

Council Minutes

Confirmed Minutes

Ordinary Council Meeting

21 March 2023, 6:00pm
Council Chambers (Level 1) Civic Centre
23 Dundobar Road, Wanneroo
wanneroo.wa.gov.au

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.

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;
- Special Electors Meeting; and
- Briefing Sessions.

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

Evaluation and Review Provisions

Recording of Proceedings

1. Proceedings for Meetings detailed in this policy; 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 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 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 online if the recording is published on the City of Wanneroo website. 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. COVID-19 Pandemic Situation
During the COVID-19 pandemic situation, Briefing Sessions and Council Meetings that are conducted electronically, will be recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.
8. Briefing Sessions and Council Meetings that are recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.

COMMONLY USED ACRONYMS AND THEIR MEANING

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
Act	<i>Local Government Act 1995</i>
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



CONFIRMED MINUTES OF ORDINARY COUNCIL MEETING

HELD ON TUESDAY 21 MARCH, 2023

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M I N U T E S

Mayor Aitken declared the meeting open at 6:04pm and read the prayer.

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 thank you for your blessing upon our City, our community and our Council. Guide us all in our decision making to act fairly, without fear or favour and with compassion, integrity, wisdom 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

LINDA AITKEN, JP

Mayor

Councillors:

CHRIS BAKER	North Ward
SONET COETZEE	North Ward
GLYNIS PARKER	North-East Ward
BRONWYN SMITH	North-East Ward
JACQUELINE HUNTLEY	Central-East Ward
PAUL MILES	Central-East Ward
NATALIE SANGALLI	Central-West Ward
FRANK CVITAN, JP	Central Ward
JORDAN WRIGHT	Central Ward
NATALIE HERRIDGE	South-West Ward
VINH NGUYEN	South-West Ward
JAMES ROWE, JP	South Ward
BRETT TREBY	South Ward (Deputy Mayor)

Officers:

DANIEL SIMMS	Chief Executive Officer
MARK DICKSON	Director, Planning and Sustainability
HARMINDER SINGH	Director, Assets
DEBBIE TERELINCK	Director, Community & Place
NOELENE JENNINGS	Director, Corporate Strategy & Performance
NATASHA SMART	Manager Council & Corporate Support
ROHAN KLEMM	Manager, Community Facilities
KIRSTEN THRUSH	Manager, Community Safety & Emergency Management
COURTNEY NOTTE	Media & Communications Specialist
TINA BALTIC	Minute Officer
YVETTE HEATH	Council Support Officer
CHANTEL HELDT	Council Support Officer

Item 2 Apologies and Leave of Absence

HELEN BERRY

Central-West Ward (LOA 09/08/23-30/06/23 inclusive)

New Request for Leave of Absence**Moved Cr Treby, Seconded Cr Wright****That Council GRANT a Leave of Absence to Cr Baker for the Ordinary Council Meeting to be held 18 July 2023 inclusive.****CARRIED UNANIMOUSLY**

There were 4 members of the public and 1 member of the press in attendance.

Item 3 Public Question and Statement Time**Public questions received in writing prior to the meeting.****Item PQ01-03/23 Mr S Healey, Darch**

Former Quinns Rocks Caravan Park Site

1. *What is the market value for rent on the land at the former Quinns Rock Caravan Park site, 2 Quinns Road Mindarie, as evaluated by the Valuer-General's office?*

Response by Director, Corporate Strategy & Performance

The Valuer General's Office would determine the Gross Rental Value (GRV) for the land, but this is not currently available (due to the site being vacant and not leased). In the event that Council determined to grant a lease, the GRV would be determined by the Valuer General's Office, generally for the start of the next financial year after the lease has commenced.

A current market value of the rental (determined by an independent licensed valuer) would be obtained and disclosed if Council was considering whether to proceed with a lease for the site, as required by sections 3.58(3) and (4) of the *Local Government Act 1995*.

2. *What assurances can be given to ratepayers that the City will charge market value for the land lease and the rate payers will not be subsidising the developer/ operator (like in the case of the BMX track and the Marangaroo Family Centre T/A Hepburn Centre)?*

Response by Director, Corporate Strategy & Performance

The current market value must be disclosed as part the local public notice requirements of sections 3.58(3) and (4) of the *Local Government Act 1995*, which means that the notice must disclose:

- a) the names of all other parties concerned (i.e. the legal entity entering the lease);
- b) the consideration to be received by the City under the lease (i.e. rent); and
- c) the market value, which typically this is as determined by a valuation carried out not more than 6 months before the proposed lease disposal.

The same information would be reflected in the report to Council (if a proposed lease is

recommended), which would precede the local public notice.

Given that rental incentives impact the actual rent, these incentives (if any are incorporated in a lease approved by Council) would be disclosed in the local public notice and the preceding report to Council.

As a further basis for why the rent (and any incentives, if any are incorporated in a lease approved by Council) would be disclosed in the report to Council, the City's Leasing Policy requires that:

- a) any report to Council to approve a lease or licence to a tenant under Category 5 (Sporting or Recreational) or Category 6 (Volunteers and Support Services) of the Policy will note the rental value of the Facility, either on a Gross Rental Value (GRV) or market valuation basis; and
- b) where revenue is not maximised in a lease on freehold land, the opportunity cost of the lease will need to be acknowledged in the applicable report to Council.

Item PQ02-03/23 Mr C Treverson, Clarkson

Public Bollards

Why are cable gates restricting movement on public crown land? This is illegal. Local council have no authority over freedom of movement.

Response by Director, Community and Place

The gates at various City facilities have been in place since 2003 and are opened and closed at times determined by Council resolution. The gates have recently been upgraded to become automated, meaning City staff no longer have to attend to open and close the gates. The gates were originally installed due to increases in anti-social behaviour and vandalism at the various sites. The automated gates can be controlled remotely to enable access and egress at other times if required.

Regarding the authority over freedom of movement, under Section 3.54 of the *Local Government Act 1995* the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the *Parks and Reserves Act 1895*.

This allows the City to:-

- a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof;
- b) do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment.

Public questions submitted at the meeting.

Item PQ03-03/23 Mrs D Newton

CP03-03/23 – Election Signs

I listened to the briefing last week and I heard you were told that some signs are removed because they're regarded as a safety hazard - well that's not part of the local law for the signs - the local law says you can't put them there in the first place. Not that you shouldn't put them

there in a safe place. So my questions are is Council aware that the current advertised local law is quite specific about not putting signs in public places? This, along with the information about becoming an Elected Member, is still on Council's website. Am I to take it from this report that Council is going to ignore that local law in the 2023 elections?

Response by Director, Corporate Strategy & Performance

As indicated at the Briefing Session last week, the intention is for existing local law to remain in place and CEO will be considering compliance with the local law in the lead up to the next elections.

Item PQ04-03/23 Mrs D Newton

CS02-03/23 - Consideration of Minutes and Decisions of the Electors' Annual General Meeting held 7 February 2023 – Council Member Conference Attendance

The Motion that I had about going to conferences and submitting a report [Decision 2] – Why does the report that you are voting on tonight contain all this information about the question that I asked in December 2022 and which didn't relate to the Motion that we electors voted on that night? So my question is why is most of that report about the question that I asked in December (which I still haven't received a response)?

Mrs Newton refers to the question submitted to the Council meeting relating to the comprehensive breakdown of costs associated with Council Member attendance at conferences during 2021/22 and 2022/23.

Response by Director, Corporate Strategy & Performance

The question that was raised in December and as well as the Motion, were both about Elected Member's attending conferences. So whilst they weren't exactly the same, the information that the [City of Wanneroo] is trying to improve upon will help us answer both questions, hence why they are aligned in the process. We have actually now already started improving the way we collect this information so that we can also answer your original question in December.

Further response by Director, Corporate Strategy and Performance

Whilst the level of detail requested for the 2021/22 financial year is not currently accessible, it is the City's intent to provide cost breakdown to the extent possible for a future report to be published on the City's website for Council Member attendance at conferences, education and speaking engagements. Commencing from the end of 2022/23 financial year, more detailed data should be available due to an improved process in the City's data collection.

Item 4 Confirmation of Minutes

OC01-03/23 Minutes of Ordinary Council Meeting held on 21 February 2023

Moved Cr Baker, Seconded Cr Cvitan

That the minutes of the Ordinary Council Meeting held on 21 February 2023 be confirmed.

CARRIED UNANIMOUSLY

SOC02-03/23 Minutes of Special Council Meeting held on 7 March 2023

Moved Cr Treby, Seconded Cr Baker

That the minutes of the Special Council Meeting held on 7 March 2023 be confirmed.

CARRIED UNANIMOUSLY

Item 5 Announcements by the Mayor without Discussion

IPWEA award win announcement

I am pleased to share the City of Wanneroo was recognised at the 2023 Institute of Public Works Engineering Australasia Awards for Excellence this month.

The Burns Beach to Mindarie Dual Use Path was awarded Best Public Works Project \$2m - \$5m (metro) and the WasteSorted - Talking My Language toolkit received a commendation in the Excellence in Innovation Award (metro) category.

The multi-faceted path project delivered was a joint project between the cities of Wanneroo and Joondalup, the Western Australian Planning Commission and Tamala Park Regional Council.

Thousands of pedestrians and cyclists have used the link since it opened last year, with many coming from outside the region to do so. It is an investment in the future of our cities, and I am very proud of the role our City played in this local success story.

The 'WasteSorted – Talking My Language' toolkit was developed to overcome the difficulties experienced by culturally and linguistically diverse (CaLD) communities in understanding waste services information due to language and literacy barriers.

More than 40 per cent of the City's population were born overseas and 20 per cent of residents speak a language other than English at home, so it is extremely important that we are able to make waste information accessible to these residents.

Thank you to the City's CEO Daniel Simms and Assets Director Harminder Singh who support their teams to deliver programs that benefit our community. Fantastic outcomes like these could not be achieved without the collaboration and input of team members from across the organisation, and I would like to acknowledge and congratulate everyone who helped bring these fantastic initiatives to life for our community.

Item 6 Questions from Council Members

CQ01-03/23 Cr Miles – Kingsway Little Athletics Kiosk

In attachment on pages 10,11 and 12 it says "Option 1 & 2" but mainly lists option 1. My understanding from that is we are approving funding to receive for option 1 only, not option 2?

Response by Director Community & Place

Yes, I believe option 1 will be the option progressing.

Cr Miles:

I note on page 12 that we have decided to build the kiosk considerably higher than the current clubhouse, bearing in mind we are not getting all the funding from the CSRFF, is having that roof span so high an expense that we can maybe trim back to meet the funding shortfall?

Director Community & Place

We can consider the design, although I don't think it will go to the extent of covering all of the funding we didn't receive, but we can certainly have a look at the design and see if there are some value engineering options we can consider.

Item 7 Petitions**New Petitions Received****PT01-03/23 Petition to add a bus route to The Green Lifestyle Village, and Lakelands Lifestyle Village at 1 Lahich Vista Gngara**

Cr Wright presented a petition of 173 signatures requesting Council to consider adding a bus route to service The Green Lifestyle Village and Lakelands Lifestyle Village (23/85431)

PT02-03/23 Removal of trees situated at 9 and 11 Milstead Way, Marangaroo

Cr Herridge presented a petition of 4 signatures requesting Council remove the verge trees at 2 residential properties situated in Marangaroo (23/89143).

PT03-03/23 Petition to close public access way between Blackmore Avenue and Innes Place Girrawheen

Cr Rowe presented a petition of 19 signatures requesting Council to close the public access way between Blackmore Avenue and Innes Place Girrawheen (23/96060).

Moved Cr Cvitan, Seconded Cr Treby

That the petitions PT01-03/23 and PT02-03/23 be received and forwarded to the relevant Directorate for reporting back to Council.

CARRIED UNANIMOUSLY

Update on Petitions**UP01-03/23 Objection to BMX Track Redevelopment at McCoy Park, Quinns Rocks PT01-02/23)**

Cr Parker presented a petition of 13 signatures objecting to the BMX track redevelopment at McCoy Park due to proximity to homes. A residential meeting with the council to raise concerns is requested and if not relocated want strategies to reduce risk factors such as more Ranger patrols, barrier to motorbikes and dust suppression. (23/64982)

Update

Administration will undertake an investigation into the petitioners' concerns and provide a report for the April Council meeting.

UP02-03/23 Investigate Damage from London Plane trees in the City of Wanneroo (PT02-02/23)

Cr Parker presented a petition of 130 signatures requesting the City to investigate the damage from London Plane trees throughout the City due to their trichomes causing a range of irritant effects from an over population of the trees and by their roots creating a safety hazard by raising footpaths and kerbs.(23/22736)

Update

Administration notes the Petition PT02-02/23 – Investigate Damage from London Plane Trees in the City of Wanneroo, received at the Ordinary Council Meeting on 21 February 2023, a report will be prepared in response to the Petition to be tabled at the Ordinary Council Meeting in May 2023.

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.

Nil

Planning and Sustainability

Nil

Assets

Infrastructure Capital Works

AS01-03/23 Tender No. 23001 Construction of Main Pavilion, Halesworth Park, Butler

File Ref:	23757V03 – 23/18548
Responsible Officer:	Director Assets
Attachments:	Nil

Issue

To consider delegating the consideration of Tender No. 23001 for the Construction of Main Pavilion, Halesworth Park, Butler to the Chief Executive Officer.

Background

Halesworth Park is located at 24 Halesworth Parade, Butler and the new sports amenities were constructed between June 2020 to September 2021.

Halesworth Park has an overall land area of approximately 11.9 hectares classifying it as a District Park. The Park was created on three lots; Lot Number 8210 located on Reserve No 51292 and Lot 2019 on Reserve No 53826, with the third Lot 2018 on Parcel 325349 owned by the Department of Education. The Park is maintained by the City of Wanneroo for the purpose of public recreation and sports activities.

As part of the original scope of the project; the sports amenities included the construction of two sports pavilions and a storage building for use by Little Athletics.

The City is seeking to appoint a suitable qualified and experienced building contractor to construct the following buildings:

1. Main Sport Pavilion (Building A)
1400sqm sports amenities building Inclusive of change rooms, toilets, showers, umpire's rooms, first aid rooms, storerooms, two kitchen/kiosks, bin store, comms rooms, cleaners room, UATs and UA Showers, multi-use corridor/meeting rooms/pre-function area, and two multipurpose rooms. Building inclusive of all necessary services, air conditioning, security and CCTV, comms, and AV. Provision of soft and hard landscaping infill is also required to tie into existing surrounding area; and
2. Building Store (Building C).
100sqm storage building inclusive of all necessary services, and tie in CCTV to Main Pavilion.

A third building proposed for the park, being the Court Pavilion (Building B), is excluded from the scope within Tender.

Detail

Tender No. 23001 for the Construction of Main Pavilion, Halesworth Park, Butler was advertised on 17 December 2022 and closed on Tuesday 14 February 2023. Five addenda were issued dealing with tender clarifications.

The Tender included provisions for undertaking construction of the buildings as Separable Portions (as advised in the Contract):

- Separable Portion SP1; Building A – Main Pavilion;
- Separable Portion SP2; Building C – Store Shed; and
- Separable Portion SP3; Building A & C – Main Pavilion & Store Shed

Essential details of the proposed contract are as follows:

Item	Detail
Contract Form	Major Works AS4000 -1997
Contract Type	Lump Sum
Contract Duration	15 Months
Commencement Date	2 weeks after receipt of Letter of Award
Expiry Date	Anticipated Practical Completion Date 30 July 2024
Extension Permitted	No

Item	Detail
Rise and Fall	Not applicable

Five Tender submissions were received, which are all being evaluated in accordance with the Procurement and Evaluation Plan (**PEP**).

Oversight to the tender assessment process is being undertaken by William Buck Consulting (WA) Pty Ltd and in conjunction with the City's Contracts Officer.

Consultation

The community consultation process for the building design was undertaken as per the City's Community Engagement Policy for a 14-day period from 6 January to 20 January 2021 and details provided in a report considered by Council at its meeting in February 2021 (refer Item - CP03-02/21 *Halesworth Park Pavilions - Concept Design and Community Engagement Outcomes*).

The proposed design of the Pavilions meets the operational requirements of the future users of the Reserve and has been informed by the intended use of the adjacent playing fields and courts to maximise use and flexibility.

The design captures the need to facilitate the use of both the North and South ovals at the same time by different user groups. The building has been designed to accommodate general community use outside of sporting use.

Prior to and during site works, progress will be communicated via City's website and other media channels. All stakeholders including facility users will be informed accordingly.

Comment

The tender evaluation has resulted in the need to seek further information from the shortlisted tenderers and undertake further due diligence.

Following receipt of this information, further analysis will be necessary. This is likely to result in the tender recommendation report not being available for Council consideration at the Ordinary Council Meeting scheduled to be held on 21 March 2023.

To award Tender No. 23001 as soon as the tender evaluation process is complete, it is proposed that Council delegation be considered for a decision on the outcome of the Tender No. 23001 to the Chief Executive Officer.

Following the Tender award, Council members and all the Stakeholders will be advised of the outcome of Tender and the subsequent works program

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*.

A Development Approval is not required for this project.

A cleared pad site is already available for construction of the Main Pavilion.

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 Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

Enterprise Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Risk Title	Risk Rating
CO-022 Environmental Management	Medium
Accountability	Action Planning Option
Director Planning and Sustainability	Manage

Policy Implications

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

Financial Implications

Funding totalling \$8,884,500 is available/listed in the project PR-2955 Halesworth Park, Butler, New Sports Facilities in 2022/23/24/25/26 Capital Works Program to undertake works under Tender No. 23001.

Voting Requirements

Absolute Majority

Moved Cr Parker, Seconded Cr Smith

That Council:

- 1. NOTES that suitable funds as noted in the Financial Implications section of this report will need to be allocated in 2023/24, 2024/25 and 2025/26 financial years to suit the cash flow projections for the completion of the works associated with the Construction of Main Pavilion, Halesworth Park, Butler; and**
- 2. DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer the**

authority to DETERMINE and ACCEPT a tender, that is within the available project budget, as detailed in the Financial Implications section of this report and as noted in 1 above, for Tender No. 23001, for the Construction of Main Pavilion, Halesworth Park, Butler.

CARRIED BY ABSOLUTE MAJORITY
13/1

For the motion: Mayor Aitken, Cr Baker, Cr Coetzee, Cr Cvitan, Cr Herridge, Cr Huntley, Cr Miles, Cr Nguyen, Cr Parker, Cr Rowe, Cr Smith, Cr Treby and Cr Wright

Against the motion: Cr Sangalli

Attachments: Nil

Community & Place

Community Facilities

CP01-03/23 Department of Local Government, Sport and Cultural Industries 2023/24 Funding Round Outcomes

File Ref: 42550 – 23/56055
Responsible Officer: Director Community & Place
Attachments: 1

Issue

To consider the outcomes of the Department of Local Government, Sports and Cultural Industries (**DLGSC**) Community Sport and Recreation Facilities Fund (**CSRFF**) and Club Night Lights Program (**CNLP**) 2023/24 grant round.

Background

The CSRFF and CNLP are administered by DGLSC on behalf of the State Government. Each year, funding is available to community/sporting groups and Local Governments to assist in the development of sport and recreation infrastructure. The aim of the funding programs is to increase participation in sport and recreation through an emphasis on well-planned and well-utilised facilities. The newly created CNLP was announced in June 2021 and allocates \$10M over four years towards sports floodlighting infrastructure. The CSRFF and CNLP programs run concurrently in terms of applications, assessments, and timeframes.

The maximum grant offered for standard applications is one third of the total estimated construction costs, up to a maximum of \$2M. Grants cannot be used for the internal City costs such as design or project management. The 2023/24 grants round opened on June 2022 with \$12.5M for CSRFF and \$2.5M for CNLP available.

At its meeting held on 13 September 2022, Council considered report ~~CP03-02/24~~ CP03-02/21 and resolved the following:

That Council: -

1. *Endorses the following Club Night Lights Program application to the Department of Local Government, Sport and Cultural Industries for the 2023/24 funding round with the following assessment, project rating and prioritisation, noting a total grant amount sought of \$187,512:*

CNLP			
Project	Assessment	Project Rating	Priority
PR-4358 Dalvik Park Sports Floodlighting Installation	Satisfactory	Well planned and needed by the municipality	1

2. *Endorses the following Community Sport and Recreation Facilities Fund application to the Department of Local Government, Sport and Cultural Industries for the 2023/24 funding round with the following assessment, project rating and prioritisation, noting a total grant amount sought of \$162,333:*

CSRFF			
Project	Assessment	Project Rating	Priority
PR-4342 Construction of a new kiosk at the Kingsway Little Athletics Centre	Satisfactory	Well planned and needed by the municipality	1

3. *NOTES that the construction phase of each project is dependent on the successful outcome of the Club Night Lights Fund and Community Sport and Recreational Facilities Fund applications for the 2023/24 funding round. (or securing other external funding at least to the equivalent value) and/or funding being identified as a result of the review of the Long Term Financial Plan, with a further report to be presented to Council in March 2023 advising of the outcomes of the applications.*

Detail

The City has received advice from DLGSC regarding the outcomes of the 2023/24 CSRFF and CNLP grants round, with the results being as follows:

Grant Type	Project	Project Cost	CSRFF Requested	CSRFF Approved (2023/24)
CSRFF	PR-4342 Kingsway Little Athletics Centre New Kiosk	\$520,000	\$162,333	\$80,000
CNLP	PR-4358 Dalvik Park New Sports Lighting	\$574,035	\$187,512	\$187,512
TOTAL		\$1,094,035	\$349,845	\$267,512

A summary of each project in respect to project status, impact of the funding outcome and recommended action is as follows:

PR-4234 Kingsway Little Athletics Centre New Kiosk

Successful with a CSRFF grant of \$80,000 (grant application was for \$162,333). As a result, a budget adjustment for an additional \$82,333 in municipal funds will be required for the project to continue. Concept plan and initial costings have been completed in 2022/23, with construction proposed in the 2023/24 financial year.

PR-4358 Dalvik Park New Sports Lighting

Successful with a CNLP grant of \$187,512. Concept plan, costings and design documentation have been completed, with construction proposed to occur in the 2023/24 financial year.

Consultation

Consultation has been ongoing with the relevant stakeholders/sporting clubs to ensure they are kept updated with the progress of the projects. Future project specific consultation will be undertaken as per the City's Community Engagement Policy.

Comment

The City has been successful in obtaining \$267,512 in funding requested from the 2023/24 CSRFF and CNLP grant round. The Kingsway Little Athletics Centre New Kiosk application did not receive the full amount of funding requested, however this is not uncommon as the program is frequently over-subscribed.

It is acknowledged that a review of funding capacity through the City's Long Term Financial Plan (LTFP) is required for project PR-4342 Kingsway Little Athletics Centre New Kiosk, including the provision of a contingency budget to allow for cost estimate increase.

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 Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

Risk Management Considerations

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

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
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 & Corporate risk register. Action plans have been developed to manage these risks to support existing management systems.

Policy Implications

The provision of flood lighting at Dalvik Park is consistent with the City's Sports Floodlighting Policy. Community engagement will be undertaken as per the City's Community Engagement Policy.

Financial Implications

The projects are currently listed within the City's Long Term Financial Plan as follows:

Project	Municipal (1)	CSRFF/CNLP Funds (2)	Total Coast (3)
PR-4342 Kingsway Little Athletics Centre New Kiosk	\$357,667	\$162,333	\$520,000
PR-4358 Dalvik Park New Sports Lighting	\$386,523	\$187,512	\$574,035
TOTAL	\$744,190	\$349,845	\$1,094,035

Notes:

- (1) Municipal contribution being two thirds of the total cost.
- (2) CSRFF/CNLP grant amount sought based on eligible project costs.
- (3) Total project cost estimate.

As noted, there is budget shortfall for the 2023/24 financial year as follows, based on the current scope of the projects:

Project	2023/24 Shortfall	Additional Cont.	Municipal funds
PR-4342 Kingsway Little Athletics Centre New Kiosk	\$82,333	\$16,667	\$99,000
Total			\$99,000

Administration has identified the need for a contingency budget for PR-4342 Kingsway Little Athletics Centre New Kiosk to provide allowance for cost estimate increase on the current concept design (**Attachment 1**).

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Cvitan

That Council: -

1. **NOTES** the outcome of the City of Wanneroo's Community Sport and Recreation Facilities Fund and Club Night Light Project applications for the 2023/24 funding round resulting in the budget shortfall as follows:

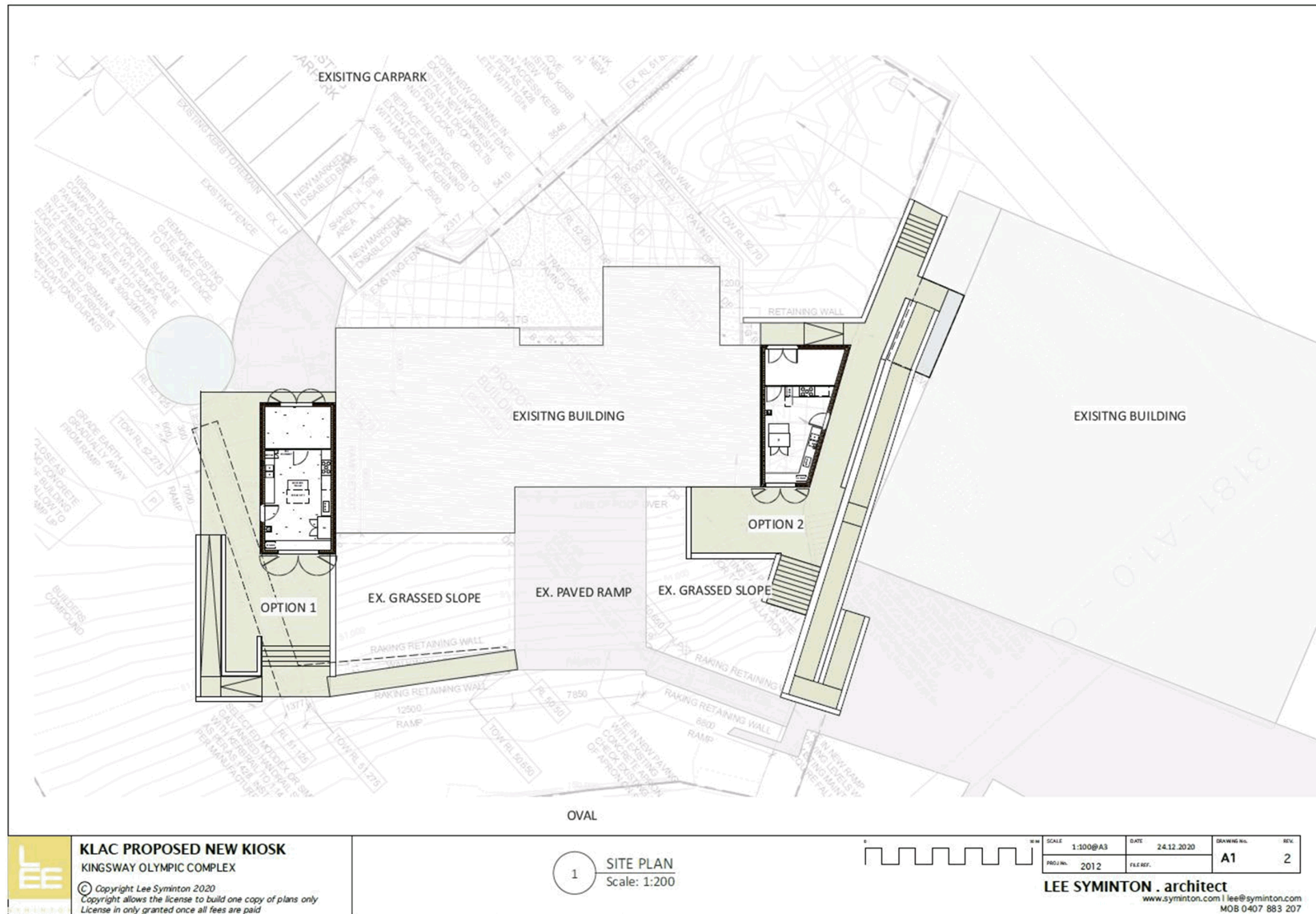
Project	Grant Requested	Grant Award	2023/24 Shortfall
PR-4342 Kingsway Little Athletics Centre New Kiosk	\$162,333	\$80,000	\$82,333
PR-4358 Dalvik Park New Sports Lighting	\$187,512	\$187,512	\$0
TOTAL			\$82,333

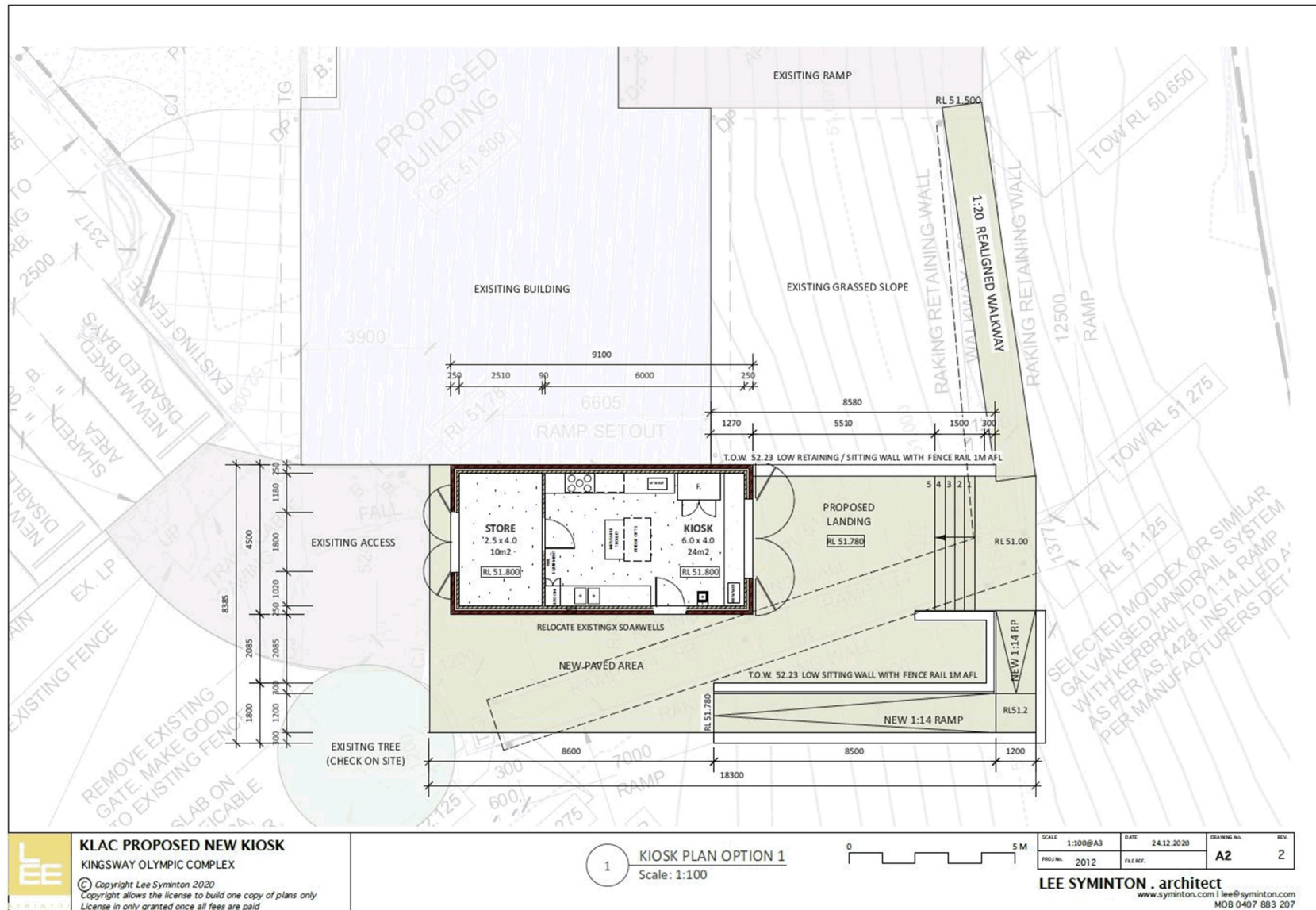
2. **ACCEPTS** the CSRFF and CNLP grants and **NOTES** the requirement for additional municipal funds which will be presented for Council consideration as part of the draft 2023/24 Capital Works Budget; and
3. **REQUESTS** the Mayor to write to the Minister for Sport & Recreation to advocate for an increase in the annual funding allocation for the Community Sport & Recreation Facilities Fund program.

