension project, there are no financial implications for the City.

Voting Requirements

Simple Majority

Recommendation

That Council REQUESTS the State Government to include the extension of Lukin Drive from Freeway Southbound ramp to Wanneroo Road in the under construction Mitchell Freeway Extension project.

Administration Comment

Following information in relation to the matters contained within the report on this Motion is provided:

- Administration has previously contacted Main Roads WA on the extension of Lukin Drive to Wanneroo Road in September 2019 and the following response was received:

  "We are planning for the future extension of Mitchell Freeway - creating a high standard north-south transport link in Perth's north western suburbs. A reservation for the freeway extension has been included in the Metropolitan Region Scheme (MRS) for a number of years which provides for the construction of a new interchange at Lukin Drive with a connection into the Alkimos region to the West only. As far as Main Roads is aware an eastern extension of Lukin Drive east of the Mitchell Freeway have never been investigated. If it were to be considered, there would be environmental impacts on the Neerabup Nature Reserve. Further the area to the east of the National Park and Wanneroo Road is all rural land and the east-west traffic demands for this area will be able to be managed via east-west roads such as Hester Avenue and Romeo Road. It is notable that there are existing interchanges that only provide connection from one side of the freeway for example Dunreath Drive interchange on Tonkin Highway."

- MRWA also advised the community in September 2019 of the above mentioned issues during the project feedback period;
- Administration has not been able to sight any record identifying the extension of Lukin Drive to Wanneroo Road covered in the MRS;
- There are no Structure Plans showing the connection of Lukin Drive to Wanneroo Road;
- Lukin Drive extension to Wanneroo Road would require clearing of over 5Ha of vegetation within Neerabup National Park;
- MRWA is the agency responsible to undertake a traffic analysis and determine the traffic network benefits from a proposed extension of Lukin Drive to Wanneroo Road; and
- In Administration's view the current and future populations and employment in the adjoining areas are considered to be low; and there are other east-west linkages which are sufficient to service the area at this stage.

Attachments: Nil

MN02-10/21 Cr Lewis Flood – Fishing Platform Feasibility Study

File Ref:	1806V02 – 21/422042
Author:	Cr Lewis Flood
Action Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To seek allocation of funds within the City of Wanneroo's Long Term Financial Plan for a feasibility study for installation of a fishing platform within Quinns Rocks or Mindarie.

Background

There are currently no fully accessible platform or jetty structures for the purpose of recreational activities such as fishing within the City.

Historically, a fully accessible fishing platform was available on the Mindarie Breakwater structure. However, over time, movement of the underlying limestone rock from wave action caused significant subsidence and damage to the structure. The platform was removed in 2012 due to ongoing public safety risks.

Detail

The suburbs of Quinns Rocks and Mindarie have active coastal communities with a focus on the use of beaches and coastal structures for various activities including fishing.

These suburbs include a number of coastal structures and beach locations which may be appropriate for the installation of a fully accessible fishing platform. Community members have approached me requesting installation of a fishing platform and a feasibility study is now required to determine possible locations, costs and maintenance requirements.

A fully accessible fishing platform will provide a great benefit to the local community of Quinns Rocks and Mindarie. If feasible, this structure will promote a healthy lifestyle and may reduce public safety risks associated with fishing at other locations such as beaches and existing coastal structures.

Consultation

The request for a fully accessible fishing platform has originated from community members.

No formal community consultation has been undertaken on this matter to date, however subject to the outcomes of the feasibility study, community consultation is necessary prior to the final selection of the location and commencement of design. This will include consultation with relevant stakeholders including, but not limited to, the Quinns Rocks Fishing Club.

Comment

In view of the information contained in this report, it is appropriate that a feasibility is undertaken to identify a suitable location for the construction of a fully accessible fishing platform in Quinns Rocks or Mindarie.

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

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

Risk Title	**Risk Rating**
ST-S20 Strategic Community Plan	Low
Accountability	**Action Planning Option**
Director Corporate Strategy and Performance	Manage

The above risk/s relating to the issue contained within this report has been/have been identified and considered within the City's Strategic/Corporate risk register. Action plans are in place/have been developed to manage/mitigate this risk.

Policy Implications

Nil

Financial Implications

A feasibility study for the installation of a fully accessible fishing platform will require the allocation of funds within the City's Long Term Financial Plan for the engagement of a coastal engineering consultant.

Voting Requirements

Simple Majority

Recommendation

That Council LISTS for consideration funding in the City's Long Term Financial Plan to engage a coastal engineering consultant for a feasibility study on the installation of a fully accessible fishing platform in Quinns Rocks or Mindarie.

Administration Comment

Administration advises that the previous fishing platform on the Mindarie Breakwater was not stable in the long term due to movement of the underlying limestone rock armour to which the structure was founded on. This is an important consideration in the placement of installations on rock armoured coastal protection structures which are generally designed to allow for some rock movement over time.