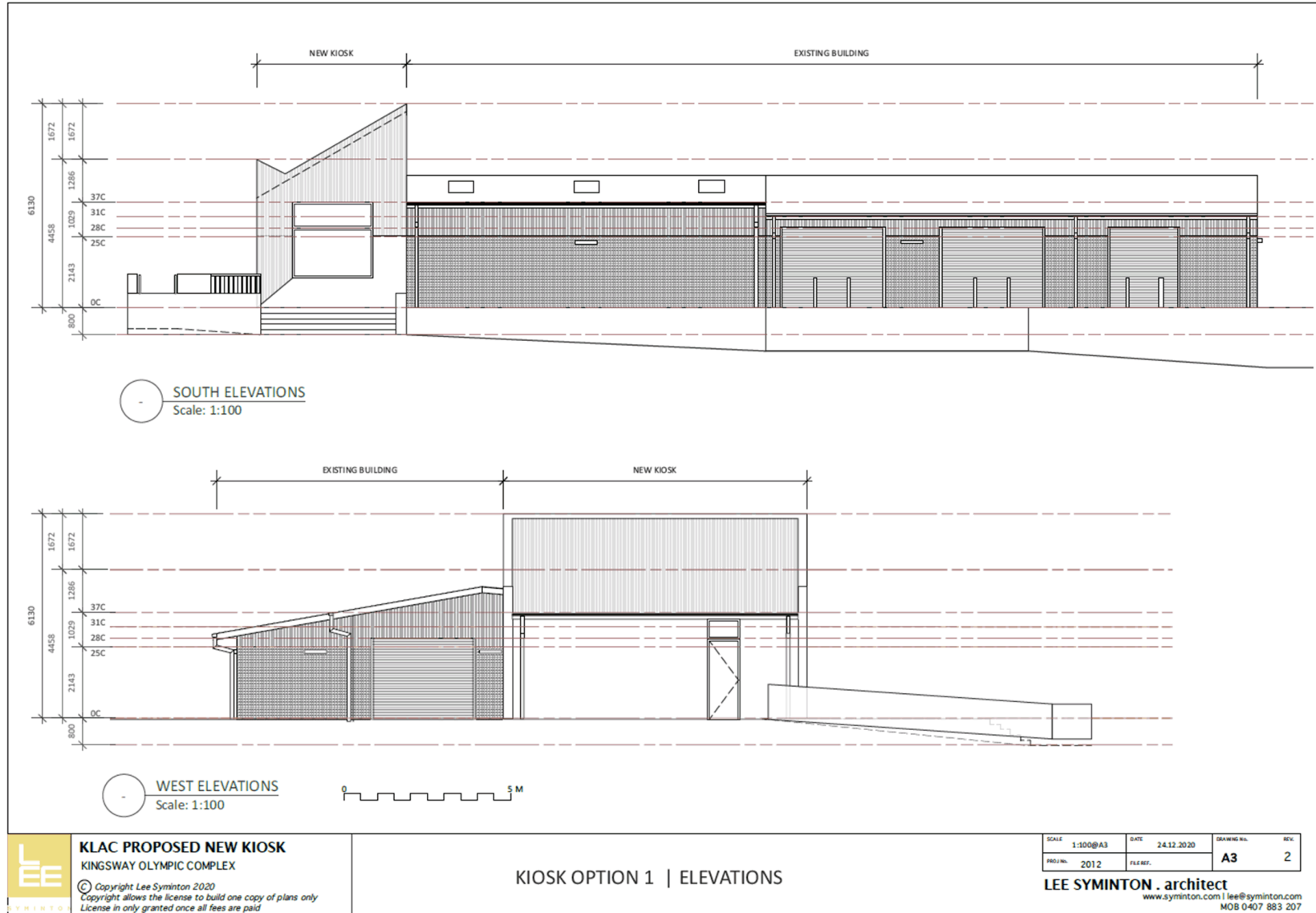
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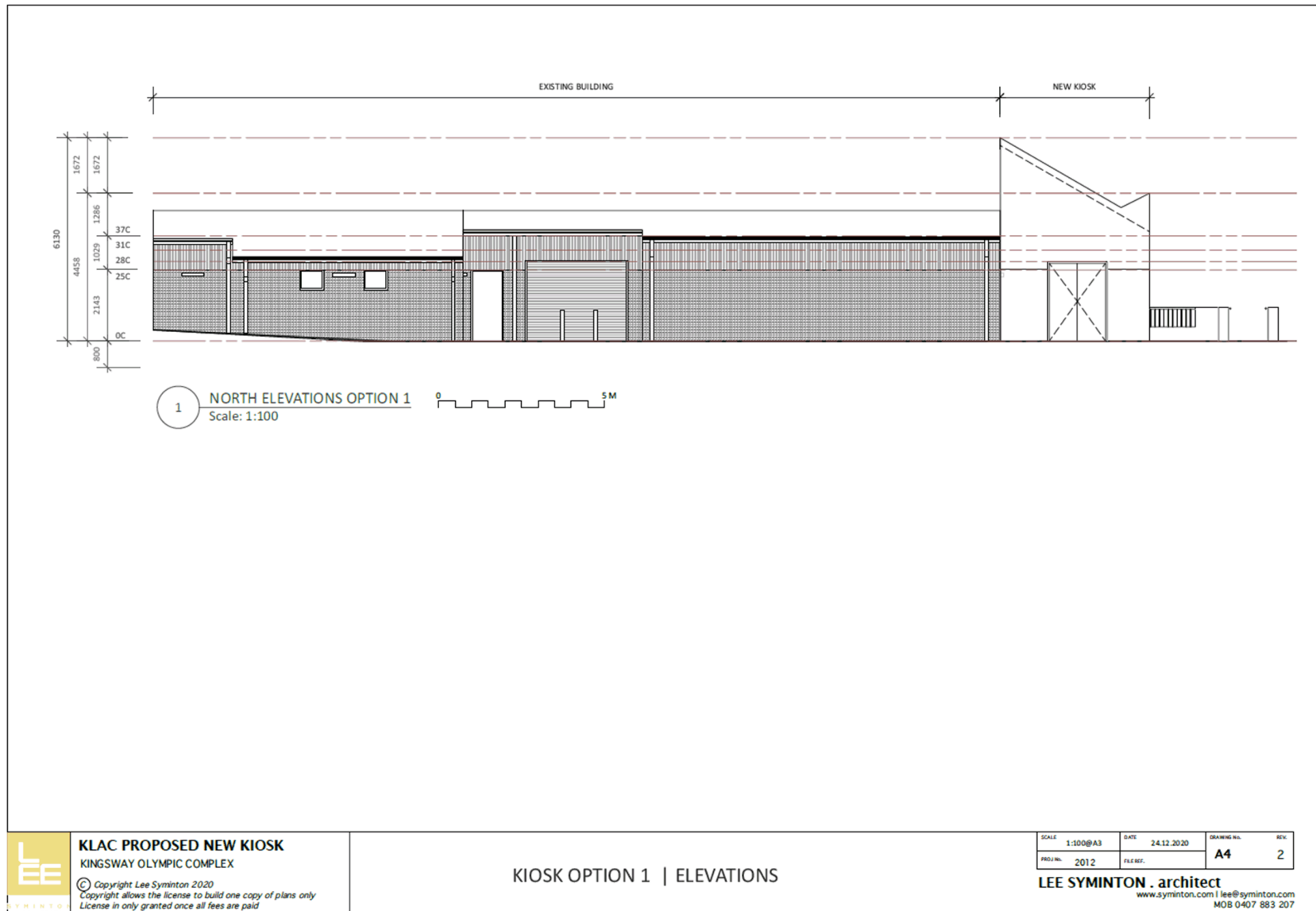
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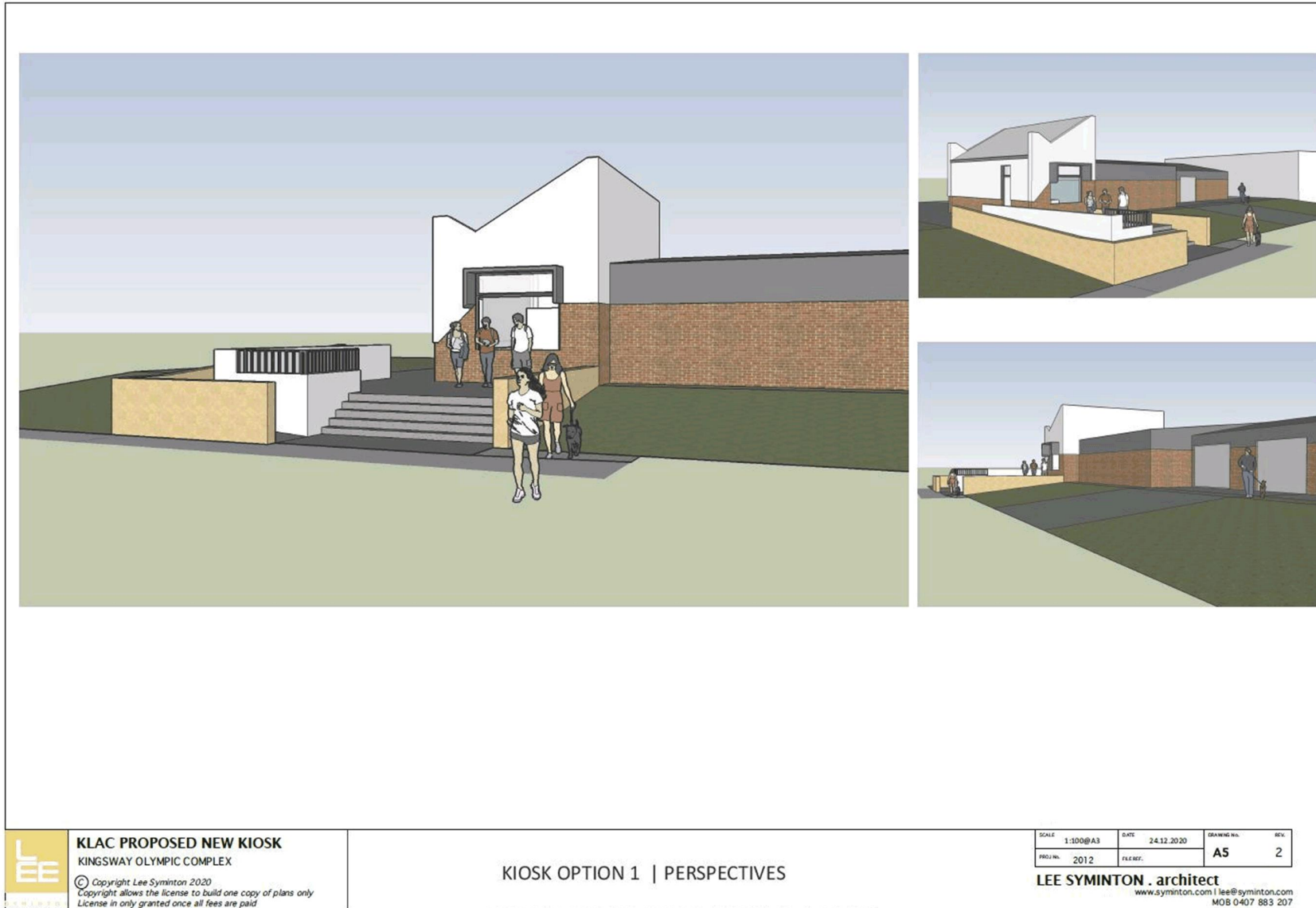
[1.](#) Attachment 1: KLAC Kiosk - Concept Plans 21/346478











CP02-03/23 Rotary Park Play Space Upgrade - Consultation Outcomes

File Ref: 43320 – 23/2727
 Responsible Officer: Director Community & Place
 Attachments: 2

Issue

To consider the community consultation outcomes for the upgrade of the play spaces at Rotary Park, Wanneroo.

Background

Rotary Park is located at 275 Scenic Drive, Wanneroo and is classified as a Passive Regional Park (**Attachment 1**). The existing amenities include:

- Barbeques;
- Gazebos;
- Picnic tables;
- Benches;
- Shade sails;
- Toilet facility;
- Bins; and
- Various play equipment (swings, slides, combination units, rocker and climbing frame).

A preliminary GIS investigation has noted the following:

Item	Current Status
Park Size/Hierarchy	11.0557ha / Passive Regional
Reserve No.	34617
Lot No.	39
Property Type	Recreation and Community Purposes
Ownership	Crown Land – City of Wanneroo Management
Aboriginal Sites	Yes
Bush Forever	Yes – Site 299
Local Heritage Survey	Rotary Heritage Wall

Detail

The current play equipment was installed in 2008 and as part of the City's Asset Renewal Program, the Rotary Park Play Space is due for renewal.

Concept Development

A community consultation process was previously undertaken to inform the concept design. The community consultation period was open from 1 December 2021 to 31 January 2022. Based on the comments received during this period, Administration developed one concept design (**Attachment 2**) with the main areas for improvement including the following:

- Fully enclose the park to improve safety;
- Create one main entry from the carpark, with a double self-closing gate and widened footpath. Two other minor entrances will be created – one from a footpath along Scenic Drive for local users and one on the southern end to keep the path accessible;

- Refurbish the Tree House. This will include installing new structural posts and re-configuring the fort to improve the user experience and add some more challenging features. The intention is that the fort will have similar aesthetics and functionality as it does currently;
- Redesign the middle play space (Area 2) by removing all current equipment and installing new climbing and imaginative play items. New shade sails will also be added, as well as rubberised surface to improve accessibility. The range of new equipment will cater for all ages and abilities;
- Redesign the existing sand play area (Area 3) to make it more engaging and suitable for all abilities. A rubberised surface will be provided to some of the elements for improved accessibility. Sand play will be the main function of this space; and
- Redevelop Area 4 to include a selection of nature play elements to complement the general feel of the park and provide different challenges for children of all ages.

Following the presentation of the concept designs to Council at its meeting on 11 October 2022, Council resolved to:

1. *ENDORSE the Rotary Park concept design, for the purpose of public comment, as shown in Attachment 2 of this report;*
2. *NOTES that the draft concept design will be released for public comment for a 21 day period, commencing on 17 October and concluding 6 November 2022, with the outcome reported to Council in late 2022/early 2023; and*
3. *RECOGNISES and THANKS the community for its involvement in the initial community consultation period.*

Consultation

The community consultation was undertaken between 17 October and 6 November 2022, in line with the City's Community Engagement Policy. During this time, the concept design was released for review and the community invited to provide feedback. To maintain a consistent process throughout the two periods of consultation, the following actions were repeated:

- Signage placed at the entrances to the Park;
- Information provided on the City's Your Say page;
- Advertising for feedback on the City's Facebook page; and
- An information letter sent to the 218 local residents/homeowners.

At the close of the community consultation period, the City received seven responses.

The table below is a summary of the comments received:

Comment	Administration Response
I wish to object to the proposal of upgrading Rotary Park. The park is fine as it is, and to allocate such significant funds to rehash a park when rates have continued to go up is a grievous misuse of ratepayer money. Perhaps instead of waste money on redoing parks you can invest it into community safety.	Under the City's Asset Renewal Program, Rotary Park is due for renewal and listed on the City's Capital Works Program.
I've had a look at the masterplan and the updates look great. I just wanted to confirm that the new fencing is going to mean the park will be fully fenced and gated? If so that's fantastic, it provides peace of mind for parents with young children that may run off especially as the park is close to a road. As	Confirmed that the new fencing and gates will enclose the park. It is anticipated that there will be some closures to the park, however the City will try to minimise disruptions and notice will be given of any closures.

<p>parents of a child with a disability and mobility difficulties the fort area has been wonderful for him to develop his gross motor skills. We've even done some physiotherapy with his physio at the park! The stairs as they are around the fort with the hand rails and back pieces enclosing the steps so that you can't slip through are great for accessibility also. Will the park be closed for a time to allow for these updates?</p>	
<p>As frequent users of the park I am looking forward to the update. I would reconsider the use of rubber flooring, it is not as safe as sand / other natural flooring. Is also get way too hot in direct sunlight. More shade sails would be ideal.</p>	<p>This has been noted for consideration within the design.</p>
<p>I think that is it is the best idea to enclose this park, I do think the gates need to be adult height. I love all the ideas. I would love to see water play added to the nature play area. as an educator I know that adding water to any play area enhances the fun and learning for the children. Thank you for updating the park. I know all children will be excited to play on the new equipment.</p>	<p>This has been noted for consideration within the design.</p>
<p>I received your latest update letter re: Rotary Park Upgrade, I notice there is no spot for a ½ basketball court? I live close to the Scenic Drive Rec Centre, and I can tell you the basketball ring next to the rec centre is used 24/7. I think a small basketball ring should be included.</p>	<p>Initial community consultation undertaken in early 2022 did not indicate a lot of support for a basketball court at Rotary Park. With a basketball court already located at the Wanneroo Recreation Centre, a second one located in close proximity would be considered over-provision.</p>
<p>Looking at the designs there is nothing inclusive within the design. How about reinstalling the accessible swing? The City of Wanneroo don't seem to have any inclusive playgrounds for children with additional needs such as wheelchairs. Most other Councils have at least 1 if not multiple parks that are inclusive for those with additional needs. It is discrimination to those children less ale that the City of Wanneroo don't have anything accessible.</p>	<p>The Liberty Swing was removed from Rotary Park in 2018 due to increasingly frequent maintenance and access issues (such as the need to unlock using a key) which were limiting accessibility. It was replaced with an all-access carousel.</p> <p>The City has received a State Government grant of \$2.6M to develop an all-abilities playground at Riverlinks Park in Clarkson. A preliminary concept design has been developed in consultation with the City's Access and Inclusion Working Group (which is made up of individuals, carers and disability service providers) and initial community consultation was completed earlier this year. Although community consultation for the concept design has now closed, a copy of it can be found on the City's website.</p>
<p>I regret the delay in making this submission, I have been unable to ascertain some of the planned changes. The maps are lacking in detail as is the legend.</p>	

<ul style="list-style-type: none"> • What type of gates are being planned? E.g. materials height etc. what mechanism will be used? I was told self-closing, how? • Will the gates open inwards? • What has motivated the need for more fencing and the use of the word safety? • How many incidents have been reported of small children exiting the playground alone? • Will young people not accompanied by an adult be able to access and egress? • Does Council plan to block the area where the gates open to prevent injury? • Are any changes planned for seating around the park as more structures are planned? • How many items of play equipment are accessible to a child with a physical disability • Will adults with a disability be included in the planning? • Will the proposed changes hamper maintenance of the park? • Has prevention of regular flooding being taken into account? 	<p>The type of gates (i.e material/height/opening etc) will be determined during the detailed design phase.</p> <p>The direction of opening the gates will be determined during the detailed design phase.</p> <p>During the consultation process, 127 respondents indicated support for the facility to be fully fenced.</p> <p>The City is not aware of any reports of small children exiting the playground alone, although it is anticipated that additional fencing will help to mitigate this potential risk in the future.</p> <p>The fencing and the gates will limit small children being able to exit the play space.</p> <p>This will be determined during the detailed design phase.</p> <p>There are no plans for additional seating to be installed at the park.</p> <p>The fort will be reconfigured to improve user experience and add more challenging features. The intention is that the fort will have similar aesthetics and functionality as it currently does. Soft fall rubber will be added to two of the existing play spaces to improve accessibility. The all-access carousel will remain in its existing location.</p> <p>An initial community consultation process was undertaken to inform the concept design. The process included:</p> <ul style="list-style-type: none"> • Signage was placed at the entrances to the Park with the QR code linking to the survey; • Information provided on the City's Your Say page; • Advertising for feedback on the City's Facebook page; and • An information letter with a link to the online survey was sent to 218 local residents/homeowners. <p>It is anticipated that the proposed changes will not hamper the maintenance of the park.</p> <p>The City is aware of the ground water issue at Rotary Park and as part of the redesign of this facility will take into account what needs</p>
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<ul style="list-style-type: none"> • The Recreation Centre car park is almost full most weekends with families entering the playground via a pathway. Will the gates hamper people bringing in the BBQ and play equipment? • Did Council contact Burbridge school for comment? • Will the submissions form part of the report to Council. <p>My submission is in the form of questions, I wish it to be treated as a submission.</p>	<p>to occur to manage the drainage issue.</p> <p>The gates will still enable people to bring in their play equipment and other items.</p> <p>Burbridge Primary School, Wanneroo Primary School and Lake Joondalup Early Learning Centre were sent a copy of the concept design and invited to provide feedback. No feedback was received from the schools or early learning centre.</p> <p>The consultation outcomes will form part of a report to Council in early 2023.</p>
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Comment

In considering the responses noted above, residents were mostly supportive of the proposed upgrades to Rotary Park.

It is expected the project will now progress to the detailed design phase, with construction anticipated to commence in 2023/24 financial year. It is noted that while there is a ground water issue at Rotary Park, it will not impact on the installation of new equipment in the play space area.

It is anticipated that there will be some closures to the park during the construction period, however the City will try to minimise disruptions to the park and notice will be given of any closures.

Statutory Compliance

The City will be required to secure the necessary development approvals prior to the commencement of construction.

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 Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

The design of the proposed park development takes into account the City's Access and Inclusion Plan.

Financial Implications

The project is listed in the Capital Works Program as:

- 2022/23: \$100,000 for concept design, consultation and detailed design;
- 2023/24: \$500,000 for commencement of construction; and
- 2024/25: \$500,000 for continued construction.

Preliminary cost estimates indicate that there is sufficient budget to implement the draft concept design, however this will be confirmed during the detailed design phase. Given the current market conditions, should the available budget be insufficient, Administration will prioritise elements to be constructed based on feedback from the community consultation.

Voting Requirements

Simple Majority

Moved Cr Cvitan, Seconded Cr Wright

That Council:-

1. **NOTES** the outcomes of the community engagement process undertaken from 17 October to 6 November 2022;
2. **ENDORSES** the concept design as shown in Attachment 2 and the project progressing to the detailed design phase; and
3. **RECOGNISES AND THANKS** the community for its involvement in the community consultation.

CARRIED UNANIMOUSLY

Attachments:

1. Attachment 1 - Rotary Park Site Map 22/340798
 2. Attachment 2 - Rotary Park Playspace Upgrade - Concept Design 22/340801



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Date: 5/09/2022

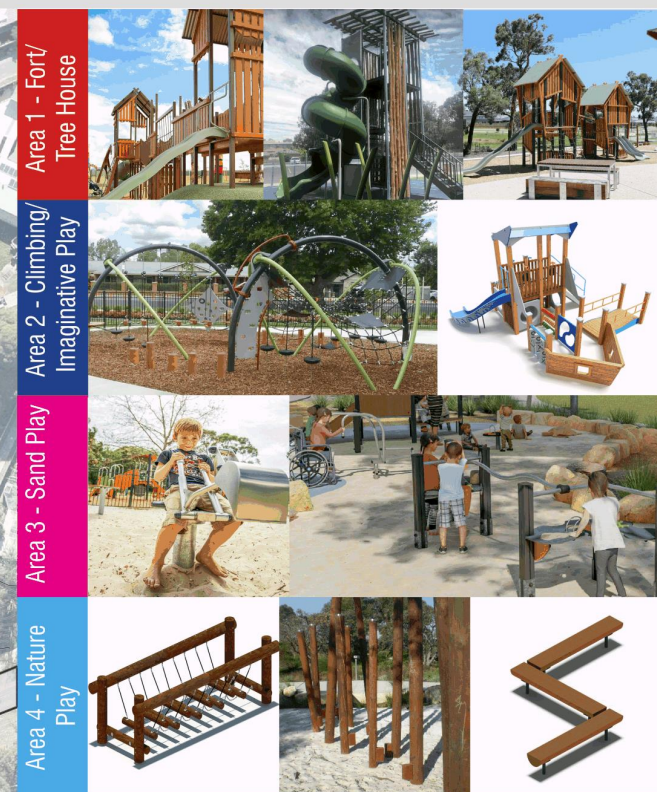
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pieces that will be installed.



Rotary Park is a much loved park with a distinct character. This master-plan aims to identify areas of improvement but not to change the feel and functionality of the park.

The main areas of improvement include the following:

- Fully enclose the park to improve safety.
- Create one main entry from the carpark, with a double self-closing gate and widened footpath. 2 other minor entrances will be created - one from a footpath along Scenic Drive for local users and one on the southern end to keep the path accessible.
- Refurbish the Tree House (Area 1). This will include installing new structural posts and re-configuring the fort to improve the user experience and add some more challenging features. The intention is that the fort will have similar aesthetics and functionality as it does currently.
- Redesign the middle Play Space (Area 2) by removing all current equipment and installing new Climbing and Imaginative Play Items. New Shade sails will also be added, as well as rubberised surface to improve accessibility. The range of new equipment will cater for all ages and abilities.
- Redesign existing sand play area (Area 3) to make it more engaging and suitable for all abilities. A rubberised surface will be provided to some of the elements so it can be used by wheelchair users as well. Sand Play will be the main function of this space.
- Redevelop Area 4 to include a selection of nature play elements to complement the general feel of the park and provide different challenges for children of all ages.

Rotary Park Master Plan

Community Safety & Emergency Management Report

CP03-03/23 Petition - PT01-11/22 - Election Signs on Road Verges

File Ref: 2022 – 22/426164
Responsible Officer: Director Community & Place
Attachments: Nil

Issue

To consider petition PT01-11/22 relating to election signs on road verges.

Background

At the Ordinary Council Meeting (OCM) on 8 November 2022, Council received a petition (PT01-11/22) with 24 verified signatures that states:

“We are petitioning Council to ensure that during further election campaigns Candidates are prevented from placing signs on the road verges throughout the City which would comply with the current sign local law. We seek assurance now as during October 2023 elections will be held in all seven wards plus the election of the Mayor. In past years signs have been confined to private property. The penalty should apply to candidates as it does with small business.”

Detail

The City currently restricts the placement of election signs under the Signs Local Law 1999 (Amended 2016). The local law prohibits election signs on public property and allows the City to impound signs and charge for their return.

A report on the potential repeal of the Signs Local Law was presented to the Council Briefing Session on 4 October 2022. The paper was withdrawn from the Council meeting to allow further consideration of this matter.

The City intends to carry out further investigation on the approach to signage in the public realm and present a report to Council on this matter, anticipated to be in the second quarter of 2024.

Consultation

Nil

Comment

The City is reviewing the current approach to election signs on public property including road reserves and it is anticipated that this review will result in a revised local law being presented for consideration at a future Council meeting.

As Petition PT01-11/22 relates to this matter, the intention will be to consider the context of the petition in the review and subsequent report to Council in the second quarter of 2024.

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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Baker, Seconded Cr Miles

That Council:

1. NOTES that Petition PT01-11/22 will be considered in the context of a review being undertaken on the City's approach to signage in the public realm that will be the subject of a report to Council in the second quarter of 2024; and
2. REQUESTS that the Chief Executive Officer advise the petition submitter accordingly.

Procedural Motion to Defer**Moved Cr Treby, Seconded Cr Rowe**

That Item CP03-03/21 be deferred to the Audit & Risk Committee to review the risk appetite setting and develop risk tolerance levels to help guide deliberations.

CARRIED**12/2**

For the motion: Mayor Aitken, Cr Coetzee, Cr Cvitan, Cr Herridge, Cr Huntley, Cr Nguyen, Cr Parker, Cr Rowe, Cr Sangalli, Cr Smith, Cr Treby and Cr Wright

Against the motion: Cr Baker, Cr Miles

Attachments: Nil

CP04-03/23 5 Year Review - Local Emergency Management Arrangements

File Ref: 10868 – 23/54516
Responsible Officer: Director Community & Place
Attachments: 1

Issue

To consider the draft Local Emergency Management Arrangements (LEMA) following the completion of the scheduled legislative review process.

Background

Under the *Emergency Management Act 2005* Local Governments are required to prepare and maintain effective Local Emergency Management Arrangements (LEMAs) for their district to ensure they are prepared in the event of emergency incidents. The LEMAs are required to be reviewed every 5 years.

The following is an extract from the *Emergency Management Act 2005*, Section 36:

“It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.”*

In 2012, the first LEMA was prepared for the City, including a Recovery Plan. This document was reviewed for compliance and endorsed by the State Emergency Management Committee (SEMC) on 24 September 2012. At the June 2012 Council meeting (CB01-06/12) the City’s LEMA was endorsed.

In 2017, the LEMA was reviewed in accordance with the State Emergency Policies, Plans and Section 41(2) of the *Emergency Management Act 2005*. Changes made at this time were influenced by recommendations from independent Special Inquiries into recent catastrophic bushfires and warranted additional information such as an Operational Recovery Plan being included in the LEMA. At the September 2017 Council meeting (CP03-09/17) the City’s revised LEMA was endorsed.

Detail

Under the provisions of the legislation, the LEMA was due for review in October 2022.

In October 2022 the SEMC Business Unit and WA Local Government Association (WALGA) worked with key stakeholders identifying issues with some Local Governments LEMAs and investigated options for improving the review process. The aim of the review is to develop a LEMA Improvement Plan and an implementation plan by 30 June 2023.

Initial advice received from SEMC was for Local Governments to wait until the new template plan was developed. Subsequent advice was that if a Local Government’s LEMA are scheduled for review before 30 June 2023, it is recommended to proceed with the 5 year review as planned to maintain obligations under the *Emergency Management Act 2005*.

In accordance with this advice, the 5 year review has been undertaken with the draft LEMA (**Attachment 1**) submitted to the District Emergency Management Advisor for a checklist review as required under the State Emergency Management Procedure.

The table below provides details of the high-level changes to the City's LEMA:

Pages 31 - 34 Evacuation and Welfare	Content updated as well as map of evacuation centres showing approved temporary animal relocation sites (Nanovich Park and Wanneroo Showgrounds)
Pages 47 – 50 Annexure 2 Schools and Day Care	New schools and day care centres
Page 56 Annexure 3 Human Epidemic / Pandemic	Re-introduced pandemic within the Emergency Risk Register
Pages 58 - 64 Annexure 4 Aged Care	New Version, Aged Care Emergency Arrangements
Pages 67 - 81 Annexure 5 Animal Welfare	Emergency Animal Welfare Support Plan
Page 83 Annexure 7 Department of Communities	<ul style="list-style-type: none"> Welfare Centres Sub Plan, includes checklists for opening and coordination of a welfare evacuation centre Swipe Card Controls
Page 100 Operational Recovery Plan	Organisational Structure (Local Recovery Coordination Group)
Pages 136 - 175 Part Four Emergency Contacts and Resource Register	Emergency contacts and resource register updated
Page 177 Addendum – COVID	Evacuation centre capacity during COVID restriction. Note: Department of Communities advice to retain COVID information within the LEMA

The process for the 5 year LEMA reviews is as follows:

- REVIEW** - District Emergency Management Advisor (DEMA) – State Emergency Management checklist. Completed 7 February 2023.
DEMA comments: *"This would have to be the most comprehensive set of arrangements I have come across that is also very practical and useful. I have no recommendations to make, but would like to commend you and your team on the great work that you do in this space- you really are a shining light. Thank you for always being available to take other local government calls and emails. We often talk about Wanneroo being the best practice local government when it comes to emergency management and that is credit to the great work you do."*
- ENDORSEMENT** - Local Emergency Management Committee (LEMC). LEMA endorsed by LEMC Chair after tabling at LEMC meeting. Completed 14 February 2023.
- ENDORSEMENT** – Council – 21 March 2023.
- NOTING** – District Emergency Management Committee (DEMC) in out of session meeting.
- NOTING** – State Emergency Management Committee (SEMC) at meeting to be held on 3 May 2023.

Consultation

The review of the City's LEMA has been undertaken in consultation with the Local Emergency Management Committee (LEMC) and includes the following agencies and stakeholders:

- City of Joondalup
- District Emergency Management Advisor
- Department of Fire and Emergency Services – Fire & SES
- WA Police
- Department of Communities
- Department of Biodiversity Conservation and Attractions
- Western Power
- Ramsay Health
- St John Ambulance
- Public Transport Authority
- Red Cross.

Comment

The LEMA 5 year review has been prepared in accordance with the *Emergency Management Act 2005* and State Emergency Management Policies and Plans.

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 Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk, extended to High in the areas of Community / Reputation & Financial / Commercial impacts. Shifting transport modes and usage in the City may require short term pain for longer term gain as the City supports the development, maintenance and connection of alternatives to car use (e.g. cycle ways) and the supporting infrastructure.

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	Medium
Accountability	Action Planning Option
Director Community and Place	Manage

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

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

Policy Implications

The Local Emergency Management Arrangements must be consistent with the State Emergency Management Policies and State Emergency Management Plans in accordance with sections 41(1), (2) and (3) of the *Emergency Management Act 2005*.

Financial Implications

The implementation of the LEMA are considered as part of the City's annual budgeting process.

Voting Requirements

Simple Majority

Moved Cr Miles, Seconded Cr Baker

That Council:-

1. **ENDORSES** the revised City of Wanneroo Local Emergency Management Arrangements as shown in Attachment 1;
2. **NOTES** that the revised City of Wanneroo Local Emergency Management Arrangements will be presented to the District Emergency Management Committee and the State Emergency Management Committee for noting; and
3. **NOTES** that following formal endorsement, a published version will be placed on the City's website for public viewing.

CARRIED UNANIMOUSLY

Attachments:

1. [Draft LEMA - 5 Year Review - Restricted Version - February 2023](#) 23/58630

City of Wanneroo

Local Emergency Management Arrangements

1. DISCLAIMER

The Local Emergency Management Arrangements have been produced by the City of Wanneroo in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City of Wanneroo expressly disclaims any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission.

2. AUTHORITY

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the City of Wanneroo / City of Joondalup Local Emergency Management Committee (LEMC) and has been tabled for noting with the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).



.....
Chairperson
Wanneroo - Joondalup Local Emergency Management Committee
City of Joondalup
Cr Christine Hamilton-Prime, JP

14/02/2023

.....
Date

.....
Endorsed by Council
City of Wanneroo Mayor
Linda Aitkin, JP

.....
Date

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2. DISTRIBUTION

Distribution List	
Organisation	# Copies
Australian Red Cross	1
Department of Biodiversity, Conservation and Attractions – Wanneroo	1
City of Bayswater	1
City of Joondalup	1
City of Stirling	1
City of Swan	1
Town of Bassendean	1
Shire of Kalamunda	1
Shire of Mundaring	1
Department of Communities	1
Department of Education - Student Services (Joondalup)	1
Department of Transport (Hillarys Marina)	1
District Emergency Management Committee – North West Metropolitan	1
Department of Fire and Emergency Services	1
Department of Fire and Emergency Services State Emergency Services – Wanneroo	1
Department of Fire and Emergency Services Fire Rescue Services (Joondalup)	1
Joondalup Health Campus	1
Local Emergency Management Committee - City of Wanneroo / City of Joondalup	1
Library – Wanneroo	1
Library – Girrawheen	1
Library – Clarkson	1
Library – Yanchep/Two Rocks	1
Path Transit (Joondalup)	1
Western Australian Police – Wanneroo	1
Western Australian Police – Hillarys	1
Western Australian Police – Joondalup	1
Western Australian Police – Warwick	1
Western Australian Police – Clarkson	1
Western Australian Police – Yanchep	1
Western Australian Police – Ballajura	1
Public Transport Authority/Transperth Train Operations - Joondalup	1
State Emergency Management Committee of Western Australia - Secretary	1
St John Ambulance Service	1

3. AMENDMENT RECORD

No.	Date	Amendment Details	Author & date
1	Nov 2004	Draft Plan	11/2004
2	Oct 2007	Review	10/2007
3	Mar 2011	Redraft	RG 03/2011
4	April 2011	Review	RG 04/2011
5	Nov 2011	Amend Emergency Contact Numbers	RG 11/2011
6	Dec 2011	Review	RG 12/2011
7	Feb 2012	Review and Amend	RG 02/2012
8	August 2012	Review and Amend (Emergency Management Risk Register)	RG 08/2012
9	January 2013	Amend – Contacts	RG 01/2013
10	June 2013	Review and Amend – Contacts, Acronyms, CPFS Plans	RG 06/2013
11	October 2013	Review and Amend	RG 11/10/2013
12	December 2014	Review and Amend	RG 16/12/2014
13	February 2015	Review and Amend	RG 02/2015
14	August 2015	Amend Emergency Contact Numbers	RG /08/2015
15	October 2015	Review and Amend	MD 10/2015
16	February 2016	Amend Emergency Contacts and Flowchart	MD 02/2016
17	May 2016	Amend Contacts & Emergency Flowchart	RG 05/2016
18	July 2016	Amend Contacts & Emergency Flowchart	RG /07/2016
19	September 2016	Amend Contacts & Emergency Flowchart	BK 30/09/2016
20	February 2017	Amend Aged Care Facilities Location Map & Contact details	MD 27/02/17
21	July 2017	5 Year Legislative Requirement - Full Review	RG 07/ 2017
22	August 2018	Amend Contacts & Emergency Flowchart	RG 29/08/2018
23	March 2019	Review and Amend	RG 13/03/2019
24	November 2019	Amend Emergency Animal Welfare Support Plan, Operational Recovery Plan Section 3 – Organisational Structure	SC 20/11/2019
26	March 2020	Updated Agreements, Understanding and Commitments; Evacuation and Welfare; Annexure 2 – Schools and Day Care Centres	SC 10/03/20
29	November 2020	Add COVID19 Evacuation Centre Capacity Limits – Addendum	SC 16/11/2020
31	December 2020	Relocate Map of Localities and Ward Boundaries, Map of District Evacuation Routes	SC 29/12/2020
32	May 2021	Update Map of Emergency Evacuation Centres, list of Evacuation Welfare Centres	SC 13/05/2021

No.	Date	Amendment Details	Author & date
33	Nov 2021	New version of Aged Care Emergency Arrangements.	SC 01/10/2021
34	Nov 2021	Amend Contacts & Emergency Flowchart	SC 05/11/2021
35	Nov 2021	Update Local Emergency Welfare Plan, and Wanneroo Welfare Centres Sub Plan & Checklists	SC 30/11/2021
36	Dec 2021	Update Map of Localities and Ward Boundaries	SC 13/12/2021
37	Mar 2022	Amend Contacts & Emergency Flowchart	SC 18/03/2022
38	June 2022	Update Emergency Resource Register	SC 03/06/2022
39	July 2022	Amend Contacts	SC 29/07/2022
40	Sept 2022	Update Emergency Flowchart	SC 29/09/2022
41	Oct 2022	Include Human Epidemic / Pandemic in Risk Register	SC 03/10/2022
42	Oct 2022	Review and amend Area Covered, Community Demographics, Emergency Resource Register. Delete and update references to Westplans.	SC 27/10/2022
43	Jan 2023	Amend Contacts & Emergency Flowchart; Added Neighbouring Local Government Authority details, Evacuation Centre Guide & Checklist, Swipe Card Control Instructions; Public Wi-Fi Services at Community Facilities including NBN community wi-fi.	SC 20/01/2023
44	Feb 2023	Update Acronyms; COWLEMG Roles and Responsibilities; LRCG Organisational Structure; LRCG Subcommittees Terms of Reference; LERCC & Local Emergency Coordination Centre details; Added Recovery Meeting Templates; Document References; Financial Arrangements for DRFAWA.	SC 02/02/2023
45	Feb 2023	Update cover page and section pages 1 - 4	RG 03/02/2023

4. FEEDBACK / CONTACT

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson

City of Wanneroo / City of Joondalup Local Emergency Management Committee

City of Wanneroo

Locked Bag 1

WANNEROO WA 6946

5. GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary or the WA Emergency Risk Management procedure.

District: means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

Municipality: means the district of the local government.

General acronyms used in these arrangements:

CEO	Chief Executive Officer
CESM/CBFCO	Community Emergency Services Manager/Chief Bush Fire Control Officer
COWLEMG	City of Wanneroo Local Emergency Management Group
COW	City of Wanneroo
COJ	City of Joondalup
CSEM	Community Safety and Emergency Management
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
VBFB	Volunteer Bush Fire Brigade
WAPOL	Western Australian Police

Part 1

Introduction

6. PART ONE – INTRODUCTION

6.1 COMMUNITY CONSULTATION

In 2017 the City of Wanneroo (COW) conducted an internal review of the Emergency Risks within the district and the revised risk register has been incorporated into these Arrangements.

A full review of the City's risk assessment process is scheduled for the second half of 2017. This review will be conducted in partnership with the State Emergency Management Committee Business Unit utilising the new state risk assessment process. Outcomes from the revised risk assessment will be included in this document upon completion.

6.2 DOCUMENT AVAILABILITY

Copies of these arrangements can be found:

- City of Wanneroo website: www.wanneroo.wa.gov.au ;
- City of Wanneroo Administration Building, 23 Dundobar Road, Wanneroo;
- Stakeholder and Local Emergency Management Committee (LEMC) agencies;
- Adjoining local governments;
- City of Wanneroo Libraries – Wanneroo, Girrawheen, Clarkson, Yanchep/Two Rocks;
- Related Committees;
- DFES Regional Office Joondalup;
- DFES Metropolitan Operations, Cockburn; and
- District Emergency Management Committee (DEMC).

6.3 AREA COVERED

The City of Wanneroo lies within the Perth Metropolitan area and has a population of approximately 216,450 with over 78,055 dwellings. The City covers an area of 687 km² and is located approximately 22km from Perth CBD.

The City consists of the following 36 suburbs:

Alexander Heights, Alkimos, Ashby, Banksia Grove, Butler, Carabooda, Carramar, Clarkson, Darch, Eglinton, Girrawheen, Gnaragar, Hocking, Jandabup, Jindalee, Koondoola, Landsdale, Madeley, Marangaroo, Mariginiup, Merriwa, Mindarie Neerabup, Nowergup, Pearsall, Pinjar, Quinns Rocks, Ridgewood, Sinagra, Tamala Park, Tapping, Two Rocks, Wangara, Wanneroo, Woodvale, Yanchep.

6.3.1 Administration Centres

City of Wanneroo Administration Centre
23 Dundobar Road
WANNEROO
Phone: (08) 9405 5000
After Hours: 1300 13 83 93

Ashby Operations Centre
1204 Wanneroo Road
ASHBY
Phone: (08) 9405 5000
After Hours: 1300 13 83 93
Fax: (08) 9405 5498

6.3.2 Surrounding Local Authorities

City of Joondalup	(to the south-west)
City of Stirling	(to the south)
City of Swan	(to the south-east)
Shire of Gingin	(to the north)
Shire of Chittering	(to the east)

6.3.3 Access

Major Transport Arteries:

Mitchell Freeway, Marmion Avenue and Wanneroo Road.

Primary Roads:

Gnangara Road, Marangaroo Drive, Mirrabooka Avenue, Alexander Drive, Ocean Reef Road, Pinjar Road, Joondalup Drive, Hester Avenue, Connolly Drive, Yanchep Beach Road, Two Rocks Road, Breakwater Drive.

Rail Link:

Clarkson and Butler stations are located within the City of Wanneroo, however several stations including Currambine, Joondalup and Edgewater are close to the City's boundaries, linking the City by rail to Perth.

6.3.4 Physical Attributes

The City of Wanneroo has 32km of coastline running from Two Rocks to Tamala Park (north to south). There are substantial areas of bushland including national parks and forest reserves, as well as extensive agricultural, rural and semi-rural areas mainly to the north and north-east. Coastal areas (west) and the south of the City are largely urban.

Zoned Land Use:

Rural (Rural and Rural - Water Protection):	89.9 km ²
Regional Reservations (State Forest & Parks and Recreation):	414.6km ²
Industrial:	18.3 km ²
Urban (Urban & Urban Deferred):	136.8 km ²

Wetlands/Lakes:

The eastern shore of Lake Joondalup, Lake Neerabup, Lake Nowergup, Lake Carabooda, Loch McNess, Lake Gnangara, Badgerup Lake, Lake Jandabup, Lake Mariginiup, Lake Adams, Lake Pinjar.

Regional Reserves:

Badgerup Reserve, Kingsway Reserve, Koondoola Regional Bushland, Neerabup National Park, Yanchep National Park, Yellagonga Regional Park.

6.4 Aim

The aim of the City of Wanneroo Local Emergency Management Arrangements (LEMA) is to detail emergency management (EM) arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the City of Wanneroo.

6.5 PURPOSE

In accordance with the *Emergency Management Act 2005*, the purpose of the LEMA is to set out:

- the City of Wanneroo's policies for EM;
- roles and responsibilities of public authorities and other persons involved in EM in the City of Wanneroo;
- provisions about the coordination of emergency operations and activities relating to EM performed by the persons mentioned in paragraph (b);
- a description of emergencies that are likely to occur in the City of Wanneroo;
- strategies and priorities for EM in the City of Wanneroo;
- other matters about EM in the City of Wanneroo prescribed by the regulations; and
- other matters about EM the City considers appropriate (Section 41(2) of the *EM Act 2005*).

6.6 SCOPE

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore these arrangements:

- apply to the local government district of the City of Wanneroo;
- covers areas where City of Wanneroo provides support to Hazard Management Agencies in the event of an incident;
- details City of Wanneroo capacity to provide resources in support of an emergency, while still maintaining business continuity;
- serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level; and
- describes the City of Wanneroo responsibilities in relation to recovery management.

7. RELATED DOCUMENTS AND ARRANGEMENTS

The City of Wanneroo has no specific policies in place for EM.

7.1 EXISTING STRATEGIES, PLANS AND ARRANGEMENTS

9.1.1 Local Plans

Table 1: Local strategies and plans

Document	Owner	Location	Date
Carco.com.au Raceway Emergency Response Plan	Carco.com.au Raceway	City of Wanneroo Administration Centre [23/92956]	2023
Urban Forest Strategy 2022	City of Wanneroo	City of Wanneroo Administration Centre	2022
Local Emergency Welfare Plan	Department of Communities	Joondalup District Office [22/49655]	2021

Document	Owner	Location	Date
Wanneroo Welfare Centres Sub Plan & Checklists	Department of Communities	Joondalup District Office [21/550293]	2021
Coastal Management Plan 2021	City of Wanneroo	City of Wanneroo Administration Centre	2021
Residential Aged Care Emergency Arrangements	City of Wanneroo	City of Wanneroo Administration Centre [20/43987v2]	2021
Climate Change Adaption and Mitigation Strategy	City of Wanneroo	City of Wanneroo Administration Centre	2020/21 – 2025/26
Pandemic Plan	City of Wanneroo	City of Wanneroo Administration Centre [15/465184*]	2021
Yellagonga Integrated Catchment Management Plan 2021 -26	City of Wanneroo	City of Wanneroo Administration Centre	2021
Aquamotion Emergency Response and Evacuation Plan	City of Wanneroo	City of Wanneroo Administration Centre [19/290197]	2019
Emergency Animal Welfare Support Plan Currently under review	City of Wanneroo	City of Wanneroo Administration Centre [19/259771v2]	2019
Local Recovery Plan	City of Wanneroo	City of Wanneroo Administration Centre [19/105841 Part 2]	2017
Operational Recovery Plan	City of Wanneroo	City of Wanneroo Administration Centre [19/105841 Part 3]	2017
Environmental Health Plan	City of Wanneroo	City of Wanneroo Administration Centre [12/137259*]	2017-2018
Yellagonga Regional Park Fire Response Plan	DFES	City of Wanneroo Administration Centre [13/208339]	2013

7.2 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

In the event of an emergency, additional support may be sought from neighbouring or other LGAs that may be able to offer assistance through providing additional resources.

Table 2: Agreements, understandings & commitments

Document	Owner	Location	Date
Partnering Agreement – Metropolitan North & East Recovery Group (Mutual Aid During Recovery)	<ul style="list-style-type: none"> • City of Wanneroo • City of Joondalup • City of Stirling • City of Bayswater • City of Swan • Town of Bassendean • Shire of Mundaring • Shire of Kalamunda 	City of Wanneroo Administration Centre	2018
Residential Aged Care Emergency Arrangements Memorandum of Understanding Aged Care Sector Network within the City of Wanneroo	<ul style="list-style-type: none"> • Bethanie Beachside • Brightwater Care • Italian Aged Care • Jacaranda Lodge • John Bryant • Tuart and Karri Lodge • Vivian Bullwinkel Lodge • Regents Gardens Lake Joondalup • Wanneroo Community Nursing Group 	City of Wanneroo Administration Centre	2021

7.3 SPECIAL CONSIDERATIONS

7.3.1 After-Hours, Weekends and Public Holidays

It should be noted that the business hours of the City of Wanneroo are from Monday to Friday 08:30 to 17:00 hours, however the Ashby Operations Centre located at 1204 Wanneroo Road, Ashby is operational from 06:00 hours.

In order to access City of Wanneroo services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the City of Wanneroo Emergency Resource Register.

7.3.2 Children

The City of Wanneroo has a high proportion of children and young people, with 19% of its population aged from 0 to 11 years and over 28% aged 0 to 17. During an emergency event, children will have unique physiological, psychological, developmental and educational needs. Department of Communities, Children and Family Services Coordinator and Deputy are available to provide advice and information to ensure the best outcomes for children when their families and communities are affected by an emergency.

During an emergency, the City of Wanneroo will liaise with the Department of Communities Emergency Services Unit Duty Officer, for further advice and assistance.

A breakdown of the community demographics for the City of Wanneroo is provided at [Annexure 1](#).

7.3.3 Linguistically Diverse

The City of Wanneroo comprises a multicultural population with a large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East.

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information. A breakdown of the top ten (10) countries of birth found in the City is provided at [Annexure 1](#).

7.3.4 Remote Areas

Of the 684 square kilometres of area covered by the City of Wanneroo, the majority of the population and development exists in the southern half. There are areas that lie to the north and northeast, which in relation to EM may be described as being remote.

Understandably, these areas have limited capabilities regarding EM. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency before additional support can be deployed on location. Remote areas within the City of Wanneroo have been identified as being vulnerable to hazards faced by the community.

7.3.5 Severe Weather Conditions

During periods where severe wind or flash flooding is impacting the community, the City of Wanneroo's resources may be depleted due to additional deployment requirements. This would include resources such as available staff, vehicles and equipment. This circumstance is most likely to occur during the winter, however severe thunderstorms and the effect of cyclonic weather conditions from the north-west of the state are not uncommon during the summer months.

7.3.6 CARCO.com.au Raceway

Established in 1927 the WA Sporting Car Club (WASCC) is the largest car club in WA and the longest established promoter of circuit car racing in Australia. The WASCC is the leaseholder and operator of CARCO.com.au Raceway, located on Wattle Avenue, Neerabup. The Club organises and conducts all four wheel motor racing events at the Raceway, including the V8 Supercars and national and club level race meetings. Due to the popularity of some events, traffic congestion may be experienced on roads surrounding the CARCO.com.au Raceway, both during access to and egress from the venue.

8. RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The City of Wanneroo has conducted a broad analysis of resources available within the City of Wanneroo and collated these in the City of Wanneroo Emergency Resource Register, which include City of Wanneroo Plant and Equipment. These documents shall be reviewed and updated quarterly.

They include information pertaining to:

- HMA, combat and support agencies;
- Specialised services;
- Local Government Authority (LGA) staff and volunteers;
- Emergency Evacuation Centres;
- City of Wanneroo facilities (building etc.);
- Operational plant machinery;
- Transport vehicles; and
- Various plant equipment.

Details of identified resources are provided in the City of Wanneroo Resource Register at [Part 4].

8.1 FINANCIAL ARRANGEMENTS

The provision of the State EM Policy 5.12 - Funding for Emergency Response and the State EM Plan 5.4 - Funding for Emergency Responses, outlines the responsibility for meeting costs associated with an emergency.

8.2 AUTHORITY TO INCUR EXPENSE BY THE CITY OF WANNEROO

Where possible this should be discussed with the Chief Executive Officer (CEO) or his/her nominated senior officer. The decision maker must:

- have appropriate authority; and
- be able to make a quick decision.

9. ROLES AND RESPONSIBILITIES

9.1 LOCAL ROLES AND RESPONSIBILITIES

Table 3: Local roles and responsibilities

Local Role	Description of responsibilities
Local Government Authority (LGA)	The responsibility of the City of Wanneroo is defined in Section 36 of the <i>EM Act 2005</i> .
Local Emergency Coordinator (LEC)	The responsibilities of the LEC are defined in Section 36 of the <i>EM Act 2005</i> . There are 4 WAPOL subdistricts (Wanneroo, Clarkson, Yanchep and Warwick) within the COW and therefore 4 LECs. In the event of an emergency, the LEC may request the assistance of the WAPOL North West District – Joondalup Emergency Management Officer.
Local Recovery Coordinator (LRC)	To ensure the development and maintenance of effective recovery management arrangements for the LGA. In conjunction with the Local Recovery Coordination Group (LRCG) to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Support Officer	During an evacuation where a LGA facility is utilised by Department of Communities, provides advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the LG Liaison Officer attends ISG meetings to represent the LGA, provides local knowledge, input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken; • Implement procedures that assist the community and emergency services deal with incidents; • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability; • Liaise with the incident controller [provide LG Liaison Officer]; • Participate in the ISG and provide local support; and • Where an identified evacuation centre is a building owned and operated by the LGA, provide a LGA Liaison Officer to support the Department of Communities.

9.2 CITY OF WANNEROO LOCAL EMERGENCY MANAGEMENT GROUP (COWLEMG):

In order to facilitate the undertaking of its EM responsibilities, the City of Wanneroo has established the COWLEMG. Where appropriate the COWLEMG members (as identified on the City of Wanneroo's Local Emergency Activation Flowchart) will convene when the scale of an emergency dictates the requirement for the provision of any of the functions the Group may be responsible to perform.

Refer to Part 3 (Annexure 2) – City of Wanneroo Local Emergency Activation Flowchart.

9.3 LEMC ROLES AND RESPONSIBILITIES

The City of Wanneroo, in partnership with the City of Joondalup have established a LEMC under Section 38(1) of the *EM Act 2005* to oversee, plan and test the LEMA.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and EM arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the LGA to assist in the development of local EM arrangements for its district.

The LEMC plays a pivotal role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- Providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretarial support including: <ul style="list-style-type: none"> - Meeting agenda; - Minutes and action lists; - Correspondence; - Committee membership contact register. • Coordinate the development and submission of committee documents in accordance with legislative policy requirements including: <ul style="list-style-type: none"> - Annual Report; - Annual Business Plan; - Local EM Arrangements. • Facilitate the provision of relevant EM advice to the Chair and Committee as required; and • Participate as a member of sub-committees and working groups as required.

The LEMC membership must include at least one local representative from relevant stakeholder groups, and the LEC. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

A list of the City of Wanneroo / City of Joondalup LEMC membership is provided at Part 4.

9.4 AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the LGA will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Local Role	Description of responsibilities
Hazard Management Agency	<p>A HMA is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed.' [<i>EM Act 2005</i> s4].</p> <p>The Hazard Management Agencies are prescribed in the EM Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations]; • Appoint Hazard Management Officers [s55 <i>EM Act 2005</i>]; • Declare / revoke emergency situation [s 50 & 53 <i>EM Act 2005</i>]; • Coordinate the development of relevant State Hazard Plans [State EM Policy Section 1.5]; and • Ensure effective transition to recovery for the LGA..
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specific type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; • Control all aspects of the response to an incident; • During Recovery, the Controlling Agency will ensure effective transition to recovery.
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>EM Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. [<i>State EM Glossary</i>].</p>
Public Authority	<p>A Public Authority is established under Section 3 and prescribed by Regulation. Under Section 35, the State Emergency Management Committee (SEMC) may designate an area of the State and give responsibility for that Section to a Public Authority as though they were a LGA. In this case the Public authority acts as a LGA in respect of the roles, responsibilities and powers of a LGA. To date, the Rottnest Island Authority is the only agency that has been classed as a 'Public authority'.</p>

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10. MANAGING RISK

10.1 EMERGENCY RISK MANAGEMENT

Risk management is a critical component of the emergency risk management process. Building a sound understanding of the hazards and risks likely to impact the community enable the City of Wanneroo and it's LEMC to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for the City to undertake risk management is detailed in State EM Policy Section 3.2.

The City of Wanneroo has undertaken a comprehensive Emergency Risk Assessment and the priority risks are addressed in these arrangements.

10.2 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The hazards assessed in detail were earthquake, fire, heatwave, rail transport incident and severe storm. The inclusion of these hazards does not exclude the need for emergency responders to consider the impact of the other hazards on the community and have mitigation strategies in place.

Currently, the City is committing to safeguarding the health of City employees, customers and the community by ensuring contingency plans are in place, which include provisions for the COVID-19 pandemic. Special consideration has been noted for the inclusion of human epidemic/pandemic, which will be included in future risk management processes and treatment strategies documented.

Table 4 below lists the hazards identified as likely to cause an emergency within the City of Wanneroo:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan
Fire	City of Wanneroo	DFES	COW Bushfire Brigades	City of Wanneroo	Fire
	Department of Biodiversity, Conservation & Attractions (DBCA)		DBCA	Department of Communities	
	DFES		DFES	DFES	
				WAPOL	
Storm	DFES	DFES	DFES	Department of Health	Storm
Heatwave	Department of Health	Department of Health	Joondalup Health Campus		Heatwave
Earthquake	DFES	DFES	COW		Earthquake
Rail Crash	Public Transport Authority	PTA	Western Australian Police (WAPOL)		Crash Emergency
Human Epidemic / Pandemic	Department of Health	Department of Health	Joondalup Health Campus		Human Biosecurity

The City of Wanneroo Emergency Risk Register Summary is provided at Annexure 3.

10.3 EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

The following describes the priorities and strategies adopted for the treatment of hazards likely to occur within the City.

Table 5: Local EM strategies and priorities:

Priority	Strategy
1	Ongoing fire mitigation activities on its estate and the community through risk reduction burns, mechanical work, spraying / weeding, firebreak inspections, support to volunteer bushfire brigades and community education programs.
2	Maintenance of comprehensive Local Recovery Arrangements to support the community following an emergency.
3.	Pre winter program of works to prevent impact of severe storms including tree pruning, drainage maintenance and community education programs.
4.	Identification and provision of community facilities for use as evacuation / welfare centres during and following an emergency.

11. COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the Hazard Management Agencies, Control Agencies and Combat Agencies may require LGA resources and assistance in EM. The City of Wanneroo is committed to providing assistance/support if the required resources are available through the Incident Support Group (ISG).

12. INCIDENT SUPPORT GROUP

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by different agencies who may have involvement in the incident.

12.1 TRIGGERS FOR AN ISG

The triggers for an ISG are defined in State EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are:

- a. where an incident is designated as a level 2 or higher; and
- b. multiple agencies need to be coordinated.

12.2 MEMBERSHIP OF AN ISG

The ISG is made up of agencies' representatives that provide support to the Controlling Agency. EM agencies may be called on to be Liaison Officers on the ISG.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

12.3 FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

12.4 LOCATION OF ISG MEETINGS

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the district in preferred order.

Facility contact details are located in the [City of Wanneroo Emergency Resource Register \[Part 4\]](#).

Table 6: Identified ISG Locations:

Facility Name	Address
Quinns Rocks Volunteer Bush Fire Brigade (VBFB) Station	Hidden Valley Retreat Clarkson
City of Wanneroo Ashby Operations Centre	1204 Wanneroo Road Ashby
Wanneroo Police Station	1 Friars Drive Sinagra
North West Metropolitan District Police Office	1st Floor, 5 Davidson Terrace Joondalup

13. MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Controlling Agencies manage public information as part of their standard operating procedures. During the response to an emergency, responsibility for the management of the emergency public information function rests with the Controlling Agency, in consultation with the HMA.

The City's Chief Bush Fire Control Officer (or Incident Controller) is the media spokesperson for Level 1 fire-related incidents, which are under the management of the City of Wanneroo only during the response phase.

The Mayor is the City of Wanneroo's media spokesperson (as detailed in the *Local Government Act 1995*) during the recovery phase and will provide clear, relevant and targeted information to assist the community build their own capacity.

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency incident. Communication in recovery is about continuing dialogue with the affected community that started during the response phase.

The community needs a great deal of information, but they may not know what they want or need and are often unable to act on information they are provided based on high levels of stress and anxiety. Ongoing dialogue is essential for understanding the diverse needs of the affected community and providing them support during recovery.

The LRC or LGA Liaison Officer will form part of the ISG and will be briefed on communication issues during the emergency from the HMA.

13.1 PUBLIC WARNING SYSTEMS

During significant incidents the Controlling Agency utilises a range of public mediums to provide information and warnings to the community under threat. No single method will ever meet all the requirements of the situation and agencies should utilise those mediums most suitable to both the incident and the community affected. Some of the systems which may be used include Emergency Alert, ABC Radio, DFES and the City of Wanneroo public web sites.

13.1.1 Emergency Alert

'Emergency Alert' is a national warning system utilised by the state. It is a telephony based emergency warning system that allows the Incident Controller to send both voice and text based emergency warning messages to landline and mobile telephones with a service address (landline) or location (mobile) within a designated area based on location and urgency.

Click on the link for further details - <http://www.emergencyalert.gov.au/>

13.1.2 Standard Emergency Warning Signal

The Standard Emergency Warning Signal (SEWS) is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens it aims to draw listeners' attention to the emergency warning that follows.

People are strongly advised to become familiar with the sound.

SEWS broadcasts are authorised by the Department of Fire and Emergency Services (DFES) or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events.

The Controlling Agency may also utilise the SEWS as an audio prefix to emergency warnings as described in the State EM Plan Section 5.3.1 and State EM Response Procedure 3. 8.1.3

SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

When deciding to issue SEWS, the authorities will consider the following four (4) factors:

1. Possible loss of life or a major threat to a large number of properties or the large scale environment;
2. Impact is expected within 12 hours or is occurring at the time;
3. A large number of people need to be warned; and
4. One or more incidents are classified as destructive.

13.1.3 Local Public Communication Systems

There are no specific local emergency warning systems utilised within the City of Wanneroo. Sources of public information and emergency warnings available within the City are:

DFES Public Information

- Emergency WA website – www.emergency.wa.gov.au
- Emergency Information – 13 3337 (13 DFES)
- DFES Facebook – dfeswa
- DFES Twitter - @dfes_wa
- State Emergency Services (SES) Emergency Assistance – 132 500
- Fire or life threatening emergencies - 000

ABC Radio

- Local ABC radio 720 AM Perth

City of Wanneroo

- City of Wanneroo Facebook – CityofWanneroo
- City of Wanneroo Twitter - @CityofWanneroo

14. FINANCIAL ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 6.7 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City of Wanneroo is committed to expending such necessary funds within its budgetary constraints as required to ensure the safety of its residents and visitors.

The City provides an annual budget allocation for the provision of support during emergencies. The CEO is to be approached immediately, when an emergency event requiring additional resourcing by the City of Wanneroo occurs, to ensure the desired level of support is achieved.

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15. EVACUATION AND WELFARE

15.1 EVACUATION

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WAPOL may be the "combat agency" for carrying out the evacuation and they may use the assistance of other agencies such as the DFES.

Whenever evacuation is being considered the Controlling Agency must consult with the City of Wanneroo and the Department of Communities during the planning stages. This is because Department of Communities and LGAs have responsibility under State Arrangements to maintain the welfare of evacuees under the State Emergency Welfare Plan.

15.1.1 Special Needs Groups

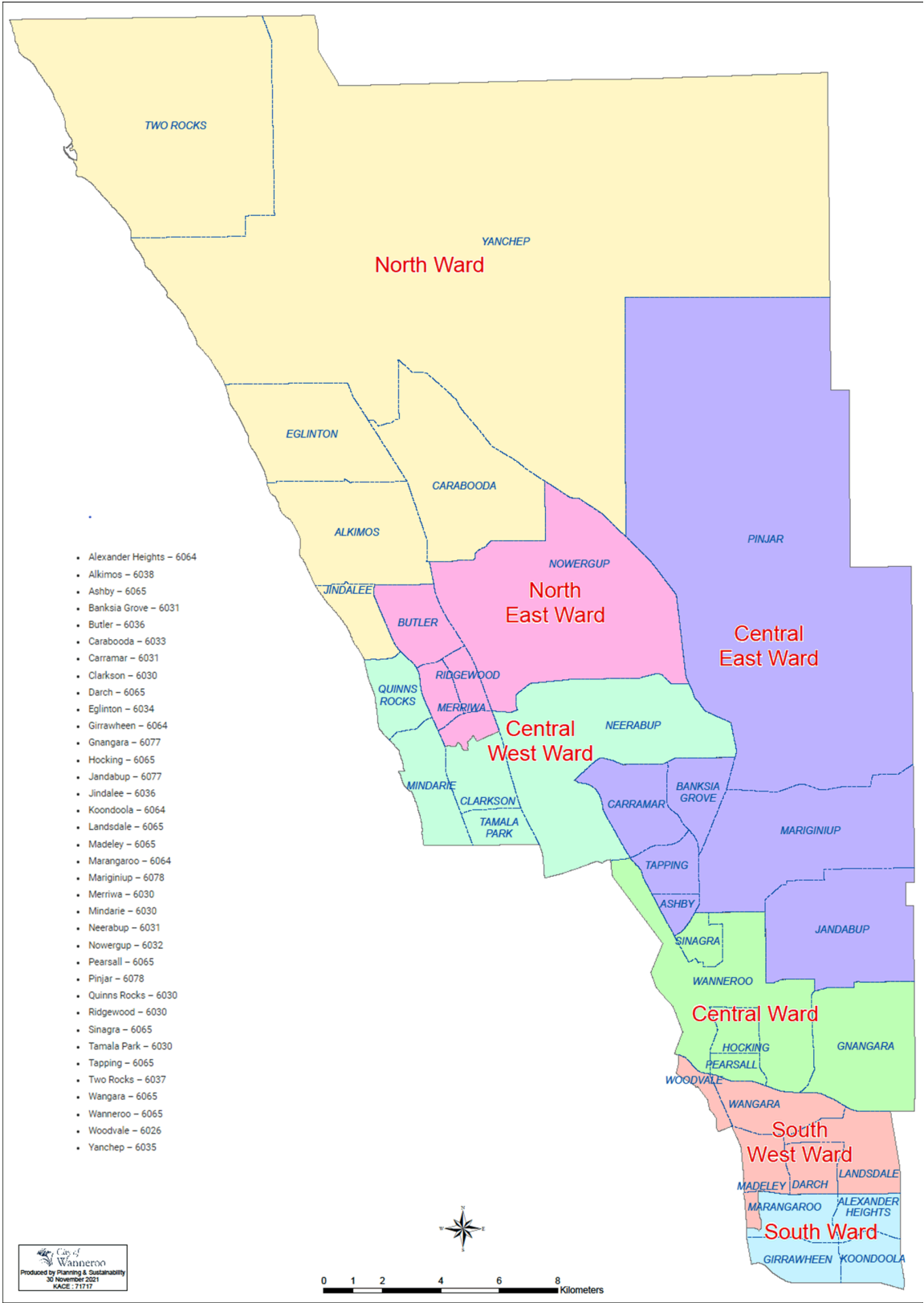
There are eleven (11) Residential Aged Care Centres listed within the City of Wanneroo. There are thirteen (13) Retirement / Lifestyle Villages listed and two (2) Disability Support Services.

Whenever evacuation is being considered, the Residential Aged Care Emergency Arrangements should be referred to [Annexure 4].

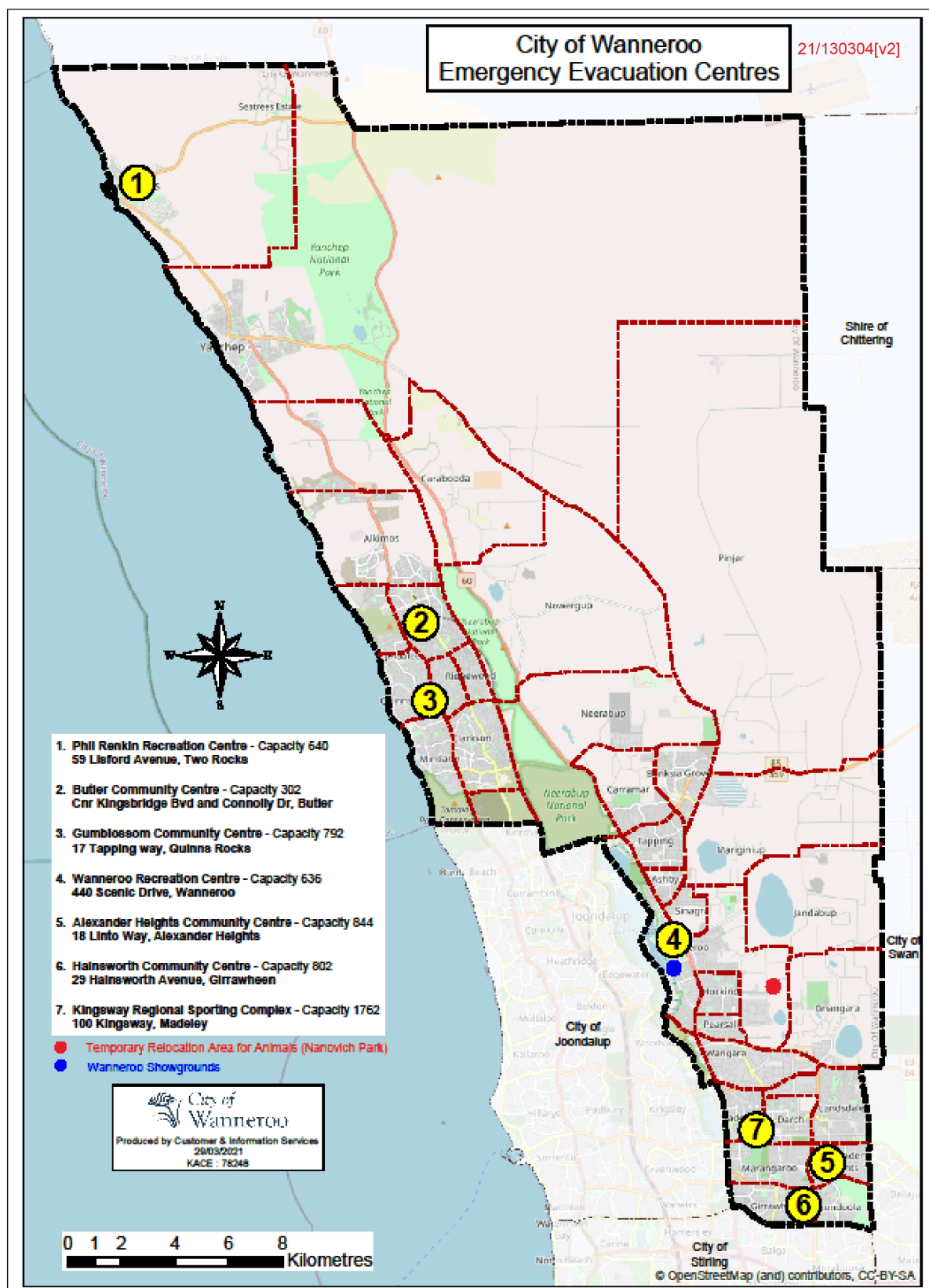
The following information, which will assist with the planning of evacuations within the City of Wanneroo, can be found in the Annexures of this plan:

- Linguistically Diverse communities;
- Suburb Population Statistics;
- Residential Aged Care Centres;
- Retirement / Lifestyle Villages;
- Disability Support Services;
- Primary and Secondary Schools and Day Care Centres;
- Emergency Animal Welfare Support Plan.

15.1.2 Map of Localities and Ward Boundaries



15.1.4 Map of Evacuation Centres in the City of Wanneroo



15.2 WELFARE

The Department of Communities have the role of managing welfare. Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, accommodation, financial assistance, registration and enquiry services, personal requisites and emergency catering. Welfare activities are the responsibility of the Department of Communities who will coordinate resources and undertake functions as found in the support plans.

- State Emergency Welfare Plan;
- Department of Communities Local Emergency Welfare Plan supporting City of Wanneroo and City of Joondalup; and
- Wanneroo Welfare Centres Sub Plan & Checklists

15.2.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent Department of Communities and the emergency welfare function on the Local EM Committee and LRCG;
- Establish and maintain the Local Welfare Emergency Coordination Centre (ECC);
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent Department of Communities on the Incident Management Group when required.

15.2.2 Local Government Support Officer

The City of Wanneroo has appointed the Director Community and Place as Local Government Support Officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance. The Local Government Support Officer will liaise with the Local Welfare Coordinator from the Department of Communities.

15.2.3 Local Welfare Plans & Checklists

The Department of Communities shall appoint a Senior District Emergency Services Officer (SDESO) to prepare local welfare management plans. The Local Emergency Welfare Plan is provided at [Annexure 6](#).

The Wanneroo Welfare Centres Sub Plan & Checklists for the Joondalup Region supports the City of Wanneroo and is provided at [Annexure 7](#).

15.2.4 Welfare Centres

The City of Wanneroo and the Department of Communities have identified those community facilities owned and operated by the City suitable for use as Welfare Centres. A list of these facilities detailing capacity and duration of stay is provided in the **City of Wanneroo Emergency Resource Register** at *Part 4*.

Department of Communities has provided a Guide and Checklist for Opening and Coordination of a Welfare Evacuation Centre and a copy is attached at [Annexure 7](#).

Swipe card controls for opening City of Wanneroo community centres including evacuation centres can also be found at [Annexure 7](#).

15.2.5 Register-Find-Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved the Department of Communities have arrangements with the Red Cross to assist with the registration process.

15.2.6 Management of Animals (including assistance animals)

There are many property owners and residents throughout City of Wanneroo that own and/or manage livestock, horses and other large animals. There are also a number of boarding kennels and catteries that may require special consideration during an emergency.

Community members transporting, accommodating/boarding and caring for animals during emergencies including owners/managers of livestock operations, agistment centres and boarding kennels and catteries may require additional assistance if and when their personal emergency plans and private arrangements become insufficient.

The City of Wanneroo Rangers will work in close cooperation with other agencies and stakeholders, including the Department of Primary Industries and Regional Development and the Department of Communities, on animal welfare matters arising from evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance. If required, arrangements for the temporary relocation of animals will be provided by City of Wanneroo Rangers during an emergency.

EM planning must include special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 – Animals in Welfare Centres. For health and safety reasons no animals, pets, are permitted in welfare/evacuation centres with the exception only for assistance animals, for example, guide dogs, hearing dogs and disability aid dogs.

Commercial operations which house large number of animals such as poultry will be included in post Impact Statements and recovery operations.

Further information regarding Emergency Animal Welfare is included in the City of Wanneroo Emergency Animal Welfare Support Plan at [Annexure 5](#).

16. EXERCISING, REVIEWING AND REPORTING

16.1 THE AIM OF EXERCISING

The aim of any exercise conducted by the LEMC is to assess the Local EM Arrangements, not a HMA's response to an incident as this is a HMA responsibility. Testing local EM arrangements is as important as writing them. The arrangements are intended to be a blueprint for the City of Wanneroo's response and recovery from a significant emergency and they must be verified for accuracy and functionality. The benefits of the testing include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people and giving them knowledge of and confidence in each other;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing an opportunity for testing participating agencies' operational procedures and skills in simulated emergency conditions while testing the ability of the agencies to work together on common tasks; and
- Improving the arrangements in accordance with results found from debriefing the testing.

16.2 FREQUENCY OF EXERCISES

State EM Policy [S4.8 –*Exercising*], requires the LEMC to exercise their arrangements every year to ensure they remain up to date and accurate. The City of Wanneroo will exercise these arrangements at least annually either alone or in partnership with the City of Joondalup.

16.3 TYPES OF EXERCISES

The following are three commonly used exercise styles:

- *Discussion Exercises* include orientation exercise, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players;
- *Functional Exercises* are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as *Tabletop Exercises*; and
- *Field Exercises* involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

16.4 REPORTING OF EXERCISES

Exercises shall be reported to the North Metropolitan DEMC via the LEMC Annual Report as detailed in State EM Policy [S7.1.3 – Annual Reporting].

The City of Wanneroo / City of Joondalup LEMC on behalf of both the Cities has established the following testing, exercising and reviewing policy:

- Two (2) EM exercises aligned to priority local emergency risks shall be targeted annually (one for each City). The exercise shall be planned, directed and conducted by an appropriate sub-committee of the City of Wanneroo / City of Joondalup LEMC;

- The LEMC Executive Officer (appointed local government officer) shall retain the details of emergency exercises undertaken, which shall be incorporated into the LEMC annual report to the North Metropolitan DEMC; and
- A City of Wanneroo local government officer in cooperation with the City of Wanneroo / City of Joondalup LEMC shall undertake the review of these EM arrangements in order to update relevant information and accommodate changing circumstances.

17. REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These LEMA shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the LGA considers it appropriate (*Section 42 EM Act*). The review will be conducted in accordance with State EM Policy Section 2.5 as follows:

- Contact lists are reviewed and updated quarterly;
- A review is conducted after training that exercises the arrangements;
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

17.1 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

The membership of the LEMC shall be reviewed annually to ensure relevancy to the Committee, however members (*depending on their relevancy*) may be added or removed as required.

17.2 REVIEWING LOCAL RESOURCES REGISTER

The City's Emergency Resources Register [*Part 4*] shall be reviewed at least annually however amendments can be made as changes to type, availability or contact details occur.

18. ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report, which is tabled in Parliament. The SEMC issue the annual report template.