The proposed scope of works for the fishing platform feasibility study may include but not limited to the following:

- Review and analysis of coastal processes;
- Consideration of all possible fishing platform locations including Mindarie Marina, existing coastal structures and beaches;
- Consideration of community preferences through a community consultation process;
- Consideration of universal access requirements;
- Consideration of fishing platform foundation requirements suitable for a minimum design life of 25 years;
- Assessment of capital costs and maintenance requirements; and
- Multi Criteria Analysis to determine the preferred location.

The expected cost of this feasibility study is $20,000 to $40,000.

Attachments: Nil

MN03-10/21 Cr Chris Baker – Motion to Revoke Council Resolution CR04-09/21

File Ref:	2388V02 – 21/413053
Author:	Cr Chris Baker
Action Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider revoking a decision of Council (CR04-09/21) concerning the Complaint Administrator's finding relating to a complaint lodged under the Council Member, Committee Member and Candidate Code of Conduct.

Background

Council resolved at its Ordinary Council Meeting of 14 September 2021 as follows:-

"Moved Cr Treby, Seconded Cr Zappa

That Council:-

1. *ACCEPTS the findings as set out in the Complaint Administrator's Report 215021 at Attachment 1 and 2; and*

2. *DISMISSES the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.*

For the motion: *Cr Cvitan, Cr Flood, Cr Huntley, Cr Newton, Cr Parker, Mayor Roberts, Cr Sangalli, Cr Treby and Cr Zappa*

Against the motion: *Cr Aitken, Cr Baker, Cr Coetzee, Cr Miles, Cr H Nguyen and Cr V Nguyen*

CARRIED
9/6"

Detail

Council, at its meeting of 20 April 2021 (CE03-04/21) adopted a procedure to deal with complaints received under the Council Member, Committee Member and Candidate Code of Conduct (the **Code**). The procedure provides for the appointment of a Complaint Administrator to consider a complaint received under the Code, form a finding and to provide a report to Council along with reasons for the finding.

Consultation

No consultation was undertaken in preparing this motion on notice other than to seek the required support for the Motion on Notice from Councillors Aitken, Vinh Nguyen, Hugh Nguyen, Coetzee and Miles.

Comment

The Motion requests Council to revoke its decision to dismiss the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.

The Motion was received by the CEO in writing at 6:26pm on Tuesday 14 September 2021 and is set out in **Attachment 1**.

The reasons for the motion are that:-

1. The Administrator's report 215021 lacks legal integrity; and
2. The said decision has resulted in a miscarriage of justice.

Statutory Compliance

"10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) 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 —

(a) 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

(b) in any other case, by at least 1 /3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) 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 1 /3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) 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."

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

Nil

Policy Implications

Nil

Financial Implications

The costs associated with the review and determination of the Complaint.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **NOTES that Crs Aitken, H Nguyen, V Nguyen, Coetzee and Miles support a motion to revoke a decision of Council;**
2. **REVOKES BY ABSOLUTE MAJORITY the following decision of Council made at the ordinary Council Meeting of 07 September 2021, CR04-09/21 detailed below:-**

   "Moved Cr Treby, Seconded Cr Zappa

   That Council:-

   1. ***ACCEPTS the findings as set out in the Complaint Administrator's Report 215021 at Attachment 1 and 2; and***

   2. ***DISMISSES the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.***

   For the motion: ***Cr Cvitan, Cr Flood, Cr Huntley, Cr Newton, Cr Parker, Mayor Roberts, Cr Sangalli, Cr Treby and Cr Zappa***

   Against the motion: ***Cr Aitken, Cr Baker, Cr Coetzee, Cr Miles, Cr H Nguyen and Cr V Nguyen***

   CARRIED
   9/6"

Administration Comment

Any discussion, questions or debate by Council Members in respect of the Complaint, or Complaint Administrators report 215021 continue to be bound by the confidentiality requirements of the Local Government Act 1995 and will need to occur behind closed doors in a confidential session.

Administration does not agree with the reasons for the motion to revoke Council resolution CR04-09/21.

Attachments:

1⇩. Attachment 1 - Revocation Motion to Council Resolution CR04-09/21 (Cr Baker) 21/413816

To : the CEO of the City of Wanneroo
Attn. Mr. Daniel Simms .
14 September , 2021 : time :

CR04 ~~CR05~~

I hereby now give you Notice , that at the next Ordinary Meeting of the Council , which next follows the expiry of 7 clear days after this Notice is given to you , I will move the following Revocation Motion : " That the Council Decision made in respect of Agenda Item ~~CR04~~ 09/21 on 14 September , 2021 be and is hereby revoked " The reasons for this Revocation Motion are : 1. The Administrator's Report 215021 lacks legal integrity . 2. The said Decision has resulted in a miscarriage of justice .

Mover : Cr. Chris Baker : CB
Seconder : Cr. Linda Aitken : Linda
Additional Members supporting this Motion:
Cr. Hugh Nguyen :
Cr. Vinh Nguyen :
Cr. Sonet Coetzee:
Cr. Paul Miles :
(6 supporting Councillors in total)

received at 6.26 pm

MN04-10/21 Cr Chris Baker – Motion to Revoke Council Resolution CR05-09/21

File Ref:	2388V02 – 21/413295
Author:	Cr Chris Baker
Action Officer:	Executive Manager Governance and Legal
Disclosure of Interest:	Nil
Attachments:	1

Issue

To consider revoking a decision of Council (CR05-09/21) concerning the Complaint Administrator's finding relating to a complaint lodged under the Council Member, Committee Member and Candidate Code of Conduct.