PART 1 ANNEXURES

19. ANNEXURE 1 –COMMUNITY DEMOGRAPHICS

19.1 LINGUISTICALLY DIVERSE

Australian Bureau of Statistics, Census of Population and Housing for City of Wanneroo (2021)

CITY OF WANNEROO Country of Birth - Top 10 overseas birthplaces		
Enumerated data	Number	%
United Kingdom	31,250	14.9
New Zealand	7,173	3.4
South Africa	6,791	3.2
India	4,238	2.0
Vietnam	3,670	1.8
Philippines	2,763	1.3
Ireland	2,023	1.0
Zimbabwe	1,597	0.8
Malaysia	1,491	0.7
Burma (Myanmar)	1,406	0.7
Speaks English Only	156,289	74.7
Speaks another language, and English well or very well	37,834	18.1
Speaks another language, and English not well or not at all	6,390	3.1
Not Stated	8,596	4.1
Total Population	209,109	100.0

19.2 SUBURB POPULATION STATISTICS (FROM 2021 CENSUS)

Suburb	0 - 4	5 - 11	12 - 17	18 - 24	25 - 34	35 - 49	50 - 59	60 - 69	70 - 84	85+	Total
Alexander Heights	457	704	612	732	948	1,485	1,108	1,008	611	100	7,772
Alkimos	1,019	1,283	764	826	2,030	2,401	983	528	327	35	10,203
Ashby	199	272	172	211	371	574	295	273	395	93	2,850
Banksia Grove	1,118	1,500	970	996	2,262	2,683	1,002	543	258	19	11,351
Butler	996	1,533	1,338	1,420	1,909	3,051	1,578	875	692	72	13,473
Carabooda	12	37	48	33	55	91	74	61	33	8	444
Carramar	398	763	750	689	718	1,646	1,138	626	399	40	7,178
Clarkson	1,068	1,397	998	1,288	2,462	3,026	1,727	1,143	712	71	13,904
Darch	392	830	848	802	711	1,823	1,012	466	411	54	7,347
Eglinton	459	439	251	326	867	788	291	191	96	0	3,705
Girrawheen	591	818	685	848	1,361	1,877	1,004	857	764	98	8,897
Gnangara	40	73	93	125	76	159	205	243	294	32	1,347
Hocking	515	800	624	577	990	1,723	778	592	353	30	6,987
Jandabup	5	16	26	31	18	51	48	53	52	0	291
Jindalee	276	360	368	395	526	943	647	337	168	7	4,044
Koondoola	256	392	332	444	500	768	443	362	376	47	3,919
Landsdale	1,324	1,845	1,316	1,373	2,261	3,746	1,860	1,026	566	75	15,401
Madeley	442	686	594	499	767	1,682	740	563	641	198	6,805
Marangaroo	609	907	774	956	1,339	2,013	1,363	1,228	1,040	258	10,483
Mariginiup	36	81	74	78	76	138	137	148	93	5	876
Merriwa	319	540	431	470	654	1,008	574	434	755	401	5,587
Mindarie	277	620	746	857	559	1,459	1,558	843	770	167	7,867
Neerabup	6	6	10	10	8	28	20	14	11	0	112
Nowergup	3	11	15	24	15	41	37	25	20	0	189
Pearsall	349	419	308	344	764	987	479	331	247	19	4,244
Pinjar	0	9	5	9	3	11	17	5	3	0	74
Quinns Rocks	471	850	882	892	1,012	1,828	1,461	827	546	85	8,861
Ridgewood	271	467	433	432	630	911	562	336	514	68	4,623
Sinagra	305	392	227	268	586	705	295	190	132	5	3,100

Tapping	620	1,183	965	857	1,059	2,361	1,232	647	562	75	9,547
Two Rocks	253	455	302	234	440	729	570	454	346	35	3,822
Wangara	0	0	0	0	0	0	0	0	0	0	43
Wanneroo	699	1,058	834	911	1,492	2,324	1,479	1,441	1,510	368	12,113
Woodvale	402	884	854	852	731	1,866	1,496	1,425	875	177	9,579
Yanchep	892	1,361	939	756	1,491	2,254	1,331	954	901	151	11,022
Total	14,748	22,166	17,790	18,741	29,094	45,485	26,088	17,721	14,653	2,623	209,109

19.3 RESIDENTIAL AGED CARE CENTRES

Facility Name	Address	Contact (This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	# Respite Beds	Dementia Needs	High Care Needs	Low Care Needs	Total
Aegis Anchorage	340 Anchorage Dr MINDARIE		Ageing in Place, Booked Respite Program, Extra Services, High Care Needs, Low Care Needs, Admissions, Secure Dementia Care, Secure Garden	2 (High Care)		56	46	102
Aegis Shorehaven	49 Scotthorn Dr ALKIMOS		High Care Needs, Low Care Needs, Secure Dementia Care					134
Bethanie Beachside	629 Two Rocks Rd YANCHEP		Ageing in Place, Double Rooms, Facility Owned Pets, High Care Needs, Low Care Admissions, Secure Dementia Care, Secure Garden		80	140	20	160
Brightwater Aged Care Madeley	95 Imperial Circuit MADELEY		Ageing in Place, Booked Respite Program, High Care Needs, Low Care Needs, Secure Dementia Care, Secure Garden	1	25	73	11	110
Villa Terenzio	33 Kent Road MARANGAROO		High Care Needs, Aging in Place, Ethnicity Specific: <i>Italian</i> , Secure Dementia Care		44	106	31	181
Jacaranda Lodge Wanneroo	55 Belgrade Rd WANNEROO		High Care Needs, Low Care Needs, Secure Dementia Care		15	50		65
Juniper John Bryant	95 Rawlinson Dr MARANGAROO		Ageing in Place, Secure Dementia Care, High Care Needs		42	42		42
RAAFA Karri & Tuart Lodge	19 Hughie Edwards Dr MERRIWA		Ageing in Place, High Care Needs, Secure Dementia Care			110		110

RAAFA Vivian Bullwinkle	85 Hester Ave MERRIWA		Ageing in Place, Booked Respite Program, High Care Needs	1 (High/Low Care)		77	2	79
Regents Gardens Residential Resort Lake Joondalup	33 Drovers Place WANNEROO		Ageing in Place, Booked Respite Program, Double Rooms, Extra Services, High Care Needs, Secure Garden, Dementia Care	1 (High Care)	85	100		100
Wanneroo Community Nursing Home	9 Amos Rd WANNEROO		Ageing in Place, Booked Respite Program, High Care Needs, Secure Dementia Care		22	43		65

19.4 RETIREMENT /LIFESTYLE VILLAGES

Facility Name	Address	Contact (This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	Number of Units
Belgrade Park Retirement Village	55 Belgrade Rd WANNEROO		Over 55's lifestyle and retirement living.	192
Bethanie Beachside Retirement Village	80 Lindsay Beach Blvd YANCHEP		Lifestyle and retirement living.	45
Brightwater Retirement Living Kingsway Court	6 Countess Link MADELEY		Over 55's lifestyle and retirement living.	168
Fairway Villages The Green	Lakelands Country Club Clubhouse Lane GNANGARA		Over 55's lifestyle and retirement living.	290
Harbourside Village	7 Honiara Way MINDARIE		Lifestyle and retirement living.	88
Casa Cabrini Retirement Village	33 Kent Rd MARANGAROO		Retirement living.	11
Lake Joondalup Lifestyle Village	1140 Wanneroo Road ASHBY		Lifestyle and retirement living.	310
Lakelands Lifestyle Village	289 Sydney Rd GNANGARA WA		Over 55's lifestyle and retirement living.	102
Pineview Lifestyle Village	48 Ashley Road TAPPING		Lifestyle and retirement living.	132
RAAFA Retirement Living Cambrai Living	85 Hester Ave MERRIWA		Lifestyle and retirement living.	273
RAAFA Retirement Living Merriwa Estate	19 Hughie Edwards Dr MERRIWA		Lifestyle and retirement living.	240
Regents Gardens Lake Joondalup The Bungalows	8 Regents Garden Blvd WANNEROO		Lifestyle and retirement living.	62
The Rise by Teman	76 Ridgewood Blvd RIDGEWOOD		Over 55's lifestyle and retirement living.	240

19.5 DISABILITY SUPPORT SERVICES

Facility Name	Address	Contact (This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	Number of Units
Brightwater Marangaroo Transitional Accommodation Program	38 Brookland Cres MARANGAROO		Transitional Accommodation Program (Disability) – from Hospital to Home	23 beds across 4 houses
Sunflower Care Services	22 Dartford Cres MARANGAROO		Supported Accommodation & Respite for Intellectually Disabled People.	10 (High /Low care respite beds)

20. ANNEXURE 2 – SCHOOLS AND DAY CARE

20.1 PRIMARY SCHOOLS

Primary Schools	Address	Phone Number
Alinjarra Primary School	33 Northumberland Avenue, Alexander Heights	9342 3388
Ashdale Primary School	51 Ashdale Boulevard, Darch	9406 6999
Alkimos Baptist College	60 Seagrove Boulevard, Merriwa	9406 8189
Alkimos Primary School	340 Benenden Ave, Alkimos	9562 9800
Alkimos Beach Primary School	200 Leatherback Boulevard, Alkimos	9561 7200
St. John Paul II Catholic Primary School	6 Kurrajong Boulevard, Banksia Grove	9303 7101
Banksia Grove Primary School	14 Viridian Drive, Banksia Grove	9404 6244
Brighton Catholic Primary School	1051 Connolly Drive, Butler	9562 9500
Burbridge Primary School	46 Burbridge Avenue, Koondoola	9342 1633
Butler Primary School	26 Camborne Park Way, Butler	9562 1804
Carnaby Rise Primary School	Pomodora Avenue, Landsdale	6401 8100
Carramar Primary School	71 Houghton Drive, Carramar	9405 0600
Clarkson Primary School	16 Aldersea Circle, Clarkson	9305 1800
East Butler Primary School	7 Amersham Crescent, Butler	9562 4344
East Wanneroo Primary School	32 High Road, Wanneroo	9405 1139
Emmanuel Christian School	4 Salcott Road, Girrawheen	9342 7377
Grandis Primary School	220 Grandis Blvd, Banksia Grove	9233 6500
Hudson Park Primary School	23 Arnos Way, Girrawheen	9342 4300
Hocking Primary School	50 Gungurru Avenue, Hocking	9404 8373
John Butler Primary College	Halesworth Parade, Butler	9561 4300
Kingsway Christian College	157 Kingsway, Darch	9302 8777
Koondoola Primary School	50 Burbridge Avenue, Koondoola	9343 1044
Landsdale Primary School	19 Warradale Terrace, Landsdale	9302 4100
Landsdale Christian School	77 Queensway, Landsdale	9309 1830
Landsdale Gardens Primary School	50 Amistad Road, Landsdale	6401 8150
Madeley Primary School	Martindale Avenue, Madeley	9302 3611
Marangaroo Primary School	88 Giralt Road, Marangaroo	9343 2055
Merriwa Primary School	67 Baltimore Parade, Merriwa	6206 2340
Merriwa Education Support Centre	67 Baltimore Parade, Merriwa	6206 2330
Mindarie Primary School	90 Rothesay Heights, Mindarie	9407 1100
Neerabup Primary School	14 Viridian Drive, Banksia Grove	
Northshore Christian Grammar School	50 Scotthorn Drive, Alkimos	1300 388 905
Mindarie Primary School	90 Rothesay Heights, Mindarie	9407 1100
Our Lady Of Mercy Primary School	55 Hudson Avenue, Girrawheen	9207 7677
Pearsall Primary School	Willespie Drive, Pearsall	9405 7845
Peter Moyes Anglican School	29 Elliston Parade, Mindarie	9304 5588
Quinns Beach Primary School	5 James Cook Avenue, Quinns Rocks	9561 7400
Quinns Rocks Primary School	6 Rees Drive, Quinns Rocks	6206 5200
Quinns Baptist College	8 Salerno Drive, Mindarie	9305 8882
Rawlinson Primary School	27 Rawlinson Drive, Marangaroo	9247 9000
Roseworth Primary School	30 Stebbing Way, Girrawheen	6240 4000

Primary Schools	Address	Phone Number
Roseworth Education Support Centre	30 Stebbing Way, Girrawheen	6240 4040
Spring Hill Primary School	50 Spring Hill, Tapping	9404 5178
St Stephens School Tapping	50 St Stephens Crescent, Tapping	9306 7100
Tapping Primary School	87 St Stephens Crescent, Tapping	9404 6033
Somerly Primary School	15 Somerly Drive, Clarkson	6206 4200
St Andrews Catholic Primary School	60 Victorsen Parade, Clarkson	9407 8000
St Anthony's Primary School	7 Servite Terrace, Sinagra	9303 7500
St Elizabeth's Catholic Primary School	30 Ranworth Rd, Hocking	9303 7600
St James Anglican School	2 Graceful Blvd, Alkimos	6336 8330
St. John Paul II Catholic Primary School	6 Kurrajong Blvd, Banksia Grove	9303 7101
Two Rocks Primary School	51 Resolute Drive, Two Rocks	9561 6888
Wanneroo Primary School	15 Shaw Road, Wanneroo	9306 0500
Waddington Primary School	15 Henniker Way, Koondoola	9342 7511
Yanchep Lagoon Primary School	15 Primary Road, Yanchep	9561 1155
Yanchep Beach Primary School	100 Lindsay Boulevard, Yanchep	9561 6080

20.2 SECONDARY SCHOOLS

Secondary Schools	Address	Phone Number
Alkimos Baptist College	60 Seagrove Boulevard, Merriwa	9406 8189
Ashdale Secondary College	75 Westport Parade, Darch	9302 7100
Atlantis Beach Baptist College	Breakwater Drive, Two Rocks	9544 3000
Butler College	15 McCormack Boulevard, Butler	9561 4200
Clarkson Community High School	16 Walyunga Boulevard, Clarkson	9400 1777
Girrawheen Senior High School	39 Calvert Way, Girrawheen	9247 0555
Irene McCormack Catholic College	18 Bradman Drive, Butler	9562 2400
Joseph Banks Secondary College	40 Joseph Banks Boulevard, Banksia Grove	9303 7400
Mercy College	26 Mirrabooka Avenue, Koondoola	9247 9247
Mindarie Senior College	14 Elliston Parade, Mindarie	9304 5800
Peter Moyes Anglican School	29 Elliston Parade, Quinns Rocks	9304 5588
Quinns Baptist College	8 Salerno Drive, Mindarie	9305 8808
St Stephens School Tapping	50 St Stephens Crescent, Tapping	9306 7100
Wanneroo Secondary College	56 Quarkum Street, Wanneroo	9206 6555
Yanchep Secondary College	21 Ravensbourne Street, Yanchep	9562 8000
Yanchep District High School	Now called Yanchep Lagoon PS (see above)	

20.3 DAY CARE CENTRES

Day Care Centres	Address	Phone Number
Alexander Heights Early Learning Centre	95 Azelia Street, Alexander Heights	9247 3491
Alkimos Beach Early Learning	10 Turnstone Street, Alkimos	0411 164 332

Day Care Centres	Address	Phone Number
Alkimos School of Early Learning	44 Santorini Prom, Alkimos	9541 0950
Atlantis Childcare Ocean Keys	61 Ocean Keys Boulevard, Clarkson	9407 9911 ext 1
Atlantis Child Care Centre - Yanchep	93 Lindsay Beach Bvd, Yanchep	9561 1180
Atlantis Preschool Centre – Yanchep	60 St Ives Dr, Yanchep	9561 5393
Bloom Early Education - Jindalee	6 Cockleshell Brace, Jindalee	9562 1900
Bloom Early Education - Yanchep	61 Lagoon Drive, Yanchep	9561 5909
Buggles Childcare – Butler	Unit 1, Lukin Centre, 2 Catviva Approach, Butler	1300 441 441
Busy Bees on Ashdale	15 Ashdale Boulevard, Darch	9303 9507
Busy Bees at Quinns Beach	218 Santa Barbara Pde, Quinns Rocks	9562 7560
Care for Kids School of Early Learning - Banksia Grove	2 Glasshouse Drive, Banksia Grove	9361 7413
Care for Kids School of Early Learning – Clarkson	34 Ladera Drive, Clarkson	9408 5966 9284 7060
Clarkson Early Learning Centre	22 Ainsbury Parade, Clarkson	9305 7307
Clarkson Safe n Sound Daycare	2 Dewar Mews, Clarkson	9407 7606
Compass Early Learning Centre	869 Connolly Drive, Merriwa	9144 9800
Cuddles Early Learning & Childcare - Two Rocks	Gift Way, Two Rocks	9554 0870
Drovers Little Learners	Shop 2 / 1387 Wanneroo Road, Wanneroo	0447 371 068
Goodstart Early Learning - Banksia Grove	10 Vididian Drive, Banksia Grove	9404 7337
Goodstart Early Learning - Darch	83 Furniss Road, Darch	9302 5044
Goodstart Early Learning - Clarkson	60 Burnett Drive, Clarkson	9407 9644
Goodstart Early Learning - Girrawheen	2 Wade Court, Girrawheen	9343 4711
Goodstart Early Learning - Madeley	17 Kingsway Road, Madeley	9309 3855
Goodstart Early Learning - Merriwa	16 Hughie Edwards Drive, Merriwa	9305 8633
Goodstart Early Learning - Mindarie	14 Rothesay Heights, Mindarie	9407 7447
Goodstart Early Learning - Sinagra	12 Cetara Chase, Sinagra	9405 8122
Goodstart Early Learning Centre - Tapping	58 Clarkson Ave, Tapping	9306 2711
Great Beginnings - Alkimos	3/3 Bulwark Avenue, Alkimos	9562 5466
Great Beginnings - Butler	14 Marchwood Boulevard, Butler	9562 5744
Great Beginnings - East Wanneroo	42 Scott Road, East Wanneroo	9206 0426
Great Beginnings - Marangaroo	2 Parin Road, Marangaroo	1800 517 086
Great Beginnings - Quinns Rocks	14 Duncombe Grove, Quinns Rocks	9562 3397
Great Beginnings - Wanneroo	32 Mulwarrie Circle, Wanneroo	9306 9420
Happy Hands Early Learning Centre	63 Houghton Drive, Carramar	9206 0144
Hocking Stars Early Learning Centre	1 Turin Entrance, Hocking	9206 2002
Keiki Early Learning - Alkimos	12 Longstaff Avenue, Alkimos	6500 2700
Keiki Early Learning - Mindarie Keys	18 Anchorage Drive, Mindarie	9407 9388
Keiki Early Learning Mindarie Primary – Outside School Hours Care & Three Plus School Readiness	Mindarie Primary School 90 Rothesay Heights, Mindarie	0448 588 166
Kids Inn Childcare - Ashby	24 Korovin Drive, Ashby	9206 3243
Kidz Biz Early Learning Centre – Wanneroo	3 Keane Street, Wanneroo	9306 5557
Koondoola Community Kindergarden	20 Burbridge Ave, Koondoola	9342 3676

Day Care Centres	Address	Phone Number
Landsdale Early Learning and Enrichment	215 Landsdale Road, Landsdale	6305 0999
Landsdale School of Early Learning	2 Denman Gardens, Landsdale	6300 4703
Little Buckets - Butler	Lot 3045 Butler Boulevard, Butler	9563 1313
Little Buckets - Ridgewood	48 Feakle Bend, Ridgewood	9304 4476
Little Dimples Early Learning Centre	40 Backshall Place, Wanneroo	9306 3444
Little Peoples Place Early Learning Centre - Banksia Grove	1 Fairywren Street, Banksia Grove	9306 1088
Marangaroo Child Care Centre	11 Bradford Place, Marangaroo	9343 6629
Mercycare Early Learning Service Banksia Grove	300 Joseph Banks Boulevard, Banksia Grove	6298 9852
Mercycare Early Learning Centre – Landsdale	127 The Broadview, Landsdale Shopping forum, Landsdale	9302 2087
Mercycare Early Learning Service – Merriwa	1 Seagrove Boulevard, Merriwa	9305 7527
Milestones Early Learning - Quinns Rocks	9/10 Mindarie Drive, Quinns Rocks	9305 9320
Mini Bambini Early Learning	3 Messina Drive, Sinagra	0478 083 079
Montessori Early Childhood Centre	12 Jenolan Way, Merriwa	9304 6222
Nido Early School - Banksia Grove	1001 Joondalup Drive, Banksia Grove	9206 5822
Nido Early Learning - Hocking	176 Nicholas Road, Hocking	9306 4316
Nido Early Learning - Kingsway	168 Wanneroo Road, Madeley	6117 5099
Nido Early School - Yanchep	29 Morwell Street, Yanchep	6244 4500
Play's Kool - Marangaroo	Shop 38/64 Newpark Shopping Centre, cnr Balgonie Ave and Marangaroo Drive Marangaroo	9343 4393
Pearsall Child Care Centre	45 Ashbrook Ave, Pearsall	9206 5388
YMCA WA - Ashdale Early Learning Centre	44 Westport Parade, Darch	9303 9264 9473 8480

21. ANNEXURE 3 – RISK REGISTER

The City of Wanneroo Emergency Risk Register is a stand-alone document which supports the LEMA and includes all identified risks associated with the hazards assessed and their risk level. Those risks which were rated as having an extreme or high risk level and achieved a treatment priority of 1 or 2 (requires treatment) include identified treatment strategies. The implementation of treatment strategies are the responsibility of the HMA, Support Organisations and the City. It is important to remember that risk statements that were assessed as medium and low will still have significant impact on parts of the community, in particular, the vulnerable members within the community. These risks will continue to be monitored annually for changes.

HAZARD RISK SUMMARY

21.1 FIRE

HAZARD: FIRE

Cause:

- Lightning strike;
- Arson;
- Unauthorised burning, authorised fires becoming uncontrollable; and
- Fire initiated by mechanical fault, technological failure (pole top fires, etc.).

Impacts:

- Loss of life and/or serious injury;
- Threats to the safety and wellbeing of the community;
- Displacement of community members;
- Environment damage – Flora and fauna, ecologically sensitive areas (wetlands, coast fringe);
- Disruption to essential services and critical infrastructure;
- Loss/ damage to private and commercial buildings (incl. contents); and
- Loss/ damage to City assets (e.g. buildings, playground equipment).

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES as the HMA; • Agencies / Organisations responsible for bush fire risk areas; • City of Wanneroo; and • Community members (land & home owners).
Preparedness	<ul style="list-style-type: none"> • DFES as HMA; • Agencies / Organisations responsible for bush fire risk areas; • City of Wanneroo; and • Community members.
Response	<ul style="list-style-type: none"> • DFES as HMA; • Agencies / Organisations responsible for bush fire risk areas (DFCA); • Combat Support Agencies (WAPOL, Department of Communities); and • City of Wanneroo.
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • General community health issues associated with displacement and trauma; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term & long term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Joondalup responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; and • Impact on transport network through damage - restricted access to community services.

21.2 STORM

HAZARD: STORM

Cause:

A slow moving cold weather front producing a severe thunderstorm warning. The weather front includes zones of severe activity, including dangerous winds, large hail, heavy rainfall and flash flooding.

Impacts:

- Damage to private and commercial dwellings/ buildings;
- Impact on people – displacement;
- Demands on emergency responders – capacity to manage surge demand;
- Environmental damage – flooding, coastal erosion, damage to wetland areas;
- Financial impost – cost to insurance industry, private expenses (repair costs).

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES; • Bureau of Meteorology (BoM); and • City of Wanneroo (CoW).
Preparedness	<ul style="list-style-type: none"> • DFES as the designated HMA for Storm; • COW for mitigation strategies to City Assets; • Community members; and • All forms of media outlets.
Response	<ul style="list-style-type: none"> • DFES; • SES as the designated Combat Agency; • Bureau of Meteorology; • Department of Communities; and • Utility services (power, water & transport).
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Wanneroo responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; • Impact on transport network through damage - restricted access to community services; • Loss of/ structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; and • Medical facilities unable to cope with increased demand.

21.3 HEATWAVE

HAZARD: HEATWAVE

Cause:

A heatwave is a period of abnormally and uncomfortably hot weather, which could impact on human health, infrastructure and services. The contributing factors to the impact of a heatwave event are: maximum daily temperature and the minimum night time temperature, duration of the high temperatures, humidity and air quality, urban and rural design of buildings (dwellings) and local acclimatisation. Heatwaves have killed more people than any other natural hazard experienced in Australia.

Impacts:

- Cause death(s) or serious illness (heat related);
- Damage to critical infrastructure such as roads, railways and bridges;
- Impacts industries, both economically and functionally, through damage to infrastructure and power supply outages;
- Disruption to normal business, absenteeism, health impacts and loss of tourism may result in significant economic loss; and
- Disruption of normal support services, community activities and reduction in the community wellbeing.

Responsibility	
Prevention	<ul style="list-style-type: none"> • Department of Health • State Health Coordinator (SHC); • Bureau of Meteorology (BoM); • Government and private industry; and • City of Wanneroo (COW).
Preparedness	<ul style="list-style-type: none"> • SHC as the HMA (within WA Health); • City of Wanneroo; • Community members; and • All forms of media outlets.
Response	<ul style="list-style-type: none"> • Bureau of Meteorology; • WA Health; • Department of Communities; and • Utility services (power, water and transport).
Recovery	<ul style="list-style-type: none"> • COW assigned responsibility for community recovery; and • LRCG.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life or serious illness (heat related) within community; • Loss of structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; • Medical facilities unable to cope with increased demand; and • Increase in the level of criminal and anti-social behaviour caused by the breakdown of community resilience.

21.4 EARTHQUAKE

HAZARD: EARTHQUAKE

Cause:

An earthquake is the sudden release of stress built up within the earth's crust. Most earthquakes occur along plate boundaries. However, areas within plates, such as Australia, do experience occasional large intraplate earthquakes. Western Australia has a long history of this type of event and earthquakes of magnitude 4 or less (on the Richter scale) are reasonably common (for example, 1968 Meckering 6.9 and in 2010 Kalgoorlie 5.0).

Impacts:

- Damage to buildings and infrastructure from shaking and movement along fault lines;
- Fire is common after an earthquake, especially when gas or downed power lines are present;
- Rock fall, landslides and toppling of masonry can be triggered;
- Injury and death are possible from the all above; and
- Disruption of normal services.

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES; and • City of Wanneroo;
Preparedness	<ul style="list-style-type: none"> • DFES as the designated HMA; • Geoscience Australia; • Community members; • The City of Wanneroo for mitigation strategies to City Assets.
Response	<ul style="list-style-type: none"> • DFES; • SES as the designated Combat Agency; • Geoscience Australia; • Department of Communities; • State Emergency Coordination Group (SECG); • Defence Aid to the Civil Community; and • Utility services (power, water & transport).
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); • Insurance Industry; • Building Industry; • WANDRRA; • Defence Aid to the Civil Community; and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Wanneroo responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; • Impact on transport network through damage - restricted access to community services; • Loss of structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; • The challenge to manage the quantity of waste resulting from building demolition; and • Medical facilities unable to cope with increased demand.

21.5 RAIL CRASH

HAZARD: RAIL CRASH

Cause:

The Public Transport Authority (PTA) operates approximately 180 kilometres of rail network including a Transperth metropolitan passenger service that passes through the City of Wanneroo district. The electrified narrow-gauge rail system consists of two rail lines (north – south bound) and there are two rail stations within the City – Clarkson and Butler.

A rail incident may result from derailment caused by mechanical failure within the carriage, fault in the rail system, collision between other rolling stock or road vehicles, vandalism or terrorist activity and power loss to the electric system.

Impacts:

- Loss of life and serious injury;
- Damage to rail network system and infrastructure;
- Disruption to transport system resulting in absenteeism, traffic congestion, economic loss and reduced productivity; and
- Loss of confidence in the public transport system.

Responsibility	
Prevention	<ul style="list-style-type: none"> • The Public Transport Authority is the HMA; • WAPOL (Controlling Agency during an emergency where agreed); and • Preparing, reviewing and exercising State Hazard Plan – PTA Rail Crash.
Preparedness	<ul style="list-style-type: none"> • Public Transport Authority; • WAPOL; and • Support Agencies/ Organisations.
Response	<ul style="list-style-type: none"> • PTA responsible for response operations (HMA); • WAPOL (delegated as Control Agency); • Main Roads Department; • City of Wanneroo; and • WA Health – Joondalup Health Campus.
Recovery	<ul style="list-style-type: none"> • PTA; • City of Wanneroo; and • Support organisations (counselling, welfare support).
Potential Consequences	<ul style="list-style-type: none"> • Significant loss of life and serious injuries; • Damage to rail infrastructure including rolling stock and rail control systems; • Collateral damage to infrastructure adjacent to the rail network (road systems, bridges, underpasses); • Short and long-term disruption to traffic flow resulting in congestion – delays and increased travel times; • Short term surge on health services impacting on the ability of the hospital system to deal with demand; • Loss of confidence in the public transport system causing economic loss to the government; and • Medical facilities unable to cope with increased demand.

21.6 HUMAN EPIDEMIC / PANDEMIC

HAZARD: HUMAN EPIDEMIC / PANDEMIC

Cause:

Pandemics are often, but not always, caused by influenza viruses. An influenza pandemic occurs when a new influenza virus subtype emerges, to which there is little or no immunity. In the absence of immunity, the new subtype can spread rapidly worldwide to become a pandemic, potentially causing high numbers of cases of severe disease and deaths. The pandemic strain eventually becomes one of the seasonal influenza viruses.

Impacts:

- Impact on people – may cause death or chronic illness;
- Widespread impact on normal community activities including travel and public gatherings;
- Financial impacts to the local economy due to absenteeism, health impacts and loss of tourism;
- LGA's ability to deliver essential services to the community will be impacted;
- Disruption of normal support services, community activities and reduction in community wellbeing;
- Emergency services ability to respond to incidences will be impacted;
- Added pressure on local public health system;
- Will restrict the maintenance of essential services.

Responsibility	
Prevention	<ul style="list-style-type: none"> • Government of Western Australia - Western Australian Government Pandemic Plan & State Hazard Plan – Human Biosecurity; • Department of Health; • Department of Communities – State Support Plan Emergency Welfare; • Department of Primary Industries and Regional Development – State Hazard Plan Animal and Plant Biosecurity; • City of Wanneroo – LEMA including risk management planning & Business Continuity Planning; and • Local hospitals and health services – Local Pandemic Plans.
Preparedness	<ul style="list-style-type: none"> • Government of Western Australia – Structured risk management processes; • Department of Health – Immunisation program & community education; • Department of Communities – Advice and support for higher risk communities; • Department of Primary Industries and Regional Development; • City of Wanneroo – LEMC & Crisis Management Team; • Local hospitals and health services.
Response	<ul style="list-style-type: none"> • Department of Health – HMA & SHICC; • Department of Communities – coordinate welfare related resources and assistance; • Department of Primary Industries and Regional Development – transmissible infectious diseases; • WAPOL- State Emergency Coordinator and law enforcement; • City of Wanneroo – provide Environmental Health Officers and provide local resources & activate crisis management team; • Local hospitals and health services – deliver public health services; and • Utility services (power, water and transport) – manage continuity of supply.
Recovery	<ul style="list-style-type: none"> • Government of Western Australia – supporting State and local recovery efforts; • City of Wanneroo assigned responsibility for community recovery, and activate Crisis Management Team; • LRCG – manages recovery efforts; • Disaster Relief Funding Arrangements Western Australia; and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious illness within community; • Overloading of the health system – Local and State; • Personal hardship – social isolation, loss of employment and income avenues; • Disruption to the business sector – lost productivity and economic losses through absenteeism; • Escalation of lawlessness; • Disruption to essential services including schools, childcare and shopping centres; • Food shortages; • Public transport restricted or closed; • Reduction of LGA and State Government essential services; and • Loss of utilities due to absenteeism impacting dwellings and commercial industry.

22. ANNEXURE 4 – AGED CARE EMERGENCY ARRANGEMENTS

A copy of these Arrangements are held by the City of Wanneroo. The PDF is a copy of the full Residential Aged Care Emergency Arrangements. Below is the Memorandum of Understanding between the Aged Care Sector Network within the City of Wanneroo.



City of
Wanneroo

MEMORANDUM OF UNDERSTANDING

**Aged Care Sector Network
Within
The City of Wanneroo**

**THE PROVISION OF MUTUAL AID FOR RECOVERY
DURING EMERGENCIES**

JUNE 2021

22.1 DISCLAIMER

This document should be read in conjunction with the ***Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents Between Aged Care Facilities***. The arrangements will be between the Aged Care Providers within the City of Wanneroo. The City of Wanneroo holds no responsibility as to the implementation or use of the ***Memorandum of Understanding (MOU) or the Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents Between Aged Care Facilities***. The City of Wanneroo is responsible only for the maintenance of these documents.

The City of Wanneroo advises Aged Care providers to implement or use these existing Residential Aged Care Emergency Arrangements in conjunction with the latest COVID-19 health/safety precautions provided by the Department of Health WA.

ACRONYMS

CEO	Chief Executive Officer
FM	Facility Manager
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
MOU	Memorandum of Understanding

22.2 PURPOSE

The Aged Care Sector Network Memorandum of Understanding (forms part of the Residential Aged Care Emergency Arrangements, a sub plan of the City's LEMA aims to provide a practical support and resource sharing network agreement in the event of a **declared disaster** situation in and around the City of Wanneroo where the impact requires evacuation of residents for a period of up to **12 hours**. Parties to this agreement will provide (within their capacity) available assistance on request to any other aged care facility in the City of Wanneroo in the event of an emergency situation.

The purpose of this mutual aid evacuation plan is to minimise the risk to frail elderly residents living in Aged Care Facilities from identified hazards and provide valuable support to staff and residents to ensure continuity of care and an effective/efficient post event return to their community.

The Australian Government provides for "*Quality of Care Principles 2014*". These principles set out the responsibilities of approved providers in providing care and services for residential and home care. The principles specify the care and services that an approved provider of residential care is to provide, set out the Accreditation Standards that must be met by a residential care service to achieve accreditation, specify the care and services that an approved provider of home care is to provide, and set out the Home Care Standards that a home care provider is expected to meet as a part of quality review.

Standard 4 – services and supports for daily living states:

"The organisation provides safe and effective services and supports for daily living that optimise the consumer's independence, health, well-being and quality of life."

22.3 PARTNERING OBJECTIVES

This Memorandum of Understanding is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Aged Care Facility to assist:

- To provide a safe and timely evacuation process;
- To ensure minimal impact upon the aged care community;
- To ensure effective warning and information systems are established;
- To provide for the care and welfare of the aged care community throughout all evacuation management stages;
- To ensure any financial impact is minimised; and
- To fulfil the facilities responsibilities for the continuing care of residents as required
- under the *Aged Care Act 1997*.

22.4 IMPLEMENTATION OF THE EMERGENCY PLAN

The decision to evacuate will be made by the Incident Management Team's (IMT) Incident Controller (IC) of the HMA that is designated to respond to the emergency in accordance with the City of Wanneroo LEMA. The implementation of the LEMA in the event of an emergency that requires evacuation of residents from the facility will be coordinated by the IMT who will also determine the receiving facility or facilities and liaise with the persons outlined in the City of Wanneroo Residential Aged Care Emergency Arrangements.

For the purpose of this Agreement, support will generally be required for up to a twelve (12) hour period (maximum twenty four [24] hours).

22.5 FINANCIAL ARRANGEMENTS

Both the State and Commonwealth Department of Health expect the Aged Care Sector to manage the costs of an emergency situation within the subsidy income already provided as well as their own insurance.

Parties to this Agreement will provide cooperation and support by way of equipment and other resources as required and available to other Aged Care Facilities in the City of Wanneroo for the period required up to a maximum of 24 hours or to an agreed time.

All matters relating to recompense of costs will be agreed to by the evacuating residential facility and the receiving residential facility.

22.6 INSURANCE

It is expected that the required insurance specification for the Aged Care Sector covers for staff and residents being transferred to other facilities in the event of an emergency situation. The cover is provided through building and contents, workers compensation, business continuity, public liability and professional indemnity insurances.

22.7 AGED CARE FACILITIES NETWORK RESOURCES

The City of Wanneroo will maintain the Aged Care Sector Network database and update on an annual basis. The City of Wanneroo Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents between Aged Care Facilities will form a sub-plan of the City's LEMA.

22.8 AGED CARE FACILITY EMERGENCY PLANS

Each facility will provide an instant identification method that includes critical health information on residents and identifies their facility. Any staff provided by the sending facility will identify themselves on the arrival at the receiving facility. The sending facility shall agree to release all necessary information, for example, medical records and contact records (relatives, carers, general practitioners) to the receiving facility to ensure continuity of care for residents and their carers. Normal confidentiality procedures of the aged care sector will be maintained. Control of the public information available to the media will be redirected to the police. WA Health Department will provide personal details of residents as required to the relevant agencies and emergency services in the event of an emergency.

22.9 SUPPORT FOR STAFF PRE AND – POST EVENT

Each aged care facility will determine their own process for debriefing and the support of staff after an event and may request further assistance from the City of Wanneroo recovery plan as required.

The City of Wanneroo aged care sector network will undertake a debriefing and review of the arrangements plan after any event where the procedures have been activated.

22.10 ACCREDITATION REQUIREMENTS

The Aged Care Sector is expected to fulfil their responsibilities for the continuing care of residents as required under the *Aged Care Act 1997*.

22.11 DURATION AND AMENDMENT

This Agreement shall not be altered or modified in any respect except by the agreement of all parties in writing.

This Agreement will be reviewed annually to ensure it is current and appropriate to the needs of all parties. The annual review will also determine if each signatory wishes to extend or terminate their involvement.

This document is not legally binding or enforceable. It is a statement of cooperation between the signatories in the event of an emergency situation and as such, individuals may withdraw, in writing at any time without prejudice or penalty.

22.12 AGED CARE SECTOR NETWORK**(As at 1 June 2021)**

Facility Name	Contact Details
Bethanie Beachside 629 Two Rocks Road YANCHEP	This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000
Brightwater Aged Care Madeley 95 Imperial Circuit MADELEY	
Italian Community Villa Terenzio 33 Kent Road MARANGAROO	
Jacaranda Lodge Wanneroo 55 Belgrade Road WANNEROO	
Juniper John Bryant 95 Rawlinson Dr MARANGAROO	
RAAFA Tuart and Karri Lodge 19 Hughie Edwards Drive MERRIWA	
RAAFA Vivian Bullwinkel Lodge 85 Hester Avenue MERRIWA	
Regents Gardens Residential Resort Lake Joondalup 33 Drovers Place WANNEROO	
Wanneroo Community Nursing Home 9 Amos Road WANNEROO	

22.13 INDEPENDENT LIVING AGED CARE SECTOR**(As at 1 June 2021)**

Facility Name	Contact Details
	This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000
Belgrade Park Retirement Village 55 Belgrade Rd WANNEROO	
Bethanie Beachside Retirement Village 80 Lindsay Beach Boulevard YANCHEP	
Brightwater Retirement Living Kingsway Court 6 Countess Link MADELEY	
Italian Community Casa Cabrini 33 Kent Road MARANGAROO	
RAAFA Retirement Living Cambrai Village 85 Hester Avenue MERRIWA	
RAAFA Retirement Living Merriwa Estate 19 Hughie Edwards Drive MERRIWA	
Regents Gardens Lake Joondalup The Bungalows 8 Regents Garden Blvd WANNEROO	
The Rise by Teman 76 Ridgewood Blvd RIDGEWOOD	

22.14 DISABILITY SUPPORT SECTOR**(As at 1 June 2021)**

Facility Name	Contact Details
Brightwater Marangaroo Transitional Accommodation Program 38 Brookland Cres MARANGAROO	This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

22.15 SIGANTORIES – SECTION 1

This MOU is made between the following Aged Care Facilities:

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

22.16 SIGANTORIES – SECTION 2

This MOU is made between the following Independent Living Aged Care Facilities:

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

22.17 SIGNATORIES – SECTION 3

This MOU is made between the following Disability Support Services Facilities:

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

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23. ANNEXURE 5 – EMERGENCY ANIMAL WELFARE SUPPORT PLAN

(Currently under review – November 2022)



EMERGENCY ANIMAL WELFARE SUPPORT PLAN



23.1 AMENDMENT RECORD

Amendment		Details	Amended By
No.	Date		Initials
1	Mar 2011	Review	RG 03/2011
2	Dec 2013	Review	RG 12/2013
3	Mar 2019	Review	RG 03/2019
4	Nov 2019	Update veterinary clinics and Pet Food Suppliers.	SC 11/2019
5			
6			
7			
8			
9			
10			

23.2 GENERAL

Animals have intrinsic value - As sentient beings, animals suffer in disasters from injury, pain, hunger, thirst, fear and distress. The World Organisation of Animal Health defines animal welfare in the following way:

“Animal welfare means how an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear and distress”.

Owners or carers of an animal should plan for emergency disasters for their animals. Planning considerations should include:

- If it is likely the animal will be evacuated or remain onsite;
- If transportation is adequate and available to relocate the animal, under potential logistical constraints (i.e. road closures, window or safe evacuation);
- If suitable areas and adequate provisions are available for animals left on a property to minimise the risk of harm (i.e. area at lowest risk of hazard impact, sufficient food and water access for prolonged absence);
- If animals and their owners or carer can be identified (i.e. companion animal microchipping, National Livestock Identification System); and
- If they are prepared for self-sufficient recovery and for how long.

The City's Animal Welfare Plan is to be used in conjunction with the City of Wanneroo LEMA as well as the State Support Plan – Animal Welfare in Emergencies.

<https://www.wa.gov.au/StateSupportPlanAnimalWelfareinEmergencies.pdf>

The Animal Welfare Plan should be implemented whenever a disaster affects the City of Wanneroo including the Animal Care Centre and where animal welfare is compromised. The main objectives of the plan are to:

- Provide immediate welfare for distressed animals;
- Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews; and
- Provide an alternative refuge for the animals for collection by their owners at an appropriate time.

(Refer Appendix A – Form to record Evacuation Points).

The City of Wanneroo Rangers will work in close cooperation with the other stakeholders on animal welfare matters arising out of the evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance.

23.3 ANIMAL WELFARE TEAM - EMERGENCY ANIMAL WELFARE CONTROL CENTRE

The Animal Welfare Team (AWT) includes all persons assisting with animal welfare. The AWT will include the City's Coordinator Community Safety, Rangers, Community Safety Services and EM employees as required, and may include the Department of Primary Industries and Regional Development, RSPCA Officers, Veterinarians, State Emergency Service or VBFB personnel and any other person accepted by management to assist in an emergency disaster.

In an emergency/disaster the Department of Communities is responsible for the provision of welfare support services including managing the welfare/evacuation centres that the City provides. In addition EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 – Animals in Welfare Centres. For health and safety reasons no animals, pets, are permitted in welfare/evacuation centres with the exception only of assistance animals, for example, guide dogs, hearing dogs and disability aid dogs.

If required the Animal Care Centre located at 1204 Wanneroo Road, Ashby will open after hours and be staffed by Rangers during emergency activations.

The Animal Welfare Team will work from a central location to receive calls, dispatch officers to jobs and keep a log of personnel/resources in the field. The City of Wanneroo Local Emergency Recovery Coordination Centre located at Ashby Operations Centre, Building 1, 1204 Wanneroo Road, Ashby will be activated for this purpose.

Should Ashby Operations Centre be inoperable due to damage during the course of an emergency, a decision will be made to appoint the Local Emergency Recovery Coordination Centre to:

- Quinns Rocks Fire Station
14 Hidden Valley Retreat
CLARKSON; or
or
- City of Wanneroo Civic Centre
23 Dundobar Road
WANNEROO

23.4 DOMESTIC ANIMAL SHELTER

When the need arises, an emergency shelter shall be set up to temporarily house domestic animals brought in or the animals will be transported to local boarding kennels, veterinary clinic or the RSPCA (refer to list of agreed businesses below). The appointed Animal Welfare Centre Coordinator shall ensure the appointed Animal Welfare Team:

- (a) Keep a register of animals that need to be evacuated from the Animal Care Centre and/or animals brought in (type of animal, breed, colour, sex, animal registration number, where and when found and physical condition of animal);
(Refer Appendix B – Animal Registration Log)
- (b) Secure/confine animals to such an area where it is not likely to injure itself or be injured by other animals;
- (c) Ensure arrangements are made for animals to be fed, watered and their facilities are regularly cleaned;

- (d) Report any apparent injury or illness to a veterinarian, if necessary, for treatment or euthanising as soon as practical. Animals suffering from contagious illness shall be segregated to prevent infection of other animals; and
 - (e) Upon release of the animal, record the date and time and obtain the details of the owner (name, address and contact telephone numbers).
- (Refer Appendix C – Individual Animal Registration Form)*

Should the City's Animal Care Centre be inoperable due to damage from the disaster, the Community Safety and Emergency (CSEM) Management Team will consider establishing a temporary replacement facility or temporarily re-home the animals at one of the facilities listed below until the emergency period is over. The shelter may or may not be within the City's boundaries. Possibilities include Boarding Kennels, the RSPCA shelter in Malaga or other veterinary clinics.

Organisation	Address	Additional Information
RSPCA WA	108 Malaga Dr MALAGA Telephone: 9209 9300 (Adoptions & shelter team) Inspectors: 1300 278 3589	Pound <ul style="list-style-type: none"> Mon-Fri: 10am-5pm Sat, Sun, Public holidays (except Christmas Day, Boxing day & Good Friday): 10am-4pm Advice and support for all animals <i>when local arrangements have been exhausted</i> Ambulatory services Humane euthanasia
Veterinary Clinic	Address	Additional Information
The Animal Hospital at Murdoch University	Nyarrie Dr MURDOCH Telephone: 1300 652 494	<ul style="list-style-type: none"> 24 hour emergency and critical care Livestock Equine Dogs, cats, small animals Birds, fish, exotic pets Dental Ambulatory services
Belvoir Equine Clinic	Lot 158 West Swan Rd BELHUS Telephone: 9296 6666 A/H: 9296 6666	<ul style="list-style-type: none"> Mon-Fri: 8am-5pm Sat: 9am-12 noon 24 hour emergency Equine Ambulatory
Brighton Vet	Shop 20A/5 Kingsbridge Blvd BUTLER Telephone: 9562 5555	<ul style="list-style-type: none"> Mon-Fri: 8am-6.30pm Sat: 9am-12noon Sun: 10am-11am Dogs, cats Wildlife (free) Dental

Veterinary Clinic	Address	Additional Information
Drovers Vet Hospital Contacts: Dr Wayne Shipham Caslin Myers * Offered to assist where possible with boarding, advice, treatment. * Capacity for 2 birds, 3 cats, 2 large dogs, 3 small dogs	9/1937 Wanneroo Rd WANNEROO Telephone: 9306 3911 A/H: 0417 789 355	<ul style="list-style-type: none"> Mon-Fri: 8am-7pm Sat & Sun: 8am-5pm Public holidays: 9am-1pm (Closed Christmas Day and Good Friday) Dogs, cats, birds, Wildlife (free) Dental Humane euthanasia
Edgewater Veterinary Hospital	639 Wanneroo Rd WANNEROO Telephone: 9306 1160 A/H: 9306 1181 Mobile: 0448 302 826	<ul style="list-style-type: none"> Mon-Fri: 8am-6pm Sat: 8am-12 noon Livestock Equine Dogs, cats, birds, rabbits Wildlife (free)
Emergency Vet Hospital Wangara	1 Chokolich St WANGARA Telephone: 9200 4460	<ul style="list-style-type: none"> Mon-Fri: 5pm onwards Sat & Sun & public holidays: Open 24 hours Dogs, cats
Kingsway Veterinary Centre	Kingsway Shopping Centre 168 Wanneroo Rd MADELEY Telephone: 9309 9993	<ul style="list-style-type: none"> Mon-Fri: 9am-7pm Sat: 9am-4.30pm Sun: 10am-12.30pm Dogs, cats Wildlife (free) Dental
Native Animal Rescue	170 Camboon Rd MALAGA Telephone: 9249 3434	<ul style="list-style-type: none"> Mon-Sun: 9am-5pm every day of the year Wildlife (free)
Perth Vet Emergency	Unit 3/162 Wanneroo Rd YOKINE Telephone: 1300 040 400	<ul style="list-style-type: none"> Mon-Fri: 6pm-8am Sat & Sun & public holidays: 24 hour emergency care Companion animals Wildlife (free)
The Unusual Pet Vets	59 Erindale Road BALCATT Telephone: 9345 4644	<ul style="list-style-type: none"> Mon-Fri: 7am-6pm Sat: 9am-5pm Sun: 10am-4pm Birds, fish, exotic pets Wildlife (free)
Valley Equine Veterinary Centre	7 Cathedral Ave UPPERSWAN Telephone: 9296 3884	<ul style="list-style-type: none"> 24 hours / 7 days a week emergency service Equine Dental

Veterinary Clinic	Address	Additional Information
Vetwest Animal Hospital Clarkson	3/70 Pensacola Tce CLARKSON Telephone: 9404 1155	<ul style="list-style-type: none"> Mon-Fri: 7.30am-7pm Sat & Sun: 8am-5pm Dogs, cats, birds, pocket pets Wildlife (free) Dental Humane euthanasia
Vetwest Animal Hospital Currambine	7/4 Hobsons Gate CURRAMBINE Telephone: 9404 1144	<ul style="list-style-type: none"> Mon-Fri: 7.30am-7pm Sat & Sun: 8am-5pm Dogs, cats, birds, pocket pets Wildlife (free) Dental Humane euthanasia
Vetwest Animal Hospital Wanneroo	Cnr San Rosa & Wanneroo Rd WANNEROO Telephone: 9404 1177	<ul style="list-style-type: none"> Mon-Fri: 7.30am-7pm Sat & Sun: 8am-5pm Dogs, cats, birds, pocket pets Wildlife (free) Dental Humane euthanasia
Vetwest Animal Hospital Whitfords	Unit 6/37 Endeavour Rd HILLARYS Telephone: 9404 1133	<ul style="list-style-type: none"> Mon-Fri: 7.30am-7pm Sat & Sun: 8am-5pm Public holidays (except Christmas Day): 8am-5pm Dogs, cats, birds, pocket pets Wildlife (free) Dental Humane euthanasia
WA Veterinary Emergency & Specialty	640 Beeliar Dr SUCCESS Telephone: 9412 5700	<ul style="list-style-type: none"> Mon-Fri: Evenings Sat & Sun & public holidays: Open 24 hours Dogs, cats Dental
Wanneroo Veterinary Hospital * Offered to assist where possible with boarding, advice, transport.	923 Wanneroo Rd WANNEROO Telephone: 9405 1122	<ul style="list-style-type: none"> Mon-Fri: 7.30am-6.30pm Sat: 8am-12.30pm Sun: 9am-12 noon Dogs, cats Small wildlife (free) Dental
Wildcare Helpline DBCA	17 Dick Perry Ave KENSINGTON Helpline: 9474 9055	<ul style="list-style-type: none"> Wildlife (free) including native animals, dolphins, whales, seals, snakes
Yanchep Veterinary Clinic & Animal Hospital	156 Yanchep Beach Rd YANCHEP Telephone: 9561 2438	<ul style="list-style-type: none"> Mon-Fri: 8.30am-6pm Sat: 9am-1pm Companion animals Wildlife (free) Euthanasia & cremation

Boarding Kennels	Address	Additional Information
Australann Dog Boarding Kennels	Corner Hawkins & Ross Rd WANNEROO Telephone: 9405 1227 Mobile: 0438 937 860	<ul style="list-style-type: none"> Mon-Fri: 10am-12noon and 4pm-5pm Sat: 10am-12noon Sun: 5pm-5.30pm Small, medium, big dogs
Bowbilla Boarding Kennels & Cattery	201A Mary St WANNEROO Telephone: 9405 1246 Mobile 0421 433 058	<ul style="list-style-type: none"> Dog and cat boarding
Canine Country Club	290 Neaves Rd MARIGINIUP Telephone: 9306 1999 Mobile 0409 191 662	<ul style="list-style-type: none"> Mon-Fri: 9am-11am and 4pm-5pm Sat: 8am-10am Sun: 4pm-5pm Dog and cat boarding
Lake Adams Pet Resort	45 Adams Rd MARIGINIUP Telephone: 9306 2341	<ul style="list-style-type: none"> Mon-Sun: 9am-12noon Pub Hols: 9am-10am & 5pm-6pm (closed Christmas Day, Boxing day, New Year's Day, Australia Day, Easter Sunday) Dog and cat boarding
Northern Suburbs Pet Chalets	156 Neaves Rd MARIGINIUP Telephone: 0409 905 757	<ul style="list-style-type: none"> Mon,Tues,Thurs,Fri,Sat: 10am-12noon and 4pm-6pm Sun & Pub Hols: 4pm-6pm (Closed Wednesdays) Dogs of all breeds and sizes
West Coast Pet Care Centre	49 Adams Rd MARIGINIUP Telephone: 7078 8145	Pet taxi pick up

23.5 RESCUE OF ANIMALS AND INJURED ANIMALS

The rescue of animals shall be coordinated by the City's Coordinator Community Safety and Senior Rangers.

If an animal is rescued and requires veterinary treatment, measures should be taken to provide the necessary treatment as soon as possible.

Where an authorised person deems that movement or prolonging the life of an injured animal will cause unreasonable stress or suffering, the authorised officer shall permit the humane destruction of the animal. Destruction of an animal in these circumstances will be undertaken by veterinarian, police officer or other qualified persons.

23.6 FOOD SUPPLIES

Animal food suppliers shall be contacted to obtain food. The preferred supplier at this stage is Better Pets and Gardens, 46 Prindiville Drive, Wangara, telephone number 9309 6300, however other food suppliers may need to be sought.

Note: The RSPCA may also be contacted for immediate assistance for food if required.

Listed are Pet Food Suppliers:

Supplier	Address	Additional Information
Better Pets and Gardens (Preferred supplier)	46 Prindiville Dr WANGARA Ph: 9309 6300	<ul style="list-style-type: none"> Mon-Fri: 8am-5.30pm Sat: 8am-5pm Sun & Pub Hols: 9am-5pm (Closed News Years Day, Good Friday, Christmas Day, Boxing Day) Food and supplies for dogs, cats, birds, fish, small animals
Backyards to Barnyards	Unit 1 / 1 Dellamarta Rd WANGARA Ph: 9409 4500	<ul style="list-style-type: none"> Mon-Fri: 8.30am-5pm Sat: 8.30am-3pm Equestrian supplies, Stock feed, Pet supplies
City Farmers	17/61 Key Largo Drive CLARKSON Ph: 9408 5100	<ul style="list-style-type: none"> Mon-Wed: 8.30am-6pm Thurs: 8.30am-7pm Fri: 8.30am-6pm Sat: 8.30am-5pm Sun: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
City Farmers	3A Hobsons Gate (Cnr Marmion Ave), CURRAMBINE Ph: 9304 2722	<ul style="list-style-type: none"> Mon-Wed: 8.30am-6pm Thurs: 8.30am-7pm Fri: 8.30am-6pm Sat: 8.30am-5pm Sun: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
City Farmers	7 Honeybush Dr JOONDALUP Ph: 6430 5425	<ul style="list-style-type: none"> Mon-Wed: 8.30am-6pm Thurs: 8.30am-7pm Fri: 8.30am-6pm Sat: 8.30am-5pm Sun: 11am-5pm Public holidays: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
Europa Saddlery	412 Great Northern Hwy MIDDLE SWAN Ph: 9250 5000	<ul style="list-style-type: none"> Mon-Fri: 8.30am-5.30pm Sat: 8.30am-5pm Sun: 9am-4.30pm Equestrian supplies and saddlery
Ocean Keys Pets	Cnr Ocean Keys Boulevard & Marmion Ave, Clarkson Telephone: 9407 7670	<ul style="list-style-type: none"> Mon-Fri: 9am-5.30pm Sat: 9am-5pm Sun: 10am-4pm Pet supplies for small animals (not reptiles)

23.7 FEES AND CHARGES

No fee or charges shall be imposed for animals cared for during an emergency, provided the animals are collected within two (2) weeks after the emergency disaster has passed.

23.8 REQUEST FOR ASSISTANCE

When deemed necessary the Coordinator Community Safety can request assistance from veterinarians or anyone with special animal care knowledge. This includes requests to other LGAs for assistance from other Rangers.

The Coordinator Community Safety may also make requests to other departments within the City for use of specialist vehicles if deemed necessary to assist with evacuation. Work Crews may also be called for assistance via the correct channels for specialist equipment such as chainsaws for the rescue of trapped animals.

Refer Appendix D – Task/Resource Request Form).
NB: Appendix D can be utilised to track costs involved.

23.9 END OF EMERGENCY

When the emergency is deemed to be over or downgraded to the extent that the City believes there are sufficient resources to handle the evacuated animals, the Coordinator Community Safety shall release any additional agencies assisting the City.

Refer Appendix E – Guide for list of equipment for Evacuation Centre.

23.10 APPENDIX A: RECORD OF EVACUATION POINTS

Event and Location

Used to create a list of possible evacuation points such as showgrounds, boarding kennels, pound, ovals, etc. Are portable yards required/available?

Name of Facility	Facilities (water, troughs, fencing etc.)	Capacity (number animal description)	& Telephone Contact Numbers	Address	Contact Person

23.11 APPENDIX B: ANIMAL REGISTRATION LOG

PAGE No: _____

EVENT AND LOCATION: _____ Date: _____

Officer Name: _____

Entry No.	No. Stock	Species	Description	Owner	Address	Phone	Comment
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

23.12 APPENDIX C: INDIVIDUAL ANIMAL REGISTRATION FORM

EVENT AND LOCATION:

DATE:

ENTRY NO:

Part A: OWNER DETAILS							
Name:						Phone:	
Address:						Mobile:	
Alternative contact details:							
Name of current veterinarian:							
Part B: ANIMAL DETAILS							
No	Animal Name	Type Dog, Horse, Pig, etc.	Breed	Description Colour	Collar/Tag	Tag No.	Comments
1							
2							
3							
4							

Animal/s received from (name):

Name	Date	Signature (owner/agent)
Part C: EMERGENCY HOUSING CONTACT DETAILS		
Name:		Phone:
Address Animal Located:		Mobile:
Part D: ANIMAL RELOCATION DETAILS		
Relocated to:		Phone:
Address:		Mobile:
Animals received by (Name):		Signature
Date:		
Part E: RETURN OR COLLECTION DETAILS		
Name:		Phone:
Address:		Mobile:
Animals received by (Name):		Signature
Date:		

23.13 APPENDIX D: TASK/RESOURCE REQUEST FORM

Task / Resource Request Form	
JOB NUMBER:	
1. PERSON MARKING REQUEST	
Name:	Title: Phone:
2. REQUEST DETAILS	
Detailed description of Task/Resource:	
Location (where is the task to be completed/resource destination):	
Date & Time (time for completion of task/resource to be delivered)	
Date:	Start Time: am/pm Finish Time: am/pm
Contact Person (the person to whom those undertaking the task will go/will receive the resource):	
Name:	Phone Number:
3. ACTION DETAILS	
Referred to (the person who will take action on the request):	
Name:	Phone Number:
Referral Date & Time:	
Date:	Time: am/pm
ESTIMATED COST \$	
Approved (approval of task/resource):	
Service Unit Manager:	
Name (print):	Signature:
Title:	
4. COMMENTS (e.g. Circumstances/Action Taken)	
5. COMPLETION DETAILS	
Name:	(person who reports task completed/resource delivered)
Date:	Time: am/pm
Purchase/resourced from:	
FINAL COST: \$	

23.14 APPENDIX E: EQUIPMENT LIST FOR EVACUATION CENTRE (GUIDE)

Item	Number / Description
Contact Lists/Map	3 x Lists of contacts Maps
Forms	Individual Animal Registration Form (Appendix B) Record of Evacuation Points (Appendix C) Animal Registration Log (Appendix A)
Electrical	Extension Cords, 4 outlet power board
Miscellaneous	Dog chains Identification Tags Food Water Bowls Emergency Food Supply. Carpet Wire Netting Pallets Cages may also be useful to construct temporary shelters Identify possible equipment needed to hold large animals (horses, cattle) such as horse floats, yards, panels, etc.

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24. ANNEXURE 6 - DEPARTMENT OF COMMUNITIES LOCAL WELFARE PLAN FOR THE CITY OF WANNEROO

Attachments are restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

Attached is the Local Emergency Welfare Plan for the region:



Local Emergency
Welfare Plan (LEWP)

25. ANNEXURE 7 – DEPARTMENT OF COMMUNITIES WANNEROO WELFARE CENTRES SUB PLAN & CHECKLISTS

Attached is the Wanneroo Welfare Centres Sub Plan & Checklists [21/550293]:



Local Emergency
Welfare Sub Plan (LE

26. GUIDE AND CHECKLIST FOR CITY OF WANNEROO OPENING AND COORDINATION OF A WELFARE EVACUATION CENTRE

Attached is the Guide and Checklist for City of Wanneroo Opening and Coordination of a Welfare Evacuation Centre [22/464341]:



Local Government -
Welfare Evacuation

27. SWIPE CARD CONTROLS

Attached are Swipe Card Control instructions for activating and deactivating, opening and exiting City of Wanneroo community centres including evacuation centres [22/418359].



Swipe Card
Controls (A4).PDF

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28. ANNEXURE 8 – LEMC MEMBERSHIP LIST

Organisation	Position
City of Wanneroo	Elected Member
	Director Community and Place (or delegate)
	Manager CSEM
	EM Specialist
	Coordinator Health Services
City of Joondalup	Elected Member
	Director Infrastructure Services
	EM Officer
	Principal Environmental Health Officer
WAPOL	EM Officer
	Inspector North West Metropolitan District;
	LECs (OIC's Wanneroo, Joondalup, Warwick, Hillarys, Ballajura, Clarkson, Warwick and Yanchep Police Stations)
	EM Officer
DFES	Fire and Rescue Service (FRS) District Manager
	Community Emergency Services Manager / Chief Bush Fire Control Officer (CESM / CBFCO)
	State Emergency Service Wanneroo / Joondalup Local Manager
Department of Communities	District Emergency Services Officer Joondalup District Local Welfare Coordinator
DBCA (Parks & Wildlife Service)	Fire Operations Officer
DFES	District Emergency Management Advisor – Metropolitan
Additional key Stakeholders	
Edith Cowan University	
WAPOL Academy	
North Metropolitan TAFE	Joondalup Campus
Joondalup Health Campus	
Red Cross	
Hillarys Boat Harbour	
Coastal Emergency Group	

LEMC contact details are provided in the City of Wanneroo Emergency Resources Register [Part 4].

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Part 2

City of Wanneoo Local Recovery Plan

29. PART TWO – CITY OF WANNEROO LOCAL RECOVERY PLAN

29.1 AUTHORITY

This Local Recovery Plan (the Plan) has been prepared in accordance with Section 41(4) of the *Emergency Management Act 2005* (WA) and forms part of the LEMA for the City of Wanneroo. This plan has been endorsed by the City of Wanneroo / City of Joondalup LEMC. It has been tabled for information and comment with the DEMC. This plan has been approved by the City of Wanneroo Council.

29.2 PURPOSE

The purpose of this plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

29.3 OBJECTIVES

The objectives of the Plan are to:

- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

29.4 SCOPE

The scope of this Plan is limited to the boundaries of the City of Wanneroo and forms a part of it's LEMA. It details the recovery plan for the community.

29.5 THE RECOVERY PROCESS

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

29.6 AIM OF RECOVERY

The aim of recovery is to restore, as quickly as possible, quality of life to an affected area so that it is able to continue to function as part of the wider community.

29.7 PRINCIPLES OF RECOVERY

The City's recovery activities are underpinned by the National Principles for Disaster Recovery:

- ✓ Understand the **CONTEXT** Successful recovery is based on an understanding of the community context.
- ✓ Recognising **COMPLEXITY** Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

- ✓ Using **COMMUNITY-LED** approaches: Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.
- ✓ Ensuring **COORDINATION** of all activities: Successful recovery requires a planned, coordinated and adaptive approach, based on continuing assessment of impacts and needs.
- ✓ Employing effective **COMMUNICATION**: Successful recovery is built on effective communication with affected communities and other stakeholders.
- ✓ Acknowledges and building **CAPACITY**: Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

30. RELATED DOCUMENTS AND ARRANGEMENTS

30.1 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Table 1: Agreements, understandings & commitments

Document	Owner	Location	Date
Partnering Agreement – Metropolitan North & East Recovery Group (Mutual Aid during recovery)	<ul style="list-style-type: none"> • City of Wanneroo • City of Joondalup • City of Stirling • City of Bayswater • City of Swan • Town of Bassendean • Shire of Mundaring • Shire of Kalamunda 	City of Wanneroo Administration Centre	2018
Residential Aged Care Emergency Arrangements Memorandum of Understanding Aged Care Sector Network within the City of Wanneroo	<ul style="list-style-type: none"> • Bethanie Beachside • Brightwater Care • Italian Aged Care • Jacaranda Lodge • John Bryant • Tuart and Karri Lodge • Vivian Bullwinkel Lodge • Regents Gardens Lake Joondalup • Wanneroo Community Nursing Group 	City of Wanneroo Administration Centre	2021
Local Emergency Recovery Centre Procedures	<ul style="list-style-type: none"> • City of Wanneroo 	City of Wanneroo Administration Centre	2022

31. IMPACT STATEMENT

Under the State EM Recovery Procedure 4, it is a requirement for the respective HMA/Controlling Agency to coordinate the completion of a Comprehensive Impact Assessment (CIA) for Level three emergencies and Level Two emergencies where recovery activities are required prior to the cessation of the response phase of an emergency.

A recent review of the CIA found the document to be complex and found that it would be replaced with a new document called an Impact Statement (IS) to create greater efficiencies and streamline the IS process.

The Impact Statement (IS) is conducted by the HMA during the response phase of the operation to determine the Type, Severity and extent of damage caused to the community.

The IS provides the Local and State Recovery Coordination Groups with the information to determine the priorities for recovery planning and the level of resourcing which is required.

32. RESOURCES

The City of Wanneroo maintains a comprehensive Emergency Resource Register. This register contains a wide range of information including, but not limited to:

- Key contacts;
- Local Emergency Coordination Centres;
- Identified evacuation and welfare centres;
- Support Agencies and Essential Services;
- Local Medical Services, Pharmacies and Hospitals
- Child Care Centres,
- Interpreter Services;
- Church Groups and Temples
- Key Animal Services Contacts
- Catering, Supermarkets and Department Stores
- Transport Services and Bus Hire Companies
- Courier and Freight Services
- Traffic Management and Hire Services
- City of Wanneroo Plant and Equipment

The City of Wanneroo has procedures in place and maintains equipment to activate a Local Emergency Recovery Coordination Centre in the following locations:

Table 2: Locations for Local Emergency Recovery Coordination Centres

Location	Capacity and Available Resources
Eucalyptus / Paperbark / Myrtle Rooms Ground Floor Civic Centre 23 Dundobar Rd WANNEROO Primary location	Video Conferencing Projector Facsimile Photocopier Maps Whiteboards

Location	Capacity and Available Resources
Ashby Operations Centre Building 1 1204 Wanneroo Rd ASHBY Secondary location	Smartboard Two-way system EM Phone System (5 phones) Facsimile Photocopier Maps Whiteboards

The Emergency Resource Register provides further information and is provided at [Part 4].

32.1 FINANCIAL ARRANGEMENTS

The City of Wanneroo has arrangements in place through the Local Government Insurance Scheme to insure its assets.

Where possible, State government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans. Any recommendations for the implementation of financial assistance measures outside existing policies must be submitted to the Premier for consideration.

The State EM Policy Section 6 and State EM Plan Section 6 outline the States recovery funding arrangements. Relief programs include:

- **Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)**

Through DRFAWA, the State government provides a range of relief measures to assist communities recover from eligible natural disaster events (i.e. bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado and tsunami) and terrorist acts. DFES is the State's administrator of the DRFAWA;

The City of Wanneroo may activate the Partnering Agreement – Metropolitan North & East Recovery Group (Mutual Aid During Recovery) and engage the services of a neighbouring LGAs (or external contractor) to undertake eligible Disaster Recovery Funding Arrangements Western Australia (DRFAWA) activities within the City of Wanneroo jurisdiction (e.g. clean-up activities).

Claims submitted for reimbursement will be reviewed the same as if City of Wanneroo engages an external contractor. Therefore City of Wanneroo should apply the same level of governance and assurance with procurement and payment processes, including obtaining quotes to ensure costs are known prior to undertaking any work and incurring any costs. Examples of eligible costs may include:

Accommodation

Full 'reasonable' cost recovery which is inclusive of accommodation and meals costs. **Alcohol however is ineligible for reimbursement.**

Vehicle

If Local Government 'A' provides a vehicle with their Parks Maintenance crew to the impacted Local Government 'B', the rates charged by Local Government 'A' should be on a cost recovery basis only. **The Local Government vehicle owner cannot charge a rate that includes a profit margin.** Alternatively, the impacted Local Government 'B' can be reimbursed for hire car costs from an external provider (but only for the time the Local Government 'A' crew are undertaking the work).

Equipment

The purchase of equipment such as a chainsaw or post driver is ineligible (as this is not a consumable item and has a life beyond the particular event).

- Hire of such equipment, or the replacement of parts such as the chainsaw chain and cost of oil and petrol however, is eligible.

Pruning

- This must be necessary, and as a direct result of the event.
- Pruning to remove damaged branches / limbs for example is eligible, whereas **'general' parks maintenance pruning is ineligible**.

In general, when using own resources, City of Wanneroo:

- can claim costs including:
 - salaries / wages costs for 'works' or 'depot' staff who undertake eligible activities (including ordinary and overtime hours)
 - use of internal plant and equipment
- **cannot** claim costs for:
 - salaries / wages costs for 'office' staff who prepare the DRFAWA claims for submission.

The information / documentation City of Wanneroo should provide when submitting a claim for use of own resources includes:

- Signed timesheets of 'works / depot' staff stating ordinary and overtime hours only related to eligible activities; documented on the timesheet and supported by a statement signed by the relevant Director (for 'office' staff, only overtime costs can be claimed (not ordinary hours);
- Payslips from the City of Wanneroo payroll system showing the actual staff costs or general ledger reports identifying individual employees and the relevant costs;
- Operating costs for internal plant and equipment ensuring the use demonstrates cost effectiveness supported by a schedule of rates for wet / dry hire of City of Wanneroo plant and equipment.

- **Department of Human Services Centrelink**

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the LRCG;

- **Public Appeals - Lord Mayor's Distress Relief Fund (LMDRF)**

The LMDRF was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. All donations of cash resulting from a public appeal should be directed to the LMDRF in accordance with State EM Recovery Procedure 1.

- **Volunteers and Donations**

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the local recovery coordinating group to avoid duplication of effort. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the local recovery coordinating group. Spontaneous volunteers and spontaneous donations of goods and services should also be coordinated and managed through the LRCG.

Further information can be found in the State EM Plan at:
<https://www.wa.gov.au/State-Emergency-Management-Plan.pdf>

33. ROLES AND RESPONSIBILITIES

The roles and responsibilities of those involved in recovery are outlined below.

33.1 LOCAL RECOVERY COORDINATOR

The City of Wanneroo Manager CSEM has been appointed as the LRC in accordance with the *Emergency Management Act 2005*, S 41, (4). Where the primary appointee is unavailable when an emergency disaster occurs the EM Specialist will act as the Deputy LRC and fulfil this role.

[ref: PART 4 - City of Wanneroo Emergency Resource Register].

33.1.1 Role

The LRC is responsible for the development and implementation of the recovery arrangements for the LGA.

33.1.2 Functions

The functions of the LRC are:

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the ISG and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, LEC and other responsible agencies;
- Provide advice to the Mayor and the CEO on the requirement to convene the LRCG and to provide to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate allocation of the resources necessary to ensure an effective recovery;

- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

A copy of the LRC Role, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at *Part 3*.

33.2 LOCAL RECOVERY COORDINATION GROUP

The LRCG comprises a core membership of the following positions:

- Local Recovery Coordinator (LG);
- Deputy Recovery Coordinator (LG);
- Local Emergency Coordinator (WAPOL);
- Local Recovery Coordination Group Executive Officer (LG); and
- Local Welfare Officer (Department of Communities).

33.2.1 Role

The LRCG is to coordinate and support local management of the recovery processes within the community.

33.2.2 Functions

The functions of the LRCG are:

- Establishing subcommittees as required;
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - Takes into account of the LGAs long term planning and goals;
 - Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - Develops a timetable and identifies responsibilities for completing the major activities;
 - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - Allows full community participation and access; and
 - Allows for the monitoring of progress of recovery;
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
- Facilitating the recovery of services, public information, information exchange and resource acquisition;
- Providing advice to the State and LGAs to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies; and
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies:
 - Ensuring a coordinated multi agency approach to community recovery;

- Providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside of the direct control of the LRCG; and
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

A copy of the LRCG Role, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at [Part 3].

33.3 LOCAL RECOVERY COORDINATION GROUP SUBCOMMITTEES (WHERE REQUIRED)

It may be appropriate to consider establishing one or more subcommittees to assist the LRCG by addressing specific components of the recovery process.

Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

Community	Social
Infrastructure	Built
Environment	Natural
Finance	Economic

A copy of the LRCG Subcommittee's Roles, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at [Part 3].

33.4 COMMUNICATION PLAN

During the response phase, the HMA has the task of managing communications in an emergency. The HMA officially hands this responsibility to the LGA leading the recovery via the "Impact Statement", in the transition to the recovery management phase. Coordinating the affected community in recovery, including communications, rests with the LGA. To support effective recovery, the City will provide regular, up to date information about the recovery effort and engage in constant ongoing dialogue using a community-led approach.

The City's Communications and Brand Team will liaise with the relevant HMA and other agencies to ensure recovery information is up to date and concise.

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are details below:

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> • Affected community • Recovery workers • Vulnerable groups 	<ul style="list-style-type: none"> • Social Media • Twitter • Website 	<ul style="list-style-type: none"> • City of Wanneroo Civic Centre, Evacuation Centres, Community Centres, Libraries other relevant public meeting venues; and • Potential one-stop-shop

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Part 3

Operational Recovery Plan

34. PART THREE - OPERATIONAL RECOVERY PLAN

34.1 SECTION 1 – THE EVENT

Introduction

Background

Aim / Purpose of Plan

Authority for Plan:

This plan has been developed under the provisions of the *Emergency Management Act 2005* and the City of Wanneroo / City of Joondalup LEMC.