Background

Council resolved at its Ordinary Council Meeting of 14 September 2021 as follows:-

"Moved Cr Treby, Seconded Cr Zappa

That Council:-

1. *ACCEPTS the findings as set out in the Complaint Administrator's Report 215022 at Attachment 1 and 2; and*

2. *DISMISSES the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.*

For the motion: *Cr Cvitan, Cr Flood, Cr Huntley, Cr Newton, Cr Parker, Mayor Roberts, Cr Sangalli, Cr Treby and Cr Zappa*

Against the motion: *Cr Aitken, Cr Baker, Cr Coetzee, Cr Miles, Cr H Nguyen and Cr V Nguyen*

CARRIED
9/6"

Detail

Council, at its meeting of 20 April 2021 (CE03-04/21) adopted a procedure to deal with complaints received under the Council Member, Committee Member and Candidate Code of Conduct (the **Code**). The procedure provides for the appointment of a Complaint Administrator to consider a complaint received under the Code, form a finding and to provide a report to Council along with reasons for the finding.

Consultation

No consultation was undertaken in preparing this motion on notice other than to seek the required support for the Motion on Notice from Councillors Aitken, Vinh Nguyen, Hugh Nguyen, Coetzee and Miles.

Comment

The Motion requests Council to revoke its decision to dismiss the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.

The Motion was received by the CEO in writing at 6:40pm on Tuesday 14 September 2021 and is set out in **Attachment 1**.

The reasons for the Motion are that:-

1. The Administrator's report 215022 lacks legal integrity; and

2. The said decision has resulted in a miscarriage of justice.

Statutory Compliance

"10. Revoking or changing decisions (Act s. 5.25(1)(e))

(1) 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 —

(a) 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
(b) in any other case, by at least 1 /3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) 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 1 /3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) 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."

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

Nil

Policy Implications

Nil

Financial Implications

The costs associated with the review and determination of the Complaint.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **NOTES that Councillors Aitken, H Nguyen, V Nguyen, Coetzee and Miles support a motion to revoke a decision of Council;**
2. **REVOKES BY ABSOLUTE MAJORITY the following decision of Council made at the ordinary Council Meeting of 07 September 2021, CR05-09/21 detailed below:-**

   "Moved Cr Treby, Seconded Cr Zappa

   That Council:-

   1. ***ACCEPTS the findings as set out in the Complaint Administrator's Report 215022 at Attachment 1 and 2; and***
   2. ***DISMISSES the complaint that alleged a breach of the Council Member, Committee Member and Candidate Code of Conduct.***

   For the motion: ***Cr Cvitan, Cr Flood, Cr Huntley, Cr Newton, Cr Parker, Mayor Roberts, Cr Sangalli, Cr Treby and Cr Zappa***

   Against the motion: ***Cr Aitken, Cr Baker, Cr Coetzee, Cr Miles, Cr H Nguyen and Cr V Nguyen***

   CARRIED

   9/6"

Administration Comment

Any discussion, questions or debate by Council Members in respect of the Complaint, or Complaint Administrators report 215022 continue to be bound by the confidentiality requirements of the Local Government Act 1995 and will need to occur behind closed doors in a confidential session.

Administration does not agree with the reasons for the motion to revoke Council resolution CR05-09/21.

Attachments:

1⇩. Attachment 1 - Revocation Motion CR05-09/21 (Cr Baker) 21/413818

To : the CEO of the City of Wanneroo
Attn. Mr. Daniel Simms .
14 September , 2021 : time :
I hereby now give you Notice , that at the next Ordinary Meeting of the Council , which next follows the expiry of 7 clear days after this Notice is given to you , I will move the following Revocation Motion : " That the Council Decision made in respect of Agenda Item ~~CR04~~ CR05-09/21 on 14 September , 2021 be and is hereby revoked " The reasons for this Revocation Motion are : 1. The Administrator's Report 215021 lacks legal integrity . 2. The said Decision has resulted in a miscarriage of justice .
Mover : Cr. Chris Baker :
Seconder : Cr. Linda Aitken :
Additional Members supporting this Motion:
Cr. Hugh Nguyen :
Cr. Vinh Nguyen :
Cr. Sonet Coetzee:
Cr. Paul Miles :
(6 supporting Councillors in total)

6.40

Item 10 Urgent Business

Item 11 Confidential

Nil

Item 12 Date of Next Meeting

The next Council Members' Briefing Session has been scheduled for 6:00pm on Tuesday 9 November 2021, to be held at Council Chambers, Civic Centre, 23 Dundebar Road, Wanneroo.

Item 13 Closure

City of Wanneroo

COUNCIL CHAMBERS SEATING DIAGRAM