34.2 SECTION 2 – IMPACT STATEMENT

Assessment of Recovery Requirements

Loss and damage assessment to residential, commercial and industrial buildings transport, essential services (including State and LGA infrastructure);

Estimated cost of damage;

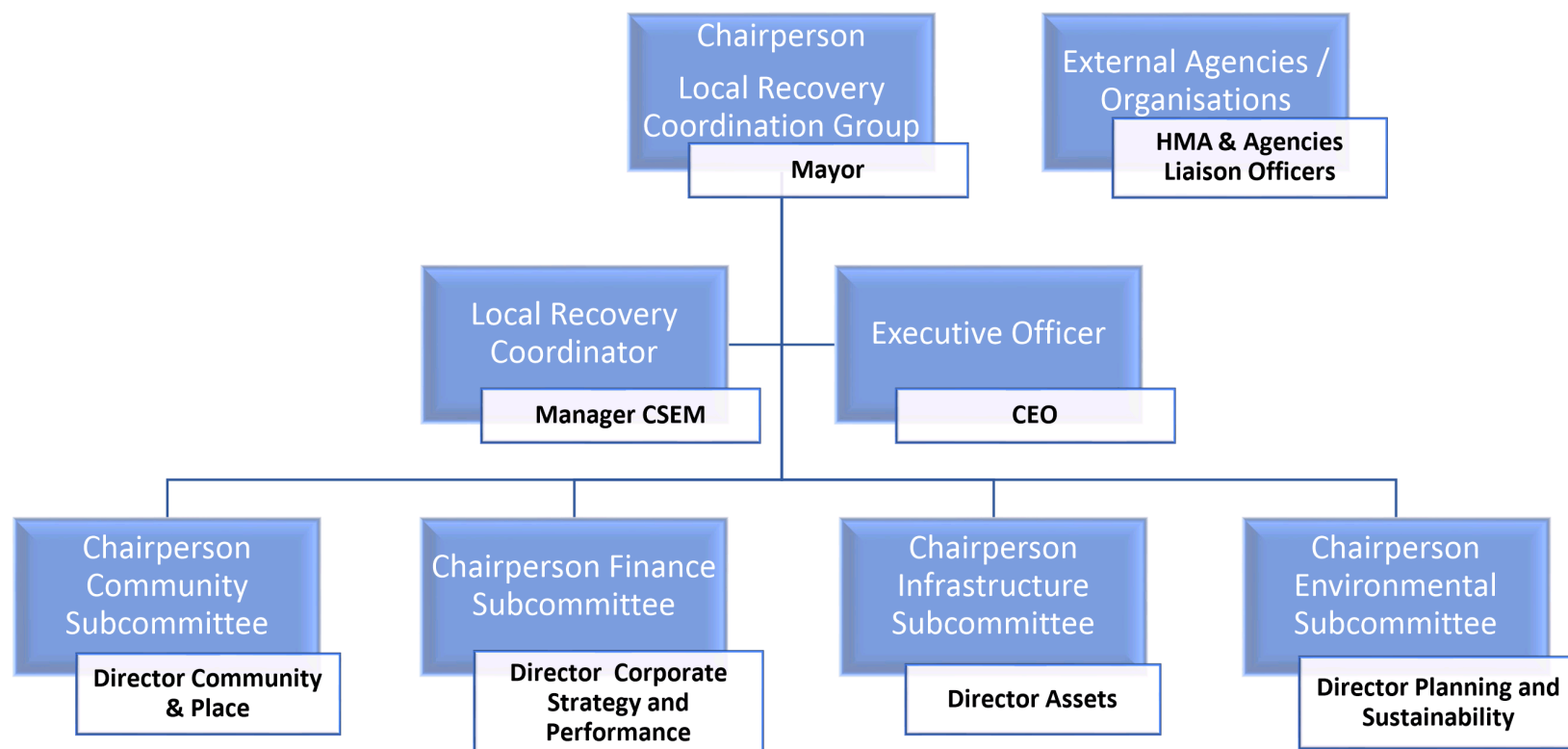
Temporary accommodation requirements (includes details of evacuation centers);

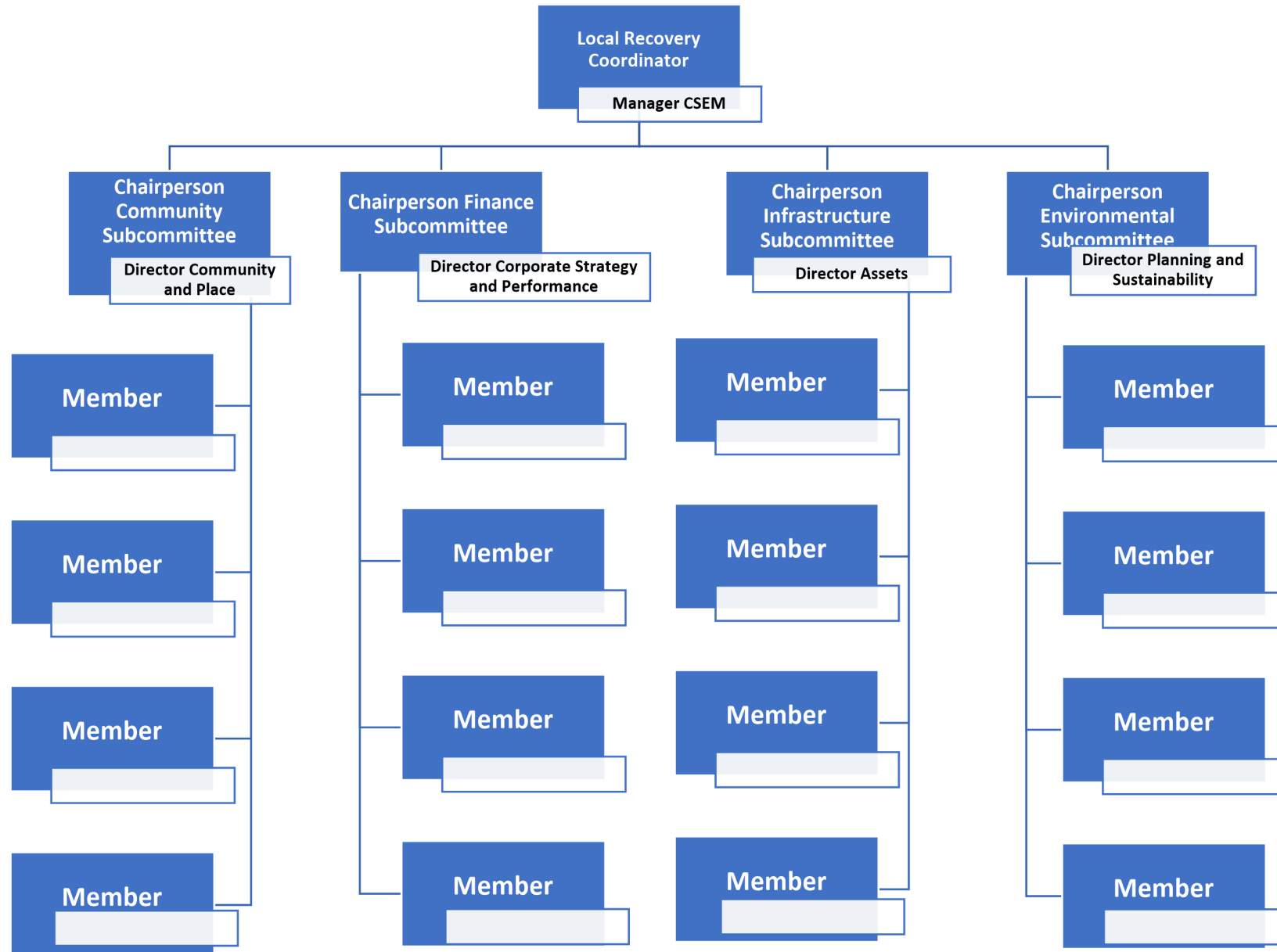
Additional personnel requirements (general & specialist);

Human services (personal & psychological support) requirements

Health Services

LOCAL RECOVERY COORDINATION GROUP





34.4 SECTION 4 – ROLES AND RESPONSIBILITIES

Local Recovery Coordinator
ROLE The LRC is responsible for the development and implementation of the recovery arrangements for the LGA.
FUNCTIONS
<ul style="list-style-type: none"> • Ensure the Local Recovery Plan is established; • Liaise with the Controlling Agency, including attending the ISG and Operations Area Support Group meetings where appropriate; • Assess the community recovery requirements for each event, in conjunction with the HMA, LEC and other responsible agencies; • Provide advice to the Mayor and the CEO on the requirement to convene the LRCG and to provide to the LRCG if convened; • Ensure the functions of the Executive Officer are undertaken for the LRCG; • Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate; • Determine the resources required for the recovery process in consultation with the LRCG; • Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG; • Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordination Group, if established; • Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally; • Facilitate the acquisition and appropriate allocation of the resources necessary to ensure an effective recovery; • Ensure the recovery activities are consistent with the principles of community engagement; • Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and • Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.
Local Recovery Coordination Group
ROLE The LRCG is to coordinate and support local management of the recovery processes within the community.
FUNCTIONS
<ul style="list-style-type: none"> • Establishing subcommittees as required; • Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate; • Developing an operational plan for the coordination of the recovery process for the event that: <ul style="list-style-type: none"> - Takes into account of the LGAs long term planning and goals; - Includes an assessment of the recovery needs and determines which recovery functions are still required; - Develops a timetable and identifies responsibilities for completing the major activities; - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people; - Allows full community participation and access; and - Allows for the monitoring of progress of recovery

<ul style="list-style-type: none"> Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
<ul style="list-style-type: none"> Facilitating the recovery of services, public information, information exchange and resource acquisition;
<ul style="list-style-type: none"> Providing advice to the State and LGAs to ensure that recovery programs and services meet the needs of the community;
<ul style="list-style-type: none"> Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
<ul style="list-style-type: none"> Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
<ul style="list-style-type: none"> Ensuring a coordinated multi agency approach to community recovery: <ul style="list-style-type: none"> Providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside of the direct control of the LRCG; and Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Local Recovery Community Subcommittee
OBJECTIVES
<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration and strengthen the community well-being post the event;
<ul style="list-style-type: none"> To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and events to assist with the strengthening of community wellbeing;
<ul style="list-style-type: none"> To assess and recommend medium and long term priority areas to the LGA for consideration to assist in the restoration and strengthening of community wellbeing; and
<ul style="list-style-type: none"> To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Local Recovery Environment Subcommittee
OBJECTIVES
<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration of the natural environment post the event;
<ul style="list-style-type: none"> To facilitate understanding on the needs of the impacted community in relation to environmental restoration;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and events to assist with the strengthening of community wellbeing;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and community education to assist with the recovery process in the medium and short term regarding the restoration of the environment including weed management and impacts on wildlife; and
<ul style="list-style-type: none"> To assess and recommend medium and long term priority areas to the LGA for consideration to assist in the restoration of the natural environment in the medium to long term.

Local Recovery Infrastructure Subcommittee
OBJECTIVES
<ul style="list-style-type: none"> Assist in assessing requirements for the restoration of services and facilities in conjunction with responsible agencies where appropriate;
<ul style="list-style-type: none"> To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and

- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Local Recovery Finance Subcommittee

ROLE

To make recommendations to the Lord mayors Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

OBJECTIVES

- The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from corporate the sector to affected individuals, where practical.

Lord Mayor's Distress Relief Fund

Eligibility Criteria and Levels of financial Assistance Criteria

OWNERS / OWNER OCCUPIERS

For Owners / Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- **Level One** – shall apply in those instances where the house / house and contents have been totally destroyed;
- **Level Two** - shall apply in those instances where the house / house and contents have been damaged but the house remains habitable; and
- **Level Three** – shall apply in those instances where there has been other property damaged / loss, e.g. sheds, shed contents, pergolas, outdoor furniture etc

OCCUPIERS

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- **Level Four** – shall apply in those circumstances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- **Level Five** – shall apply in those instances where there has been partial damage / loss of house contents and other personal effects.

City of Wanneroo Local Emergency Management Group (COWLEMG)

OBJECTIVES

In order to facilitate the undertaking of its EM responsibilities the City of Wanneroo has established the COWLEMG. Where appropriate the COWLEMG, or members in part, will convene when the scale of an emergency dictates the requirement for the provision of any of the functions the Committee may be responsible to perform.

POSITION	ROLE
Executive Officer COWLEMG (CEO)	<ul style="list-style-type: none"> • Ensure key staffing roles including Recovery Coordinator are fulfilled • Ensure administrative support to Recovery Coordinator and LRCG once established

POSITION	ROLE
	<ul style="list-style-type: none"> • Ensure fulfilment of operational elements in line with organisational responsibilities, including business continuity • Member of LRCG • Contact City Officers in the Local Emergency Activation Flowchart (HPE 17/3629) as required • Ensure familiarity with LEMA, attend training and exercises.
Chair Local Recovery Coordination Group; and Executive Public Liaison Officer (Mayor)	<ul style="list-style-type: none"> • Liaise with the CEO and the City's Communication Coordinator (Manager Jackie Kallen) who will ensure consistent, relevant and accurate messages are provided for release to the community and internal staff • Depending on the scale of the incident, the City's CESM / CBFCO (if appointed as the Incident Controller) may liaise directly with the Mayor • Chair the LRCG • Ensure familiarity with LEMA, attend training and exercises when required.
Local Recovery Coordinator (Manager CSEM)	<ul style="list-style-type: none"> • Contact City Officers as per the Local Emergency Activation Flowchart (HPE 17/3629*) • Attends ISG meetings • Facilitate/coordinate all recovery actions as directed by LRCG when activated • Advise/inform community on all aspects of recovery • Ensure regular and timely updates to internal and external stakeholders • Assess community recovery requirements with HMA to provide advice to CEO on requirement to activate the LEMA and Local Emergency Recovery Coordination Centre (LERCC) • Undertake functions of Executive Officer to the LRCG • Acquisition, application and management of materials, staff and financial resources • Provide regular reports to LRCG • Ensure safety of all personnel deployed. • Liaise with the State Recovery Coordinator on state level support requirements • Arrange debriefing of all participating agencies and all deployed staff • Ensure meetings are minuted and all records are kept for 7 years • Ensure recovery plans are established, exercised and reviewed • Ensure relevant staff and resources are trained and ready for deployment.
Community Emergency Services Manager / Chief Bush Fire Control Officer (CESM / CBFCO)	<ul style="list-style-type: none"> • Respond to emergency incidents that impact on communities, infrastructure and assets in the City • Act as Public Liaison Officer if required • LGA representative on ISG to ensure interface between Incident Management Team (IMT) and the DFES Regional Operations Centre (ROC) • Ensure familiarity with LEMA, attend training and exercises when required.

POSITION	ROLE
Communications Coordinator (Manager Communications and Brand)	<ul style="list-style-type: none"> • Prepare Communications Plan and manage communications to internal and external stakeholders • Liaison with relevant HMA • Media/Communication Coordinator to ensure timely, consistent, relevant messages • Regularly brief and provide updates to the Mayor, CEO and the LRC • Advises Executive Management Team (EMT) on media issues. • Create opportunities for two-way communication with community members • Member of LRCG • Writing & distribution of media statements as per LG policy • Write, produce and distribute promotional/recovery material • Ensure familiarity with LEMA, attend training and exercises as required.
Local Emergency Recovery Coordination Centre Coordinator EM Specialist	<ul style="list-style-type: none"> • Support the LRC • Prepare, maintain and exercise LEMA • Appoint a deputy • Monitoring and reviewing information relating to evacuation centres and the Local Emergency Recovery Coordination Centre (LERCC) (e.g. location, adequate facilities, etc) • Activate team members to open and manage relevant centres as required • Dissemination of information on location, functions, hours of operation to public • Ensure regular and timely updates to LERCC staff and relevant recovery support staff • Access to and authority to commit City resources to relevant centres, including recovery centres • Coordinate presence of external agencies • Assist with the activation / opening of evacuation / welfare centres with Department of Communities • Ensure meetings are minuted records are kept for a period of 7 years • Contact City Officers as per the Local Emergency Activation Flowchart (HPE 17/3629*) • Ensure familiarity with LEMA, attend training and exercises when required.
Emergency Animal Welfare Community Safety Coordinator	<ul style="list-style-type: none"> • Position supports community members and their animals • Coordinate the deployment of staff, set up and all operational requirements at the Temporary Relocation Area for Animals • Liaise with LRC, LERCC Coordinator and emergency animal welfare staff • Provide regular and timely updates to emergency animal welfare stall • Ensure familiarity with LEMA, attend training and exercises.

POSITION	ROLE
Municipal Emergency Resource Officers Senior Rangers	<ul style="list-style-type: none"> • Provide assistance to the LRC or as required. • Provide immediate welfare of distressed animals during disasters. • Impound loose animals for their safety and safety of road users and fire crews. • Provide alternative temporary shelter for animals for collection by owners. • Assist at Temporary Animal Evacuation Shelter. • Assist Police and other State Agencies where necessary • Ensure familiarity with LEMA, attend training and exercises when required.
IT Support Coordinator Manager Customer Information Services	<ul style="list-style-type: none"> • Ensure continuation of normal services when demand increases as a result of the emergency • Ensure IT equipment and resources available for Service Units requesting support and equipment • Check IT equipment to be used in the Local Recovery Coordination Centre, which includes the Eucalyptus, Paperbark, Myrtle Rooms & can also include Building 1 Brigade Meeting Room if demand necessitates it to be activated, to ensure critical systems are operational • Ensure familiarity of LEMA, attend training and exercises when required.
Customer Relations Centre Support Coordinator Coordinator Customer Relations Centre	<ul style="list-style-type: none"> • Position provides support to Manager Customer & Information Services • Position reviews the need to place emergency announcement on City's main contact number (9405 5000) • Position ensures After Hours Service provider is contacted to set up new call flow with regard to enquiries concerning the emergency to ensure calls are transferred immediately to the City's automated phone message to provide callers with information relating to the emergency • Set up roster for Administration Support Officers if required • Supports the LERCC to answer customer queries, resolve and/or refer • Ensure familiarity of LEMA, attend training and exercises.
Administrator Support Officers Administration Support Officers Pool	<ul style="list-style-type: none"> • Assist with the set-up of the Local Emergency Recovery Coordination Centre (LERCC) • Connect phones, set up laptops • Log in to Emergency Alerts and GIS mapping • Set up Smart Board and display key information (LERCC phone number, name of nominated Evacuation Centre and address, L name, road closures, animal welfare arrangements • Answer customer queries, resolve and/or refer • Refer Content Manager 19/105841* - City's LEMA for specific information relating to the vulnerable sector - Aged Care Facilities, Schools, etc

POSITION	ROLE
	<ul style="list-style-type: none"> Record all communications/incoming calls and at the end of the emergency ensure document is saved in Content Manager Provide any other support as required by the LERCC Coordinator Ensure familiarity of LEMA, attend training and exercises when required.
Evacuation / Welfare Services Coordinator Manager Community Development & EM Officer	<ul style="list-style-type: none"> Evacuation centres owned by City – position provides Liaison Officer to support Dept. of Communities Position provides advice, information & resources to ensure the facility is operational to accommodate the initial set-up & running of Evacuation/Welfare Centre Ensure liaison continues once the Dept. of Communities takes over management of the facility For additional guidance on role review Local Welfare EM Support Sub-Plan (HPE 22/442607) Ensure familiarity of LEMA, attend training and exercises when required.
Building Structural Officer Manager Approval Services	<ul style="list-style-type: none"> Post-emergency evaluation of impacts to building structures following an emergency Assistance with relevant permits and approvals Liaise with Planning Implementation, Engineers and Building Practitioners Provide assistance to residents impacted by a disaster with advice and processing of building plans Attend LRCG infrastructure sub committee meetings if required Ensure familiarity of LEMA, attend training and exercises when required.
Community Services Coordinator Coordinator Community Planning & Development	<ul style="list-style-type: none"> Support recovery efforts involving social impacts affecting children and youth services Ensure continuation of normal services as demand potentially increases as a result of an emergency Provide advice/progress to the relevant recovery subcommittee on issues affecting children and youth services Provide support as required to Department of Communities during activation of evacuation/welfare centres and recovery centres Ensure familiarity of LEMA, attend training and exercises when required.
Engineering Operations & Logistics Manager Asset Maintenance	<ul style="list-style-type: none"> Ensure continuation of normal services as demand increases as a result of an emergency Assess requirements for the restoration of services and facilities assisted by responsible agencies Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required Report progress of restoration and reconstruction to the LRCG Ensure familiarity of LEMA, attend training and exercises when required.

POSITION	ROLE
Infrastructure Field Coordination Supervisor Engineering Maintenance Supervisor	<ul style="list-style-type: none"> Assist the City's Engineering Operations and Logistics Officer (Manager Asset Maintenance) with operational response. For example, provision of additional City owned Plant and Equipment Ensure familiarity of LEMA, attend training and exercises when required.
Waste Services Officer Coordinator Waste Operations	<ul style="list-style-type: none"> Ensure the continuation of waste services as the demand potentially increases as a result of an emergency Attend LRCG meetings if required Ensure familiarity of LEMA, attend training and exercises when required.
Principal Environmental Health Officer Manager Health and Compliance	<ul style="list-style-type: none"> Ensure continuation of normal services as demand increases as a result of an emergency Provide advice/information to the LRCG on issues impacting environmental health Post emergency evaluation/assessment of properties affected by the emergency Ensure familiarity of LEMA, attend training and exercises when required.
Financial Recovery Coordinator Director Corporate Strategy & Performance	<ul style="list-style-type: none"> Acquisition, distribution and accounting of funds Liaise with the LRCG to identify if economic sub-committee needs to be established to manage grant funding Make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship Keep records of all costs as a result of the emergency Liaise with State Government Agencies to ascertain funding availability When a DRFA (Disaster Recovery Funding Arrangements) declaration has been made liaise with the appropriate State representative to ensure appropriate recuperation of funds spent Advise if the Lord Mayor's Distress Relief Fund has been activated and process applications from residents impacted by the emergency Ensure familiarity of LEMA, attend training and exercises when required.
Risk Management Coordinator Executive Manager Governance & Legal	<ul style="list-style-type: none"> Development of a Business Continuity Plan to ensure LGA business as usual continues during and after an emergency event Liaise with CEO during emergencies Ensure familiarity of LEMA, attend training and exercises when required.
Economic Recovery Coordinator Manager Advocacy & Economic Development	<ul style="list-style-type: none"> Liaise with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations Assist the Financial Recovery Coordinator when required Assist businesses in recovery

POSITION	ROLE
	<ul style="list-style-type: none"> • Liaise with the local business community to ensure that immediate/urgent needs are addressed • Attend LRCG economic sub-committee meetings if required • Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors) • Assist with DRFA (Disaster Recovery Funding Arrangements) if required • Ensure familiarity of LEMA, attend training and exercises when required.
OSH Management Coordinator Coordinator Safety Systems	<ul style="list-style-type: none"> • Advise OSH Risk Management during emergencies to all sections of the COWLEMG and at all activation locations • Liaise with relevant external services or agencies in relation to operational safety and health practices • Liaise with LRC for situation updates and operational requirements. • Ensure familiarity with LEMA, attend training and exercises when required.

34.5 CHECKLISTS

Managing Recovery Checklist	
Keeping Pace with the Evolving Situation	Completed
Immediately establish liaison with Incident Controller and if possible locate a senior recovery officer in the ECC.	
Ensure initial and ongoing impact assessment data feed into recovery programs and processes.	
Continuously review and analyse community needs for service provision planning.	
Establish processes for information from all avenues (public meetings, call centres or recovery centre feedback, debriefings etc.	
Adopt community recovery plans in accordance with the evolving or changing community needs and priorities.	
Engaging and Empowering the Affected Communities	
Ensure regular and ongoing engagement with affected persons.	
Provide leadership, facilitation, support and empowerment.	
Create opportunities for community leaders to evolve.	
Allow communities to self-identify.	
Negotiate and agree on the prioritized tasks based on community needs and requirements, including short-term interim fixes.	
Build trust through respectful listening and understanding.	
Maximise the availability of information to affected persons	
Managing Recovery Checklist	
Managing People	
Provide strong, clear and responsive leadership.	
Ensure safe operating conditions for recovery personnel and community.	
Ensure that workloads are sustainable by establishing management structures, delegating responsibilities and utilizing 'spans of control'.	

Ensuring that recovery workers, managers and volunteers have defined work times and adequate rest breaks.	
Ensure that briefings occur for all oncoming personnel.	
Ensure that debriefs are conducted at the end of each shift to ensure capture of information as well as defusing personnel.	
Provide opportunities for formal defusing and ongoing emotional and psychological support for recovery personnel.	
Avoid convergence by providing clear information and direction as to how non-impacted persons might help.	
Managing Resources	
Ensure legislative, statutory and regulatory requirements are observed.	
Identify resources and material requirements, including supply chains.	
Avoid convergence by providing clear information and direction as to what and how voluntary resources might help.	
Establish systems for recording offers of assistance (human resources and material).	
Identify staffing needs early and enable rapid recruitment.	
Ensure all staff has appropriate skills and qualifications and relevant authorisations.	
Managing Recovery Checklist	
Ensure that funding is provided immediately for essential services restoration.	
Ensure that all expenditures are recorded	
Managing Information and Communications	
Ensure that data collection and management systems are established as soon as possible and maintained.	
Ensure that information is continually provided to: <ul style="list-style-type: none"> Affected community members Recovery personnel Recovery management team Recovery management partners and stakeholders Organizational hierarchy (managing up) Elected representatives Form partnerships with media and use their resources to disseminate information:	
Ensure that information: <ul style="list-style-type: none"> Is relevant Is timely Is clear Is best available Is consistent Management / coordination Is coordinated Is provided in multiple methods and media Is targeted Provides opportunity for feedback Is credible Is repeated as appropriate 	
Create opportunities for two-way communication through: <ul style="list-style-type: none"> Meetings Workshops Surveys Telephone, email and web-sites 	
Local Recovery Coordinator / Coordination Group Action Checklist*	
Ensuring Coordination and Integration	
Provide coordination of activities and stakeholders to ensure that:	
<ul style="list-style-type: none"> Services and facilities are restored based on community needs and priority Clear roles and responsibilities are established and adhered to. 	
<ul style="list-style-type: none"> Resources are utilised efficiently Deficiencies and opportunities are identified quickly. 	
<ul style="list-style-type: none"> Establish a Recovery Management Centre. 	

<ul style="list-style-type: none"> Establish and work with recovery committees to plan and develop longer-term strategic and sustainable recovery outcomes. 	
<ul style="list-style-type: none"> Consider establishing management groups for each of the four environments (social, built, economic, natural) as required, based on nature of event and impact assessment. 	
<ul style="list-style-type: none"> Ensure that all four environments are integrated and coordinated, acknowledging the interdependencies between them. 	
LOCAL RECOVERY COORDINATOR / COORDINATION GROUP ACTION CHECKLIST*	
Task Description	Completed
<i>Within 48 hours**</i>	
Contact and alert key local contacts	
Liaise with the Controlling Agency and participate in the incident management arrangements, including the ISG and Operations Area Support group where appropriate.	
Receive initial impact assessment from the Controlling Agency.	
Determine the need for the LRCG to be convened and its members briefed, in conjunction with the LGA.	
Local Coordinator and LGA to participate in the determination of state involvement in conjunction with the State recovery coordinator.	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communications Plan, including public information, appointment of a spokesperson and LGAs internal communications processes.	
Consider support required, for example resources to maintain a record of events and actions.	
<i>Within 1 week</i>	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency.	
Activate a Recovery Coordination Centre if required.	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and recovery Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report on organizational hierarchy on likely costs / impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs, issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
<i>Within 12 months</i>	
Determine the longer term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency.	

*Action list is a guide only

**Timeframes are indicative only.

34.6 TERMS OF REFERENCE

34.6.1 Local Recovery Coordination Group

Terms of Reference – Local Recovery Coordination Group

Background

The City of Wanneroo LRCG has been convened to guide the community and key stakeholders in the management and coordination of the complex task of community recovery for the LGA district. The LRCG has identified the following Recovery Subcommittees will be required.

- Finance subcommittee
- Infrastructure subcommittee
- Community subcommittee
- Environmental subcommittee

Key functions of these subcommittees is to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership of the Local Recovery Coordination Group

Name	Representing
Mayor	City of Wanneroo
CEO	City of Wanneroo
Director/s	City of Wanneroo
CESM / CBFCO	City of Wanneroo / DFES
State Recovery Coordinator (as required)	SEMC
LRC	City of Wanneroo
Deputy LRC	City of Wanneroo
Communications and Brand	City of Wanneroo
Members of the COWLEMG (as required)	City of Wanneroo
District Emergency Services Officers	Department of Communities
LEMC Representatives (as required)	DFES, SES, WAPOL, DBCA, Red Cross, Western Power, Water Corporation, St John Ambulance, Public Transport Authority, Ramsay Health, Edith Cowan University.

Chairperson

- The Chair of the LRCG will be the Mayor, City of Wanneroo;
- The Chair will conduct the ordinary business of the LRCG; and
- A Deputy Chair may be appointed by the Chair as required.

Local Government Staff

- Operational implementation and decision making as per normal approval processes.; and
- Provide administrative support to the LRCG.

Agency Representative

- Advice, information and support specific to the agency role; and
- Agency representatives should advise the Chair at the appropriate time when their agency considers their input to meetings of the LRCG is no longer warranted.

Objectives of Local Recovery Coordination Group

The primary objectives of the LRCG will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post disaster;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the disaster recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing; and
- To assess and recommend medium and long term priority areas to the City of Wanneroo Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The committee retains powers of delegation for the direction of subcommittees;
- All meetings of the committee will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the committee are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the committee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the committee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG will receive progress reports as required from the Chair of each appointed Recovery Subcommittee and may request specific information as required.

Probity

The LRCG acknowledges that the City of Wanneroo is responsible to provide to the State Recovery Coordinator a Post Recovery Report and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Local Recovery Coordination Group

Termination of the LRCG shall occur at the direction of the committee in consultation with the members at the appropriate time. Termination of any membership within the committee shall be at the direction of the members within the committee by consensus.

34.6.2 Community Subcommittee

Terms of Reference – Community Subcommittee

Background

The Wanneroo LRCG has convened subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance subcommittee
- Infrastructure subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Community Subcommittee

Name	Representing
Director – Community & Place	City of Wanneroo
Manager Community Development	City of Wanneroo
Members of the COWLEMG (as required)	City of Wanneroo
Agency Representatives (as required)	Higher Risk Groups, Community Service Providers, Not for Profit.

Chairperson

- Chair all scheduled meetings of the subcommittee; and
- Report to the LRCG on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal LGA approval processes; and
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the disaster recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the City of Wanneroo LRCG for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so action and programs match their needs.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The committee retains powers of delegation for the direction of subcommittees;
- All meetings of the committee will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the committee are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the committee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting;

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the committee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

34.6.3 Finance Subcommittee

Terms of Reference – Finance Subcommittee

Background

The Wanneroo LRCG has convened subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance subcommittee
- Infrastructure subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Finance Subcommittee

Name	Representing
Director Corporate Strategy and Performance	City of Wanneroo
Manager Finance	City of Wanneroo
Members of the COWLEMG (as required)	City of Wanneroo
Agency Representatives (as required)	Small Business Association; Financial Support; Insurance Council; Funding providers.

Chairperson

- Chair all scheduled meetings of the subcommittee; and
- Report to the LRCG on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes; and
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Committee

The primary objective of the Finance Subcommittee is to assess and make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the disaster which occurred in the City of Wanneroo. This subcommittee will:

- Assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained; and
- Support and promote economic viability of affected communities through short and long term projects.

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

Lord Mayor's Distress Relief Fund Role

Liaise with the LMDRF to make recommendations on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered person loss and hardship as a result of the event.

Functions

- Work with the LMDRF in the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - Ensure the principles of equity, fairness, simplicity and transparency apply;
 - Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - Recognise the extent of loss suffered by individuals;
 - Complement other forms of relief and assistance provided by government and the private sector;
 - Recognise immediate, short, medium and longer term needs of affected individuals;
 - Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, e.g. sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The committee retains powers of delegation for the direction of subcommittees;
- All meetings of the committee will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the committee are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the committee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the committee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

34.6.4 Infrastructure Subcommittee

Terms of Reference – Infrastructure Subcommittee

Background

The City of Wanneroo LRCG has convened subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance subcommittee
- Infrastructure subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Infrastructure Subcommittee

Name	Representing
Director Assets	City of Wanneroo
Manager Assets Maintenance	City of Wanneroo
Members of the COWLEMG (as required)	City of Wanneroo
Agency Representatives (as required)	Essential Services;

Chairperson

- Chair all scheduled meetings of the subcommittee;
- Report to the LRCG on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes; and
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- Provide advice and assist in the coordination of the restoration of LGA infrastructure assets and essential services damaged or destroyed during the emergency;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;

- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
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Secretarial Support

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Declaration of interest

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Reporting

The City of Wanneroo LRCG may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

34.6.5 Environmental Subcommittee

Terms of Reference – Environmental Subcommittee

Background

The City of Wanneroo LRCG has convened subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance subcommittee
- Infrastructure subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of this committee are to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership

Name	Representing
Director Planning & Sustainability	City of Wanneroo
Manager Health and Compliance	City of Wanneroo
Members of the COWLEMG (as required)	City of Wanneroo
Agency Representatives	Heritage; Environmental Management; Parks Maintenance

Chairperson

- Chair all scheduled meetings of the subcommittee; and
- Report to the LRCG on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal LGA approval processes;
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Environment Subcommittee

- To provide advice and guidance to assist in the restoration of natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife; and
- To assess and recommend medium and long term priority areas to the City of Wanneroo LRCG for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;

- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
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Declaration of interest

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***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

34.7 RECOVERY MEETING TEMPLATES

34.7.1 Local Recovery Coordination Group Meeting Template



AGENDA/NOTE RECORD LOCAL RECOVERY COORDINATION GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS /PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Introductions and Membership (Initial meeting) 2. Clarification of role and function of the LRCG 3. Welcome and Apologies 4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 5. Local Recovery Arrangements 6. Welfare Support 7. Impact Assessment <ul style="list-style-type: none"> • Social environment • Built environment • Economic environment • Natural environment 8. Financial Arrangements <ul style="list-style-type: none"> • DRFAWA • Lord Mayor's Distress Relief Fund • Insurance 9. Non-Government Organisations and Volunteer Assistance 10. Public Information Arrangements 11. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Introduction and Membership (Initial Meeting)		
2. Clarification of Role and Function of the LRCG		
3. Welcome and Apologies		
4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 		
5. Local Recovery Arrangements		
6. Welfare Support		
7. Impact Assessment <ul style="list-style-type: none"> • Social environment • Built environment • Economic environment • Natural environment 		
8. Financial arrangements <ul style="list-style-type: none"> • DRFAWA • Lord Mayor's Distress Relief Fund • Insurance 		
9. Non-Government Organisations and Volunteer Assistance		
10. Public Information Arrangements		
11. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD		
Name	Agency	Signature

34.7.2 City of Wanneroo Local Emergency Management Group Meeting Template



AGENDA/NOTE RECORD CITY OF WANNEROO LOCAL EMERGENCY MANAGEMENT GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS /PROXIES	
APOLOGIES	
AGENDA	1. Open / Welcome 2. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 3. Member Updates 4. Financial / Budget 5. Recovery Communications 6. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications		
6. Other Business		
NEXT MEETING: Date / Time / Venue		

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34.7.3 Community Recovery Group Meeting Template


AGENDA/NOTE RECORD
 COMMUNITY RECOVERY GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS /PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Introduction and Membership (Initial Meeting) 2. Clarification of role and function of the Community Recovery Group 3. Welcome and Apologies 4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 5. Member Updates 6. Financial Arrangements 7. Non-Government Organisations and Volunteer Assistance 8. Recovery Communications 9. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Introduction and Membership (Initial Meeting)		
2. Clarification of role and function of the Community Recovery Group		
3. Welcome and Apologies		
4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action items List 		

NOTES		
5. Member Updates		
6. Financial Arrangements		
7. Non-Government Organisations and Volunteer Assistance		
8. Recovery Communications		
9. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD		
Name	Department	Signature

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34.8 ANNEXURES 1 – IMPACT STATEMENT REPORT

A copy of the Impact Statement Guide and Impact Statement Template, endorsed by the SEMC can be found as an attachment to the State EM Recovery Procedure 5.4:

[Government of WA | Impact Statement Template](#)

[Government of WA | Impact Statement Guide](#)

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35.9 ANNEXURE 2 – CITY OF WANNEROO LOCAL EMERGENCY ACTIVATION FLOWCHART

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

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Part 4

Emergency Resource Register

35. PART FOUR – EMERGENCY RESOURCE REGISTER

35.1 LEMC CONTACT LIST

CITY OF WANNEROO / CITY OF JOONDALUP
LOCAL EMERGENCY MANAGEMENT COMMITTEE

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000

35.2 DFES KEY CONTACTS

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000

AGENCY	CONTACT NAME	CONTACT DETAILS

35.3 POLICE STATIONS

COMPANY NAME	CONTACT TITLE	ADDRESS	SUBURB	STATE	POST CODE	PHONE
WAPOL	Wanneroo Police Station	1 Friars Drive	Sinagra	WA	6065	9406 2222
WAPOL	Clarkson Police Station	14 Ocean Keys Boulevard	Clarkson	WA	6030	9407 1000
WAPOL	Yanchep Police Station	110 Yanchep Beach Road	Yanchep	WA	6035	9562 9300
WAPOL	Warwick Police Station	37 Eddington Road	Warwick	WA	6024	9246 8333
WAPOL	Joondalup Police Station	9 Reid Promenade	Joondalup	WA	6027	9400 0888
WAPOL	Joondalup District Regional Office	Level 1, Reid Prom	Joondalup	WA	6027	9400 0826
WAPOL	Hillarys Police Station	114 Flinders Avenue	Hillarys	WA	6025	9403 1000
WA Water Police		100 Harvest Rd	North Fremantle	WA	6159	9442 8600 24/7

35.4 STATE EMERGENCY SERVICES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

35.5 VOLUNTEER BUSHFIRE BRIGADES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

35.6 VOLUNTEER MARINE RESCUE / SEA RESCUE

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

35.7 LOCAL EMERGENCY RECOVERY COORDINATION CENTRES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

COMPANY NAME	CONTACT NAME	FACILITY	ADDRESS	SUBURB	POST CODE	PHONE NUMBER	MOBILE NUMBER
City of Wanneroo	Primary Location	Eucalyptus / Paperbark / Myrtle Rooms Ground Floor Civic Centre	23 Dundobar Road	Wanneroo	6065		
City of Wanneroo Operations Centre	2 nd Preference	Building 1, Ashby Operations Centre	1204 Wanneroo Road	Ashby	6065		

35.8 LOCAL EMERGENCY COORDINATION CENTRES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

COMPANY NAME	CONTACT NAME	FACILITY	ADDRESS	SUBURB	POST CODE	PHONE NUMBER	MOBILE NUMBER
City of Wanneroo	1 st Preference	Quinns Rocks Volunteer Fire Station	14 Hidden Valley Retreat	Clarkson	6030		
WAPOL	2 nd Preference	Joondalup District Police Office	1 st Floor, 9 Reid Promenade	Joondalup	6027		
WAPOL	3 rd Preference	Wanneroo Police Station	1 Friars Drive	Sinagra	6065		

35.9 EVACUATION WELFARE CENTRES

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000

COMPANY NAME	CONTACT TITLE	ADDRESS	PHONE	CATEGORY	CAPACITY
City of Wanneroo	Alexander Heights Community Centre	Linto Way ALEXANDER HEIGHTS		2 & 3	844 max
City of Wanneroo	Butler Community Centre	Corner Connolly Drive & Kingsbridge Boulevard BUTLER		2 & 3	302 max
City of Wanneroo	Gumblossom Community Centre	Tapping Way QUINNS ROCKS		2 & 3	792 max
City of Wanneroo	Hainsworth Community Centre	29 Hainsworth Avenue GIRRAWHEEN		2 & 3	802 max
City of Wanneroo	Kingsway Regional Sporting Complex	100 Kingsway MADELEY		2 & 3	1762 max
City of Wanneroo	Phil Renkin Leisure Centre	59 Lisford Avenue TWO ROCKS		2 & 3	640 max
City of Wanneroo	Wanneroo Recreation Centre	440 Scenic Drive WANNEROO		1	636 max

35.10 HAZARD MANAGEMENT AGENCIES / EMERGENCY SERVICES

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000

HAZARD	AGENCY	BUSINESS CONTACT	EMERGENCY
Animal and Plant Biosecurity	Director General, Department of Primary Industry and Regional Development		
Crash Emergency Air crash	Commissioner of Police, WAPOL		
Crash Emergency Rail crash – Freight	Head of Operations and Customer Management, Arc Infrastructure		
Crash Emergency Rail crash – Passenger	Managing Director, Public Transport Authority		
Collapse	FES Commissioner, DFES		
Cyclone	FES Commissioner, DFES		
Earthquake	FES Commissioner, DFES		
Energy Supply Disruption	Coordinator of Energy, Energy Policy WA		
Fire	FES Commissioner, DFES		
Flood	FES Commissioner, DFES		
HAZMAT	FES Commissioner, DFES		

HAZARD	AGENCY	BUSINESS CONTACT	EMERGENCY
HAZMAT - Radiation Escape from a NPW	Commissioner of Police, WAPOL		
HAZMAT – SPRED	Commissioner of Police, WAPOL		
Heatwave	CEO, Department of Health		
Hostile Act	Commissioner of Police, WAPOL		
Human Biosecurity	CEO, Department of Health		
Maritime Environmental Emergency	CEO, Department of Transport		
Marine Transport Emergency	CEO, Department of Transport		
Marine Oil Pollution	CEO, Department of Transport		
Search and Rescue Emergency	Commissioner of Police, WAPOL		
Terrorist Act	Commissioner of Police, WAPOL		
Storm	FES Commissioner, DFES		
Tsunami	FES Commissioner, DFES		

35.11 SUPPORT AGENCIES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

AGENCY	CONTACT DETAILS
Brookfield Rail	
DBCA	
Department of Communities Joondalup District	
Department of Health	
Department of Mines, Industry Regulation and Safety	
Department of Primary Industry and Regional Development (DPIRD)	
Department of Transport Main Roads (MRWA)	
Department of Transport Marine Oil Spill	
Department of Water and Environmental Regulation	
National Security Hotline	
St John WA	
Public Transport Authority	

35.12 ESSENTIAL SERVICES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

AGENCY	CONTACT DETAILS
Alinta Energy	
ATCO Gas Australia	
Kleenheat	
National Broadband Network	
Optus	
Synergy	
Public Transport Authority	
Telstra	
Water Corporation	
Western Power	

35.13 PUBLIC INFORMATION

AGENCY	CONTACT DETAILS
Bureau of Meteorology	9263 2222 bom.wa.gov.au
BOM WA Coastal Marine	1300 659 223
BOM WA Land Weather Flood	1300 659 213
BOM WA Tropical Cyclone	1300 659 210
BOM Australian Tsunami Information	1300 878 6264 (1300 TSUNAMI)
DFES Public Information	Public Hotline: 13 33 37 (13 DFES) Emergency Information Hotline: 1300 657 209
Emergency (Life Threatening)	000 (mobile, fixed phones and payphones) 112 (international emergency number, most mobile and fixed phones) 106 (hearing or speech impairment – teletypewriter or textphone)
Emergency WA	emergency.wa.gov.au
SES Public Information	Public Hotline: 13 25 00 13 DFES (13 33 37) Emergency Information Hotline: 1300 657 209

35.14 LOCAL GOVERNMENTS

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000

LOCAL GOVERNMENT	PRIMARY CONTACT	DEPUTY CONTACTS
Town of Bassendean 35 Old Perth Rd BASSENDEAN T: 9377 8000 A/H: 9377 7480 E: mail@bassendean.wa.gov.au		
City of Bayswater 61 Broun Ave MORLEY T: 9272 0622 A/H: 1300 360 333 E: mail@bayswater.wa.gov.au		
Shire of Chittering 6177 Great Northern Highway BINDOON T: 9576 4600 A/H Rangers: 0427 699 701		
Shire of Gingin 7 Brockman Street GINGIN T: 9575 5100 A/H Rangers: 9575 5140		

LOCAL GOVERNMENT	PRIMARY CONTACT	DEPUTY CONTACTS
City of Joondalup 90 Boas Avenue JOONDALUP T: 9400 4000 E: info@joondalup.wa.gov.au		
City of Kalamunda 2 Railway Road KALAMUNDA T: 9257 9999 A/H: 9257 9999 E: enquiries@kalamunda.wa.gov.au		
Shire of Mundaring 7000 Great Eastern Hwy MUNDARING T: 9290 6666 A/H: 9290 6666 E: shire@mundaring.wa.gov.au		
City of Stirling 25 Cedric Street STIRLING T: 9205 8555 E: stirling@stirling.wa.gov.au		
City of Swan 2 Midland Square MIDLAND T: 9267 9444 A/H: 9267 9267 E: swan@swan.wa.gov.au		

35.15 MEDICAL

AMBULANCE	LOCATION	PHONE
St John Ambulance	Communications Centre	Emergency only: 000
General Enquiries		9334 1222
HEALTH DIRECT HOTLINE		
Health Direct Hotline		1800 022 222 A/H
WA POISONS INFORMATION CENTRE		
WA Poisons Information Centre		13 11 26 24/7

DOCTORS	LOCATION	PHONE
Brookside Medical Centre	981 Wanneroo Rd, Wanneroo	6500 1550
Clarkson Family Practice	1/19 Caloundra Rd, Clarkson	9408 6610
Dial-a-Doctor	T3/6 Hollosy Way, Ashby	9463 3288
Dial-a-Doctor	Home Visits	1300 030 030
Drover's Medical Centre	12/1397 Wanneroo Rd, Wanneroo	9306 2255

DOCTORS	LOCATION	PHONE
East Road Family Medical Centre	21 East Road, Hocking	9206 3000
Gateway Central Health	12 Conlan Ave, Wanneroo	9306 2333
Hocking Medical	176 Nicholas Rd, Hocking	9405 7800
Ocean Keys Family Practice	5 Ebb Way, Clarkson	9408 5400
Pearsall Medical & Dental Centre	4 / 155 Willespie Dr, Pearsall	9404 6234
Perth After Hours Medical Service	Home Visits	1300 000 362
Somerly Central Medical Centre	291 Ocean Keys Blvd, Clarkson	9408 5955
Wanneroo GP Super Clinic	L1 / 30 Dundobar Rd, Wanneroo	9306 1940
Wanneroo Total Health Care	2 / 876 Wanneroo Rd, Wanneroo	9405 1234
Yanchep Medical Centre	5 Village Row, Yanchep	9562 8100
AFTER HOURS PHARMACIES	LOCATION	ADDITIONAL INFORMATION
Chemist Warehouse	Ashby Village / 6 Hollosy Way, Ashby	6147 5441 Mon-Fri 8am-9pm Sat 8am-6pm Sun 10am-6pm
Pearsall Pharmacy	1/155 Willespie Dr, Pearsall	9206 5588 Everyday 8am – 9pm

Pharmacy 777	8/2 Captiva Approach, Butler	9562 1397 Everyday 7am – 9pm
Pharmacy 777	6 Jindalee Blv, Jindalee	9562 3790 Everyday 7am – 11pm
Wangara Pharmacy	9/2 Prindiville Dr, Wangara	9200 4400 Everyday 7am – 11pm
Wanneroo Community Pharmacy	9 Conlan Ave, Wanneroo	9306 8868 Everyday 7am – 11pm
Wizard Pharmacy	15/101 Joondalup Dr, Banksia Grove	9206 1011 Mon-Fri 8am-8pm Sat 8am-5pm Sun 11am-5pm
Wizard Pharmacy	11-13/7 Cheriton Dr, Carramar	9404 5335 Mon-Fri 8am-9pm Sat/Sun 8am-7pm
Wizard Pharmacy	S4 Newpark SC / Templeton Cres, Girrawheen	9247 1688 Mon-Sun 8am-7pm
Yanchep Community Pharmacy	3 / 5 Village Row, Yanchep	9561 2888 Mon-Fri 8am-8pm Sat 8.30am-5.30pm Sun 9am-5pm
COUNSELLING SERVICES		
COW EAP Converge International		1300 687 327
Life Line		13 11 14
Mental Health Emergency Line		1300 555 788
Red Cross (Psychological First Aid)		9225 8888 / 1800 733 276

35.16 PUBLIC HOSPITALS

HOSPITAL	LOCATION	PHONE
Fiona Stanley Hospital	11 Robin Warren Drive, Murdoch	6152 2222
Joondalup Health Campus	Corner Grand Boulevard & Shenton Avenue, Joondalup	9400 9400
King Edward Memorial Hospital	374 Bagot Road, Subiaco	6458 2222
Osborne Park Hospital	Osborne Place, Stirling	6457 8000
Perth Children's Hospital	15 Hospital Avenue, Nedlands	6456 2222
Royal Perth Hospital	Victoria Square, Perth	9224 2244
Sir Charles Gairdner	Hospital Avenue, Nedlands	6457 3333
St John of God Midland Public Hospital	1 Clayton Street, Midland	9462 4000
Swan District Hospital	1 / 2 Eveline Road, Middle Swan	9347 5244

35.17 PRIVATE HOSPITALS

HOSPITAL	LOCATION	PHONE
Abbotsford Private	61 / 69 Cambridge Street, West Leederville	9381 1833
Glengarry Private	53 Arnisdale Road, Duncraig	9447 0111
Hollywood Private	115 Monash Avenue, Nedlands	9346 6000
Joondalup Private	Lakeside Drive & Shenton Avenue, Joondalup	9400 9999
Mount Hospital	150 Mounts Bay Road, Perth	9327 1100
The Park Private	14 Alvan Street, Mt Lawley	6166 1000
South Perth Hospital	76 South Terrace, South Perth	9367 0222
St John of God Midland	1 Clayton Street, Midland	9462 4000
St John of God Mt Lawley	Corner Ellesmere Road & Thirlmere Road, Mount Lawley	9370 9222
St John of God Murdoch	Barry Marshall Parade, Murdoch	9438 9000
St John of God Subiaco	12 Salvado Road, Subiaco	9382 6111
Subiaco Private Hospital	9 / 1 Salvado Road, Subiaco	6555 6599
West Leederville Private Hospital	Level 3 / 2 McCourt Street, West Leederville	9463 5500

35.18 CHILD HEALTH CENTRES

COMPANY NAME	ADDRESS	SUBURB	PHONE
Ashdale Child Health Centre (YMCA)	44 Westport Parade	Darch	9303 2798
Banksia Grove Child Health Centre	14 Viridian Drive	Banksia Grove	9367 0964
Butler Child Health Centre	1 / 6 Jindalee Boulevard	Jindalee	9562 3756
Clarkson Child and Adolescent Mental Health	77 Renshaw Boulevard	Clarkson	9304 6200
Hudson Park Child Health Centre	23 Arnos Way	Girrawheen	9343 8659
Koondoola Child Development Centre	19 Meldrum Way	Koondoola	9342 3911
Landsdale Child Health Centre	31 Southmead Drive	Landsdale	9303 2591
Marangaroo Child Health Centre	46 Highclere Boulevard	Marangaroo	9342 1690
Merriwa Child Health Centre	16 Jenolan Way	Merriwa	9305 8471
Pearsall Child Health Centre	125 Willespie Drive	Pearsall	9405 9026
Quinns Rocks Child Health Centre	10 Mindarie Drive	Quinns Rocks	9305 2448
Roseworth Child Health Centre	1 Stoke Court	Girrawheen	9342 5061
Tapping Child Health Centre	14 Grasstree Bend	Banksia Grove	9405 9956

COMPANY NAME	ADDRESS	SUBURB	PHONE
Two Rocks Child Health Centre	Carfax Place	Two Rocks	1300 749 869
Wanneroo Child Health Centre	Suite 30, Level 3 ECU Health Centre, Dundobar Road	Wanneroo	9405 2217

35.19 COMMUNITY SERVICE PROVIDERS / NOT FOR PROFITS

AGENCY	CONTACT DETAILS
Country Women's Association	9321 6041
Financial Counselling WA	National Debt Helpline: 1800 007 007
Fostering Hope	0413 739 789 admin@fosteringhopeaustralia.org.au
Metropolitan Migrant Resource Centre	9345 5755
Salvation Army	13 72 58
Silverchain	General Enquiries: 1300 650 803 1300 300 122 A/H
Silverchain	9309 8000
Small Business Debt Helpline	1800 413 828
Volunteering WA	9482 4333

35.20 INTERPRETER SERVICES

LANGUAGE	CONTACT NAME	CONTACT DETAILS
Various	TIS National	13 14 50 tisnational.gov.au
Auslan		Access Plus WA 9441 2677 0410 017 540 A/H
STAFF INTERPRETER HELP LIST Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000		
Croatian & Serbian		
Croatian & Serbian		
Hindi Marathi		
Hindi (Basic) Malayalam		
Hindi Gujarati		
Hindi Punjabi		
Kannada		
Macedonian		
Malayalam Tamil		

STAFF INTERPRETER HELP LIST

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

Polish		
Portuguese		
Russian		
Spanish		
Swedish		

35.21 SENIOR CITIZENS CENTRES

**Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management
9405 5000**

NAME	LOCATION	PHONE
Wanneroo Senior Citizens Centre	23 Civic Drive, Wanneroo	
Girrawheen/Koondoola Senior Citizens Centre	11 Patrick Court, Girrawheen	
Alexander Heights Senior Citizens Club	18 Linto Way, Alexander Heights	
Quinns Rocks Senior Citizens Centre	Gumblossom Community Centre 17 Tapping Way, Quinns Rocks	

35.22 CHRISTIAN ORGANISATIONS

ANGLICAN CHURCHES	CONTACT DETAILS
Mindarie	9304 5584
Wanneroo	9405 1325
Woodvale	9409 1387
Yanchep	0424 499 307
AUSTRALIAN CHRISTIAN CHURCHES	CONTACT DETAILS
Girrawheen Christian Power of Pentecost	0413 433 998
Girrawheen Encounter City Church	9343 1800
Wangara Reality Church	9309 9109
BAPTIST CHURCHES OF WA	CONTACT DETAILS
Darch	0451 168 343
Girrawheen	0409 292 762
Mindarie	0400 044 236
Wanneroo	9405 4335

BAPTIST CHURCHES OF WA	CONTACT DETAILS
Woodvale	9309 4044
CATHOLIC CHURCHES	CONTACT DETAILS
Clarkson	9407 7512
Girrawheen	9342 3562
Two Rocks	9561 2486
Wanneroo	9405 1110
Woodvale	9409 6291
CHURCHES OF CHRIST	CONTACT DETAILS
Merriwa	9403 1800
Wangara	9302 4047
CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS	CONTACT DETAILS
Merriwa	0424 214 557
SEVENTH DAY ADVENTIST CHURCH	CONTACT DETAILS

Clarkson	9305 8040
UNITING CHURCH OF AUSTRALIA	CONTACT DETAILS
Wanneroo	9404 5205

35.23 TEMPLES

BUDDHIST	CONTACT DETAILS
Buddhist Cultural Centre WA 19 Bradford Place, MARANGAROO	9343 3230
CHRISTIAN	CONTACT DETAILS
St Mark & St George Coptic Orthodox Church 238 Elliot Rd, Wanneroo	9206 5000
HINDU	CONTACT DETAILS
BAPS Swaminarayan Cultural Centre 3 Buckingham Dr, WANGARA	6319 2213
Shree Jalaram Mandal WA 6 Accomplish Way, Gngara	9248 8181
Shakktidhaam 58 Luisini Road, Wangara	0423 083 386
ISLAMIC	CONTACT DETAILS
Alhidayah Centre 29 Berriman Dr, Wangara	0426 262 645
Clarkson Musallah 27 Sarasota Pass, Clarkson	0412 033 225

35.24 LIBRARIES

NAME	LOCATION	PHONE
Wanneroo Library and Cultural Centre	3 Rocca Way, Wanneroo	9405 5940
Clarkson Library	27 Ocean Keys Boulevard, Clarkson	9407 6100
Girrawheen Library	6 Patrick Court, Girrawheen	9342 8844
Yanchep/Two Rocks Library	Lisford Avenue, Two Rocks	9561 1110

35.25 SPORTS STADIUMS

NAME	LOCATION	PHONE
Kingsway Sporting Complex	Spectator Drive & Sporting Drive, Madeley	9409 9548
HBF Arena	Kennedy Drive, Joondalup	9300 3355

35.26 CARAVAN PARKS

CONTACT	LOCATION	PHONE
Kingsway Tourist Park	Corner Wanneroo Road and Kingsway, Madeley	9409 9267
Ocean Reef Caravan Park	30 Mangano Place, Wanneroo	9309 2138
Wanneroo Caravan Park	18 Jacaranda Drive, Wanneroo	9405 1176

35.27 ANIMAL SERVICES KEY CONTACTS

ANIMAL SERVICES KEY CONTACTS	CONTACT DETAILS
Department of Primary Services and Regional Development (DPIRD)	Main line: 9368 3333 Emergencies: 9368 3688 Animal Disease Hotline: 1800 675 888 Exotic Plant/Pest Hotline: 1800 084 881 NLIS Helpdesk: 1300 926 547 Animal Welfare Emergencies: 9368 3132
Native Animal Rescue 170 Camboon Rd, MALAGA	9249 3434 enquiries@ nativeanimalrescue.org.au
RSPCAWA 108 Malaga Dr MALAGA	General Enquiries: 9209 9309 Adoptions & shelter: 9209 9300 Inspectors: 1300 278 3589
Wanneroo Animal Care Centre 1204 Wanneroo Rd, ASHBY	9405 5000 Direct: 9405 5237 1300 138 393 A/H
Wanneroo Trotting and Training Club	

ANIMAL SERVICES KEY CONTACTS	CONTACT DETAILS
Wildcare Helpline (DBCA) 17 Dick Perry Ave, KENSINGTON	Helpline: 9474 9055

35.28 TEMPORARY RELOCATION AREAS FOR ANIMALS

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000

LOCATION	CONTACT DETAILS
Nanovich Park – Wanneroo Trotting & Training Club , 139 Bemuni Road, Wanneroo	
Wanneroo Showgrounds, Ariti Ave, Wanneroo	

35.29 VETERINARY CLINICS

VETERINARY CLINIC	LOCATION	PHONE
The Animal Hospital	Murdoch University Nyarrie Dr, Murdoch	1300 652 494
Belvoir Equine Clinic	Lot 158 West Swan Road, Belhus	A/H: 9296 6666
Brighton Vet	20A / 5 Kingsbridge Boulevard, Butler	9562 5555
Drovers Vet Hospital	9 / 1937 Wanneroo Road, Wanneroo	9306 3911 0417 789 355 A/H

VETERINARY CLINIC	LOCATION	PHONE
Edgewater Veterinary Hospital	639 Wanneroo Road, Edgewater	9306 1160 0448 302 826 9306 1181 A/H
Emergency Vet Hospital Wangara	1 Chokolich Street, Wangara	9200 4460
Kingsway Veterinary Centre	Kingsway Shopping Centre, 168 Wanneroo Road, Madeley	9309 9993
Perth Vet Emergency	Unit 3 / 162 Wanneroo Rd, Yokine	1300 040 400
The Unusual Pet Vets	59 Erindale Rd, Balcatta	9345 4644
Valley Equine Veterinary Centre	7 Cathedral Ave, Upperswan	9296 5200 / 9296 3884
Vetwest Animal Hospital Clarkson	3 / 70 Pensacola Terrace, Clarkson	9404 1155
Vetwest Animal Hospital Currambine	7 / 4 Hobsons Gate, Currambine	9404 1144
Vetwest Animal Hospital Wanneroo	Corner San Rosa & Wanneroo Road, Wanneroo	9404 1177
Vetwest Animal Hospital	Unit 6 / 37 Endeavour Rd, Hillarys	9404 1133
WA Veterinary Emergency & Specialty	640 Beeliar Dr, Success	9412 5700
Wanneroo Veterinary Hospital Offered to assist where possible with boarding, advice, transport.	923 Wanneroo Road, Wanneroo	9405 1122
Yanchep Veterinary Clinic & Animal Hospital	156 Yanchep Beach Road, Yanchep	9561 2438

35.30 BOARDING KENNELS AND CATTERIES

LOCATION	CONTACT DETAILS
Australann Dog Boarding Kennels Corner Hawkins & Ross Rd, WANNEROO	9405 1227 0438 937 860
Bowbilla Boarding Kennels & Cattery 201A Mary St, WANNEROO	9405 1246 0421 433 058
Canine Country Club 290 Neaves Rd, MARIGINIUP	9306 1999 0409 191 662
Lake Adams Pet Resort 45 Adams Rd, MARIGINIUP	9306 2341
Northern Districts Cattery 160 Pinjar Rd, WANNEROO	9306 1312 / 9306 8300
Northern Suburbs Pet Chalets 156 Neaves Rd, MARIGINIUP	0409 905 757
Perth Pet Taxi Terry Butts, Operations Manager	0498 358 676 info@perthpettaxi.com.au
West Coast Pet care Centre 49 Adams Rd, MARIGINIUP	7078 8145

35.31 PET AND ANIMAL SUPPLIES

LOCATION	CONTACT DETAILS
Better Pets and Gardens (Preferred supplier) 46 Prindiville Dr WANGARA	9309 6300
Backyards to Barnyards 1 / 1 Dellamarta Rd WANGARA	9409 4500

LOCATION	CONTACT DETAILS
City Farmers 17/61 Key Largo Dr CLARKSON	9408 5100
City Farmers 3A Hobsons Gate CURRAMBINE	9304 2722
City Farmers 7 Honeybush Dr JOONDALUP	6430 5425
Europa Saddlery 412 Great Northern Hwy MIDDLES SWAN	9250 5000
Ocean Keys Pets Cnr Ocean Keys Blvd & Marmion Ave CLARKSON	9407 7670
Pet Stock Cnr Sundew Rise JOONDALUP	9301 1566
Wanneroo Stockfeeders 1 / 64 Callaway St WANGARA	9302 3844 0420 805 277 A/H

35.32 CATERING

SUPPLIER	LOCATION	CONTACT DETAILS
Ashby Bar and Bistro	131 Pinjar Rd, ASHBY	9206 1966 theashbybarandbistro.com.au
Cafe Elixir	3 Rocca Way, WANNEROO	9404 5493 elixircafe.com.au
Domino Pizza	3/964 Wanneroo Rd, WANNEROO	9404 4000 dominos.com.au
Chicken Treat	973 Wanneroo Rd, WANNEROO	9306 1223 chickentreat.com.au

SUPPLIER	LOCATION	CONTACT DETAILS
Foo Hua Chinese	2 / 9 Conlan Ave, WANNEROO	9405 3635 foohua.com.au
Hungry Jacks	957 Wanneroo Rd, WANNEROO	6404 3743 hungryjacks.com.au
KFC	F3 Lakeside Joondalup SC, JOONDALUP	9300 2325 kfc.com.au
Nandos	10 / 969 Wanneroo Road, WANNEROO	1300 626 367 nandos.com.au
McDonalds	Wanneroo Road, WANNEROO	9405 7433 mcdonalds.com.au
McDonalds	Lakeside SC Joondalup Dve, JOONDALUP	9300 1945 mcdonalds.com.au
McDonalds	Pinjar Rd, BANKSIA GROVE	9405 8885 mcdonalds.com.au

35.33 WATER SUPPLIES

SUPPLIER	LOCATION	CONTACT DETAILS
Aussie Natural Springwater	21 Triumph Ave, WANGARA	9308 9400
Neverfail Springwater	261 Beringarra Ave, MALAGA	13 30 37

35.34 SUPERMARKETS

SUPPLIER	LOCATION	CONTACT DETAILS
ALDI	3 Jewel Way, BANKSIA GROVE	132 534
ALDI	Lot 2712 Butler Blvd, BUTLER	132 534
ALDI	Lot 5001 Delamere Ave, CURRUMBINE	132 534
ALDI	420 Joondalup Dve, JOONDALUP	132 534
ALDI	168 Wanneroo Rd, MADELEY	132 534
ALDI	Wanneroo Central, WANNEROO	132 534
ALDI	2 Kakadu Rd, YANCHEP	132 534
Coles	Joondalup Dve, BANKSIA GROVE	9406 2800
Coles	6 Kingsbridge Blvd, BUTLER	9562 0965
Coles	36 Ocean Keys Blvd, CLARKSON	9407 7811
Coles	Lakeside Joondalup SC Joondalup Dve, JOONDALUP	9300 7200
Coles	950 Wanneroo Rd, WANNEROO	9306 7400
IGA	2 Graceful Blvd, ALKIMOS	9502 9737

SUPPLIER	LOCATION	CONTACT DETAILS
IGA	104 Kingsbridge Blvd, BUTLER	6118 2666

35.35 DEPARTMENT STORES

SUPPLIER	LOCATION	CONTACT DETAILS
Anaconda	11 Injune Way, JOONDALUP	9308 7000
BCF	T65 / 75 Joondalup Dr, EDGEWATER	9301 4011
BCF	8 / 8 Butler Blvd, BUTLER	9554 0310
BIG W	Hepburn Ave, LANDSDALE	9303 7900
BIG W	420 Joondalup Dr, JOONDALUP	9303 7902
Bunnings	Cnr Sundew Rise & Joondalup Dr, JOONDALUP	9233 3500
Bunnings	22 Lower Keys Dr, CLARKSON	9408 7200
Bunnings	200 Hartman Dr, LANDSDALE	6400 8000
Chemist Warehouse	181 Winton Rd, JOONDALUP	9301 2400
Chemist Warehouse	3/3 Wade Ct, GIRRAWHEEN	9342 1210
Chemist Warehouse	181 Winton Rd, JOONDALUP	9301 2400

35.36 TRANSPORT SERVICES

PROVIDER	TYPE AND CAPACITY	CONTACT DETAILS
NON AMBULANT TRANSPORT SERVICES		
Falck	<ul style="list-style-type: none"> • Patient Transport Service • Single stretches • Ambulances 	9452 6500
National Patient Transport	<ul style="list-style-type: none"> • Patient Transport Service • Single and double stretches • Ambulances 	1300 628 728 24/7
St John Ambulance	<ul style="list-style-type: none"> • Ambulance • Patient Transport Service • Community Transport Service • Disability access 	Emergency: 000 9334 1234 9334 1300
Wilson Medic One	<ul style="list-style-type: none"> • Patient Transport Service • Double stretches • Ambulances • Mini buses 	1300 262 000 24/7

35.37 BUS HIRE COMPANIES

PROVIDER	TYPE AND CAPACITY	CONTACT DETAILS
Adams Coachlines	<ul style="list-style-type: none"> • Multiple buses • Seating ranging 14 to 56 seaters • Disability access (24 hrs notice required) 	6270 6000 6270 6015 A/H
Black and White Taxi	<ul style="list-style-type: none"> • Multiple taxis and maxi-cabs • Range of seating capacity • Wheelchair access on request 	13 32 22 24/7
Bus Charters Perth	<ul style="list-style-type: none"> • Multiple buses • Seating ranging from 12 to 54 seaters 	0416 494 133 A/H

PROVIDER	TYPE AND CAPACITY	CONTACT DETAILS
Buswest	<ul style="list-style-type: none"> • Multiple buses • Seating ranging from 12 to 63 seaters • Wheelchair access & kneeling for easy access 	9395 4444 9395 4422 A/H
City of Wanneroo	<ul style="list-style-type: none"> • 1 x 8 seater with wheelchair hoist (standard C class licence) • 2 x 12 seater (standard C class licence) • 1 x 26 seater (LR or MR licence) 	9405 5839 / 9405 5263 0402 721 003 / 0436 529 770
Horizon West	<ul style="list-style-type: none"> • Multiple buses • Seating ranging from 11 to 83 seaters • Wheelchair access available 	9351 8980 0478 674 315 A/H

35.38 COURIER AND FREIGHT SERVICES

PROVIDER	TYPE	CONTACT DETAILS
Jet Couriers	<ul style="list-style-type: none"> • Parcels • Larger freight • Medical 	6240 6666 1800 438 538 A/H
Network Couriers	<ul style="list-style-type: none"> • Parcels • Small freight • Urgent deliveries 	9303 9990
Pack & Send Joondalup	<ul style="list-style-type: none"> • Parcels • Larger freight • Fragile items 	1300 668 000 9300 3599

35.39 TRAFFIC MANAGEMENT

PROVIDER	TYPE	CONTACT DETAILS
Advanced Traffic Management	<ul style="list-style-type: none"> • Hire vehicles • Supply of personnel • Events • Emergency Response 	9274 6300 24/7

35.40 HIRE SERVICES

PROVIDER	TYPE	CONTACT DETAILS
Allclean Property Services	Cleaning interior/exterior, warehouses, production sites, machinery, loading bays, waste management	9354 1929
Binley Fencing	Crowd fencing, livestock fencing, dog bars, shade cloth, bracing supports	0425 168 555
Classic Hire	Building, earthmoving, traffic, lighting, toilets, power	9409 8870
Coates Hire	Building, Earthmoving, Traffic Management, Lighting, Toilets, Portable Buildings, Power	13 15 52
Fence Hire WA	Fence Hire	1300 438 336

35.41 FIRE RESPONSE RESOURCES

SUPPLIER	CONTACT DETAILS
PPE, EQUIPMENT & SUPPLIES	
Blackwoods (Clothing, electrical, hygiene, cleaning, filled sandbags)	13 73 23
Stewart & Heaton Clothing Co Pty Ltd	6274 6700
Frontline Fire and Rescue	9444 9994
Interfire Agencies	6201 3170
Adform Engraving & Signs	9300 9722
Quality Press	6254 9999
WATER CARRIERS - BULK	
Bullsbrook Water Carriers (1st preference)	9571 2726 0407 147 351
Kevin's Water Cartage (2nd preference)	9359 2773 0439 953 852
D.J. MacCormick Contractors (3rd preference)	9493 3544 0402 227 789
Classic Hire – 1,000L Water tanks	9409 8870
Fewster Transport Services (Water and waste)	9571 3825 0407 447 668 0407 711 769

SUPPLIER	CONTACT DETAILS
Fire Mitigation Services	0429 086 726
Vintage Road Haulage	9410 1726
MOBILE REFUELLING AND MAINTENANCE	
GenConnect	6202 0084 1300 436 206
WA Fuel Supplies	9468 7338 0408 020 200
Bulkbags Australia (Bags, sacks, filled sandbags)	9414 1149

35.42 PUBLIC WI-FI SERVICES AT COMMUNITY FACILITIES

Facility	Location	Wi-Fi Name / SSID
Alexander Heights Community Centre	<u>18 Linto Way, Alexander Heights WA 6064</u>	Alexander Heights FreeWiFi [CoW]
Aquamotion	<u>19 Civic Dr, Wanneroo WA 6065</u>	Aquamotion Free WiFi [CoW]
Banksia Grove Community Centre	<u>14 Grasstree Bend, Banksia Grove</u>	Banksia Grove CC Free WiFi [CoW]
Buckingham House	<u>10 Neville Dr, Wanneroo WA 6065</u>	Buckingham H Free WiFi [CoW]
Butler Community Centre	<u>55 Kingsbridge Bvd, Butler</u>	Butler CC Free WiFi [CoW]
Clarkson Library	<u>Cnr Ebb Way & Ocean Keys Blvd, Clarkson, WA 6030</u>	Clarkson Library Free WiFi [CoW]
Clarkson Youth Centre	<u>59 Key Largo Dr, Clarkson WA 6030</u>	Clarkson YC Free WiFi [CoW]
Cockman House	<u>26 Woodvale Dr, Woodvale WA 6026</u>	Cockman House Free WiFi [CoW]
Enterprise House	<u>935 Wanneroo Rd, Wanneroo</u>	Enterprise House Free WiFi [CoW]
Girrawheen Hub	<u>11 Patrick Ct, Girrawheen WA 6064</u>	Girrawheen Hub Free WiFi [CoW]
Girrawheen Library	<u>6 Patrick Ct, Girrawheen WA 6064</u>	Girrawheen Lib Free WiFi [CoW]
Gumblossom Community Centre	<u>17 Tapping Way, Quinns Rocks WA 6030</u>	Gumblossom CC Free WiFi [CoW]
Hainsworth Community Centre	<u>31 Hainsworth Avenue, Girrawheen</u>	Hainsworth CC Free WiFi [CoW]
Kingsway Indoor Sports Stadium	<u>130 Kingsway, Madeley WA 6065</u>	Kingsway SS Free WiFi [CoW]
Two Rocks Library	<u>Lisford Avenue, Two Rocks, WA 6037</u>	Yanchep TwoRocks Free WiFi [CoW] NBN Sky Muster Community Wi-Fi
Wanneroo Civic Centre and Amphitheatre	<u>23 Dundobar Rd, Wanneroo WA 6065</u>	Wanneroo Free WiFi [CoW]
Wanneroo Library and Cultural Centre	<u>3 Rocca Way, Wanneroo, WA 6065</u>	Wanneroo Library Free WiFi [CoW]
Wanneroo Recreation Centre	<u>275 Scenic Dr, Wanneroo WA 6065</u>	Wanneroo Rec Free WiFi [CoW]
Wanneroo Youth Centre and Skate Park	<u>21 Ariti Ave, Wanneroo WA 6065</u>	Wanneroo YC Free WiFi [CoW]
Yanchep Community Centre	<u>7 Lagoon Dr, Yanchep WA 6035</u>	Yanchep CC Free WiFi [CoW]

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35.43 CITY OF WANNEROO PLANT AND EQUIPMENT

Names and Contact details is restricted and held by the City of Wanneroo Community Safety & Emergency Management 9405 5000

LOCATION	CONTACTS	
City of Wanneroo Ashby Operations Centre, 1204 Wanneroo Road ASHBY		
BUSES		
Higer Munro 7.6M		1
Toyota Commuter Bus 12 Seat Automatic		2
Toyota Commuter Bus with Wheelchair Lift		1
EARTHMOVING EQUIPMENT / LOADERS		
Forklift		3
Excavator / Crossley Trailer 9T		1
Loaders		4
Komatsu GD555 5 Grader		1
FIRE APPLIANCES		
Toyota Landcruiser Fire Tender		1
Toyota Light Tanker		4
LDV Dual Cab 4 x 4		1
Isuzu D-Max 4 x 4 Dual Cab		1
Isuzu Mobile Command Centre		1
Isuzu 3.4 Tanker		2
Isuzu Fire Engine		2
Toyota Landcruiser Fast Attack Tanker		1
ITEM DESCRIPTIONS		# OF ITEMS
Isuzu Water Truck		1
Trailer 6 x 4		1
Isuzu Service Truck		1
Ford Ranger 4 x 4		4

TRUCKS, UTES & VEHICLES	
Light Trucks	25
Medium Trucks	10
Passenger Vehicle – Wagon	8
Passenger Vehicle – Sedan	48
Tip Trucks	4
Utilities – 4 cylinders	42
Utilities – 6 cylinders	18
Vans	9
Water trucks	5
Wood Chipper	1
ROAD SWEEPER	
Hino 1628 VT 651 Road Sweeper	1
Other Equipment	
Compactors (Various)	42
Compressors	2
Generators	7
Minor Plant – chainsaws, blowers, brush cutters, cement mixers, pumps, high pressure cleaners	274
Quad bikes	2
ITEM DESCRIPTIONS	# OF ITEMS
Mowers and scarifiers	50
Rollers	6
Skid Steer Loaders	11
Tractors	2
Trailers	61
BOATS	
Clark 12 Aluminium Boat	1
Boat – Stacer Bass Master Boat	1

36. ADDENDUM

Evacuation Centre Capacity Limits during COVID19 restrictions

Tables below list capacity numbers for nominated Evacuation Centres during the COVID19 pandemic restrictions.

As of 4 November 2022, Western Australia's State of Emergency and the Public Health State of Emergency came to an end.

There are no COVID19 state directions in affect at this time and therefore, facilities will operate under normal capacities unless otherwise advised.

Health capacity refers to a stand up style gathering. Function capacity refers to a sit down gathering and makes allowances for tables and chairs.

ALEXANDER HEIGHT COMMUNITY CENTRE

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacit Phase 3 (Max 100)	Capacity Phase 4 (per 2sqm)
Room 1	Main Hall	386	270	386	20	100	193
Room 2	Meeting Room	20	20	20	5	10	10
Room 3	Minor Hall	248	150	248	20	100	124
Room 4	Craft Room 1	20	20	20	5	10	10
Room 5	Craft Room 2	12	12	12	3	6	6
Room 6	Dining Room	138	120	138	5	69	69
Room 7	Games Room	20	20	20	5	10	10
Room 8	Kitchen				2	5	5
Room 9	Office				1		
Maximum Capacity		844	612		66	310	427

BUTLER COMMUNITY CENTRE

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1 Multipurpose	70	60	75.25	18	30	37
Room 2	Function Room Activity Room 2	198	140	198.94	20	99	99
Room 3	Meeting	24	24	22.56	5	12	12
Room 4	Office 1	10	2		1	5	5
Maximum Capacity		302	226	296.75	44	146	153

GUMBLOSSOM COMMUNITY CENTRE

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1 (leased)	60	60	60	15	30	30
Room 2	Activity Room 2 (leased)	60	60	60	15	30	30
Room 3	Craft Room Function Room	64	40	64	16	32	32
Room 4	Activity 3 & 4	109	85	111.39	20	54	54
Room 5	Games Room	60	N/A	60	15	30	30
Room 6	Hairdresser	4	4	4	2	2	2
Room 7	Lounge	35	30	35	8	17	17
Room 8	Sportshall Week 1 (19/02/20)	200	190	397.13	20	100	198
Room 8	Sportshall Week 2 (26/02/20)	200	190		20		
Maximum Capacity		792	659	791.52	131	295	393

HAINSWORTH COMMUNITY CENTRE

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Community Youth Room 1	74	60	74	15	37	37
Room 2	Function Room 1	75	60	80.55	15	37	40
Room 3	Office 2	2	2	2	1	1	2
Room 4	Sports Hall	500	260	643.79	20	100	321
Room 5	Crèche	28	28	56.42	7	14	28
Room 6	Function Music Room 2	50	40	58.31	12	25	29
Room 7	Activity Room 2	25	25	25	5	12	12
Room 8	Community Room 2	25	25	56.36	5	12	28
Room 9	Activity Room 1	17	17	53.44	2	8	26
Room 10	Office 1	2	2		1	1	1
Room 11	Office 3	2	2		1	1	1
Room 12	Office 4	2	2		1	1	1
Maximum Capacity		802	523	1079.87	85	249	526

PHIL RENKIN CENTRE

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Function Room	235	140	235	20	117	117
Room 2	Meeting Room	51	20	51	6	25	25
Room 3	Office leased	4	4	4	1	2	4
Room 4	Kitchen						
Room 5	Sports Hall	350	270	350	20	100	175
Maximum Capacity		640	434	640	47	244	321

WANNEROO RECREATION CENTRE (NORTH ZONE)

		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1	40	40	40	10	20	20
Room 2	Activity Room 2	50	40	50	10	25	25
Room 3	Adult Day Care Centre	Not Available Leased				15	
Room 4	Meeting Room	96	76	96	20	48	48
Room 5	Pottery Room	50	20	50	5	25	25
Room 6	Sports Hall	400	214	400	20	100	200
Maximum Capacity		636	390	636	65	233	318

KINGSWAY SPORTING COMPLEX (CURRENTLY NOT AN ENLISTED EVACUATION CENTRE)

Room 1	Sports Hall	1100					800
Room 2	Crèche	11					
Room 3	Mezzanine	289					100
Room 4	Gymnasium	73					
Room 5	Function Room	289					100
Maximum Capacity		1762					1000

Corporate Strategy & Performance

Transactional Finance

CS01-03/23 Financial Activity Statement for period ended 31 January 2023

File Ref: 43017V02 – 23/51030
Responsible Officer: Director, Corporate Strategy & Performance
Attachments: 4

Issue

To consider the Financial Activity Statement for the period ended 31 January 2023

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 or by business unit. For the 2022/23 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 2022/23 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances.”

Detail

Mid-Year Review adjustments adopted on 21 February 2023 have not been incorporated into Financial Activity Statement for the period ended 31 January 2023, which will be incorporated in Financial Activity Statement for the month of February 2023.

Financial Activity for the Period Ended 31 January 2023

At the Ordinary Council Meeting on 28 June 2022 (SCS028062022), Council adopted the Annual Budget for the 2022/23 financial year. The figures in this report are compared to the revised budget.

Overall Comments Month-to-Date

Results from Operations

For the month of January 2023, Financial Activity Statement report an overall unfavourable variance from Operations before Non-Operating Revenue and Expenses of \$500k.

The unfavourable variance is mainly due to lower income from Rates, Operating Grants, Subsidies & Contributions, Fees and Charges combined with higher spends in Materials, Contracts and Utility.

Description	Current Month - January 2023					Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %		
Operating Revenue	2.5	4.3	(1.8)	(41.9)	R	Overall unfavourable variance is mainly due to lower revenue from Rates, Operating Grants, Subsidies & Contributions, Other Revenue and Fees & Charges, partially offset by higher, Interest Earnings. Please refer to Notes 1, 2, 3, 4 and 5.
Operating Expense	(16.5)	(17.8)	1.3	7.3	G	The favourable variance is mainly due to lower Employee Costs, Depreciation Expenses and partially offset by higher Materials & Contracts Expenses Utility Charges and Insurance Expenses. Please refer to notes 6, 7, 8, and 9 for further details.
Result from Operations	(14.0)	(13.5)	(0.5)	(3.7)		

Capital Program

During January 2023, \$1.9m was spent on various capital projects of which \$968k was spent on community buildings and sports facilities (**Attachment 2** for more details).

Description	Month Actual \$m	Month Revised Budget \$m	% Complete of Month Revised Budget
Expenditure	1.9	7.2	26.4%

Overall Comments on Year to Date (YTD) Figures

Results from Operations

As at 31 January 2023, Financial Activity Statement indicates an overall favourable variance of 14.6m from Operations (before Non-Operating Revenue and Expenses).

The favourable variance is mainly due to lower expenses from Materials & Contracts of \$6.7m, Employee Costs of \$2.8m, Depreciation of \$2.0m, Utility Charges of \$170k and higher revenue from Rates of \$633k, Interest Earnings of \$2.3m and Other Revenue of \$424k.

Description	Year-To-Date January 2023					Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %		
Operating Revenue	201.1	198.1	3.0	1.5	G	Overall favourable variance is mainly due to higher revenue from Rates, Interest Earnings and , Other Revenue partially offset by lower Operating Grants, Subsidies & Contributions and Fees & Charges. Please refer to Notes 1, 2, 3, 4 and 5.
Operating Expense	(117.4)	(129.0)	11.6	9.0	G	The favourable variance is mainly due to lower Employee Costs, Materials & Contracts, Utility Charges and Depreciation partially offset by higher Interest and Insurance Expenses. Please refer to notes 6, 7, 8, and 9 for further details.
Result from Operations	83.7	69.1	14.6	21.1		

Capital Program

At the end of January 2023, \$25.1m expended on various capital projects of which \$8.3m was spent on Sports Facilities, \$4.6m on fleet management and \$3.0m on roads. (Refer **Attachment 2** for Top Capital Projects 2022/23).

Description	YTD Actual \$m	YTD Revised Budget \$m	% Complete of YTD Revised Budget	Annual Revised Budget \$m	% Complete of Annual Revised Budget
Expenditure	25.1	50.2	50.0%	86.1	29.2%

Investment Portfolio Performance

Portfolio Value \$m	Monthly Weighted Return	Comments
513.5	3.57%	Portfolio balance has decreased by \$6.1m from December 2022. The monthly weighted return is 3.57% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 2.05%. (Refer to Attachment 3 for more details)

Detailed Analysis of Statement of Comprehensive Income

Comments relating to the Statement of Comprehensive Income are provided under the following two sections:

- a) Current month comparison of Actuals to Revised Budgets; and
- b) Year to date of Actuals to Revised Budgets

The comments are provided 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 JANUARY 2023

Description	Current Month					Year to Date					Annual			
	Actual \$	Revised Budget \$	Variance		Notes	Actual \$	Revised Budget \$	Variance		%	Adopted Budget \$	Revised Budget \$	Variance	
			\$	%				\$	%				\$	%
Revenues	178,252	1,480,000	(1,301,748)	(88.0)	R 1	146,955,732	146,322,515	633,217	0.4	G	147,290,515	147,290,515	0	0
	248,954	792,037	(543,083)	(68.6)	R 2	3,822,495	3,898,594	(76,099)	(2.0)	A	5,596,390	5,596,390	0	2
	811,059	1,423,398	(612,339)	(43.0)	R 3	42,964,965	43,233,395	(268,430)	(0.6)	A	51,292,833	51,292,833	0	3
	1,203,448	562,538	640,910	113.9	G 4	6,493,160	4,236,406	2,256,754	53.3	A	7,024,598	7,024,598	0	4
	44,827	54,663	(9,836)	(18.0)	R 5	818,058	393,612	424,446	107.8	G	650,319	650,319	0	5
Ex Gratia Rates	0	-	0	0.0	G	0	0	0	0.0	G	24,000	24,000	0	0
Total Operating Revenue	2,486,540	4,312,636	(1,826,096)	(42.3)		201,054,410	198,084,522	2,969,888	1.5		211,878,655	211,878,655	0	0
Expenses	(5,693,358)	(6,984,337)	1,290,979	18.5	G 6	(46,219,845)	(49,047,138)	2,827,293	5.8	G	(83,660,259)	(83,660,259)	0	6
	(6,246,642)	(6,178,692)	(67,950)	(1.1)	A 7	(39,999,694)	(46,656,283)	6,656,589	14.3	G	(79,704,653)	(79,449,682)	254,971	0
	(983,722)	(775,533)	(208,189)	(26.8)	R 8	(5,761,855)	(5,932,282)	170,427	2.9	G	(10,380,146)	(10,380,146)	0	8
	(3,136,452)	(3,434,898)	298,446	8.7	G 9	(22,044,607)	(24,044,312)	1,999,705	8.3	G	(41,218,774)	(41,218,774)	0	9
	(356,210)	(354,839)	(1,371)	(0.4)	A	(2,499,388)	(2,489,873)	(9,515)	(0.4)	A	(4,264,103)	(4,264,103)	0	0
Insurance	(124,372)	(120,962)	(3,410)	(2.8)	A	(894,003)	(848,412)	(45,591)	(5.4)	A	(1,439,911)	(1,439,911)	0	0
Total Operating Expenditure	(16,540,756)	(17,849,261)	1,308,505	7.3		(117,419,391)	(129,018,300)	11,598,909	9.0		(220,667,846)	(220,412,875)	254,971	0
RESULT FROM OPERATIONS	(14,054,216)	(13,536,625)	(517,591)	(3.8)		83,635,018	69,066,222	14,568,796	21.1		(8,789,191)	(8,534,220)	254,971	(3)
Non Operating Revenue & Expenses	1,919,795	1,413,557	506,238	35.8	G 10	7,795,975	12,044,899	(4,248,924)	(35.3)	R	21,965,725	22,169,625	203,900	1
	0	0	0	0.0	G	0	0	0	0.0	G	(128,582)	(128,582)	0	0
	447,279	212,986	234,293	110	G 11	1,581,262	1,490,902	90,360	6	G	2,555,831	2,555,831	0	11
	(198,137)	(71,775)	(126,362)	(176.1)	R 11	(198,137)	(502,425)	304,288	60.6	G	(861,296)	(861,296)	0	11
	720,989	2,932,353.00	(2,211,364)	(75.4)	R 12	9,936,564	18,312,091	(8,375,527)	(45.7)	R	29,069,490	29,072,060	2,570	0
	(23,906)	(3,762,109)	3,738,203	99.4	G 13	(2,059,899)	(20,954,209)	18,894,310	90.2	G	(24,348,062)	(24,348,062)	0	13
	551,723	2,070,700	(1,518,977)	(73.4)	R 14	8,914,619	14,494,900	(5,580,281)	(38.5)	R	24,848,400	24,848,400	0	14
	3,417,743	2,795,712	622,031	22.2		25,970,384	24,886,158	1,084,226	4.4		53,101,486	53,307,956	206,470	0
	(10,636,473)	(10,740,913)	104,440	1.0		109,605,402	93,952,380	15,653,022	(16.7)		44,312,295	44,773,736	461,441	1
	0	0	0	0.0		0	0	0	0.0		0	0	0	0
TOTAL COMPREHENSIVE INCOME	(10,636,473)	(10,740,913)	104,440	1.0		109,605,402	93,952,380	15,653,022	16.7		44,312,295	44,773,736	461,441	1

Key
> 0% G - Green
-0% to -10% A - Amber
< -10% R - Red

*TPS= Town Planning Schemes
**DCP= Developers Contribution Plans

Revenues

Note 1 Rates

Month to Date - (Actual \$178k, Revised Budget \$1.5m)

The variance is unfavourable by \$1.3m due to timing of interim rates levied.

Year to Date - (Actual \$147.0m, Revised Budget \$146.3m)

The favourable variance of \$633k mainly due to higher interim rates being levied than budget.

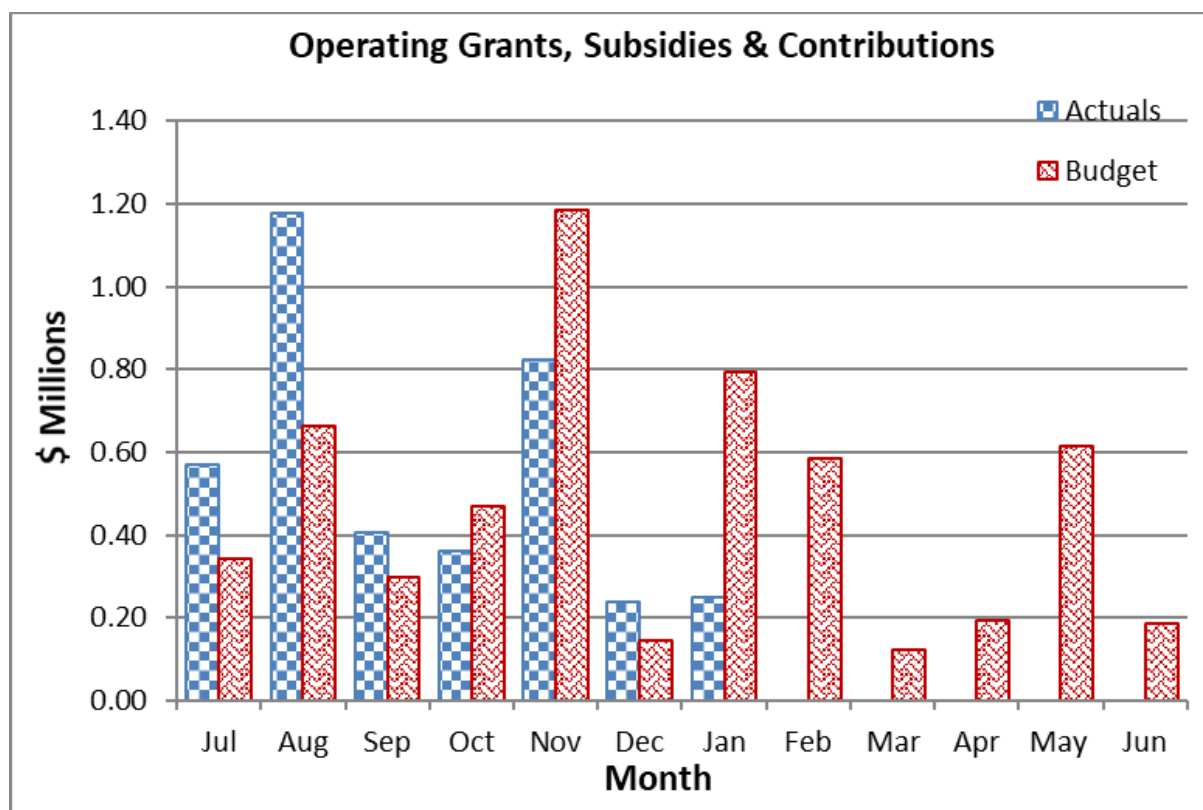
Note 2 Operating Grants, Subsidies & Contributions

Month to Date - (Actual \$249k, Revised Budget \$792k)

The unfavourable variance of \$543k is mainly due to delay in receipt of instalments from emergency services grants of \$425k, youth services grant of \$37k, street furniture and Arterial Road streetscape maintenance grants of \$40k and contribution income of \$100k from the City of Joondalup is no longer receivable due to change of midge control at Lake Yellagonga. Unfavourable variance partially offset by higher cash contributions of \$60k received from leased facilities.

Year to Date - (Actual \$3.8m, Revised Budget \$3.9m)

The unfavourable variance of \$76k mainly due to contribution income of \$100k from the City of Joondalup is no longer receivable due to change of midge control at Lake Yellagonga partially offset by the higher cash contributions from leased facilities.



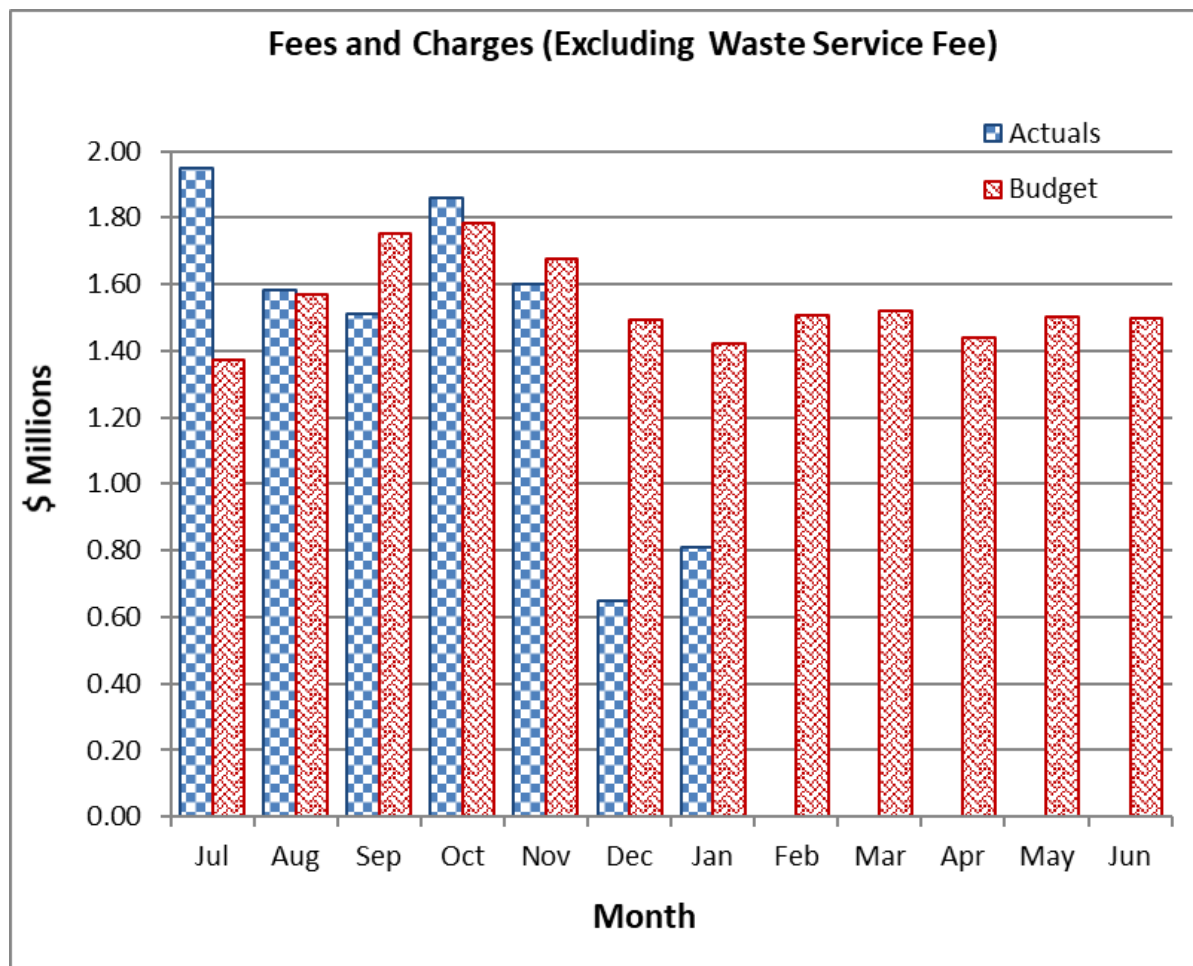
Note 3 Fees and Charges***Month to Date - (Actual \$811k, Revised Budget \$1.4m)***

The unfavourable variance of \$612k, mainly due to:

- Lower income due to seasonal variances from various approval services of \$57k due to seasonal variances;
- Delay in receipt of green fees income and driving range income of \$338k from golf courses;
- Less booking fee income from various community facilities of \$73k due to seasonal variances;
- Lower user entry fee income from Kingsway Indoor stadium and Aquamotion of \$85k due to seasonal variances;
- Lower inspection fee income from health compliance services of \$29k due to seasonal variances;
- Unfavourable parking fine income of \$16k; and
- Lower service fee income from engineering maintenance and land development administration of \$11k.

Year to Date - (Actual \$43.0m, Revised Budget \$43.2m)

The unfavourable variance of \$268k is mainly due to delay in receipt of green fees income and driving range income from golf courses.



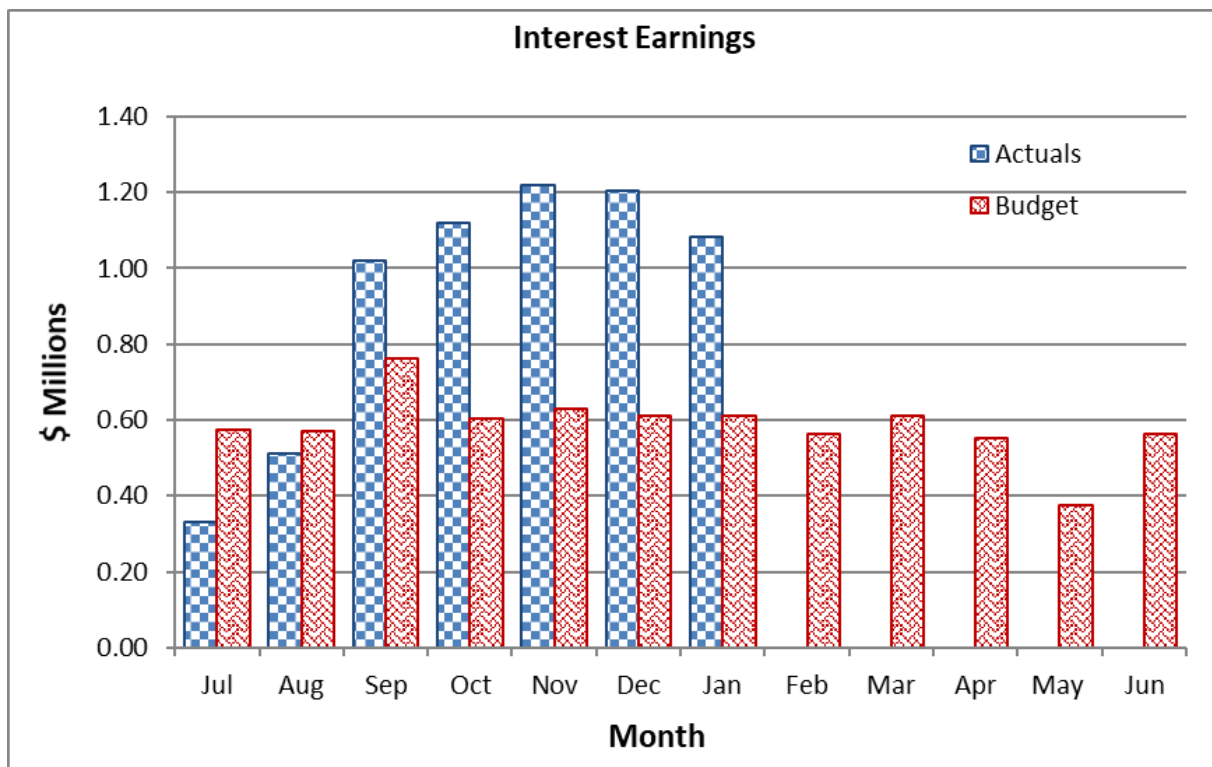
Note 4 Interest Earnings

Month to Date - (Actual \$1.2m, Revised Budget \$563k)

The favourable variance of \$641k for the month is due to higher interest income generated from investments of \$617k and unpaid Rates and rates instalment plans of \$23k.

Year to Date - (Actual \$6.5m, Revised Budget \$4.2m)

The variance is favourable by \$2.3m due to higher interest earnings from investments of \$2.0m and higher interest earned from unpaid rates and rates instalment plans of \$210k.



Note 5 Other Revenue

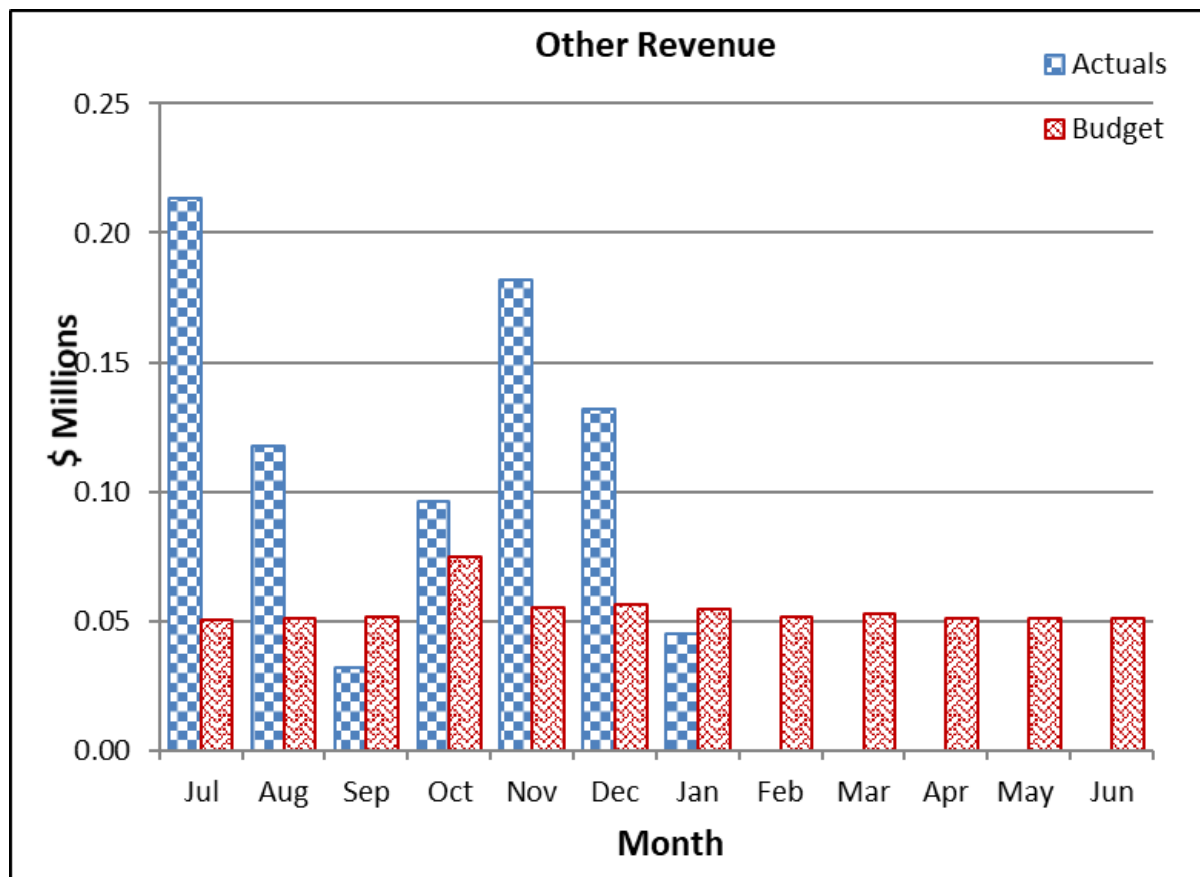
Month to Date - (Actual \$45k, Revised Budget \$55k)

The unfavourable variance of \$10k for the month is mainly due to lower sale of product income from various service units of \$5k and lower fuel tax rebate of \$5k.

Year to Date - (Actual \$818k, Revised Budget \$393k)

The variance is favourable by \$424k due to higher than expected revenue from sand and limestone extraction revenue related to Neerabup Industrial Area of \$526k partially offset by lower fuel tax rebate of \$90k and sale of product income of \$12k.

Review of annual revenue forecast will be undertaken for revenue from sand and limestone extraction related to the Neerabup Industrial Area and amendments have been incorporated to the Mid -Year Budget Review process.



Expenses

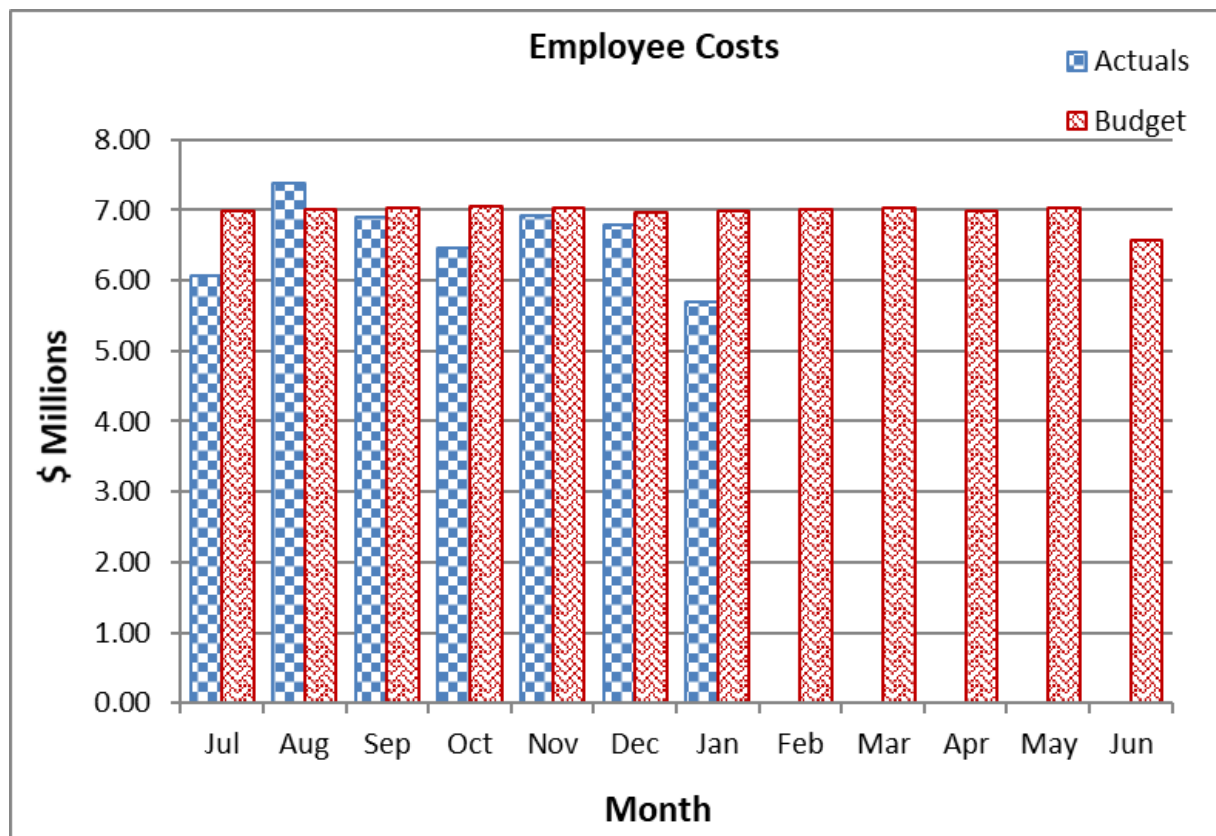
Note 6 Employee Costs

Month to Date - (Actual \$5.7m, Revised Budget \$7.0m)

The favourable variance of \$1.3m, is mainly due to higher utilisation of annual leave and long service leave than budget.

Year to Date - (Actual \$46.2m, Revised Budget \$49.0m)

The variance is favourable by \$2.8m mainly due to deferment of backfilling certain vacant roles and higher utilisation of annual leave and long service leave than budget.



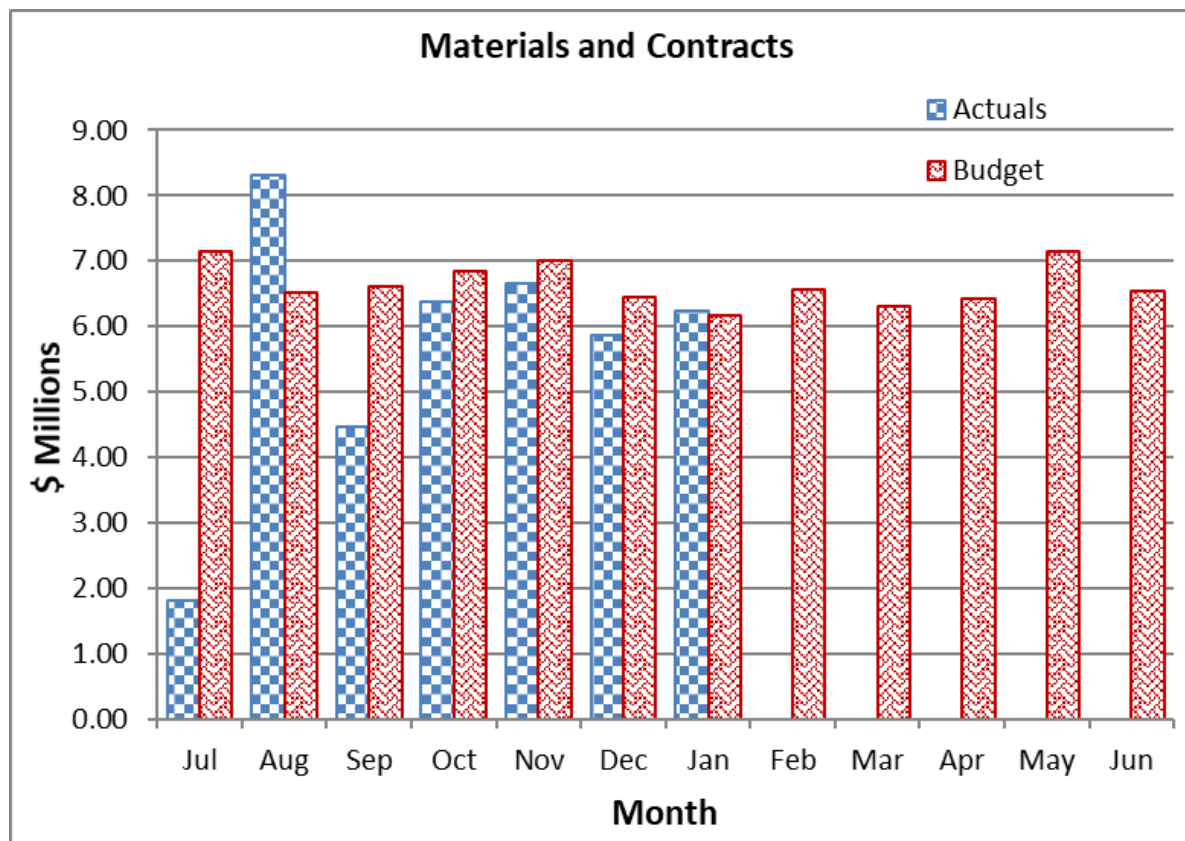
Note 7 Materials and Contracts

Month to Date - (Actual \$6.2m, Revised Budget \$6.2m)

The unfavourable variance \$68k is mainly due to higher contract expenses related to various services across the City.

Year to Date - (Actual \$40.0m, Revised Budget \$46.7m)

The variance is favourable by \$6.7m mainly due to timing differences in various contract expenses of \$4.1m and lower refuse removal expenses of \$2.6m due to gate fees reduction.



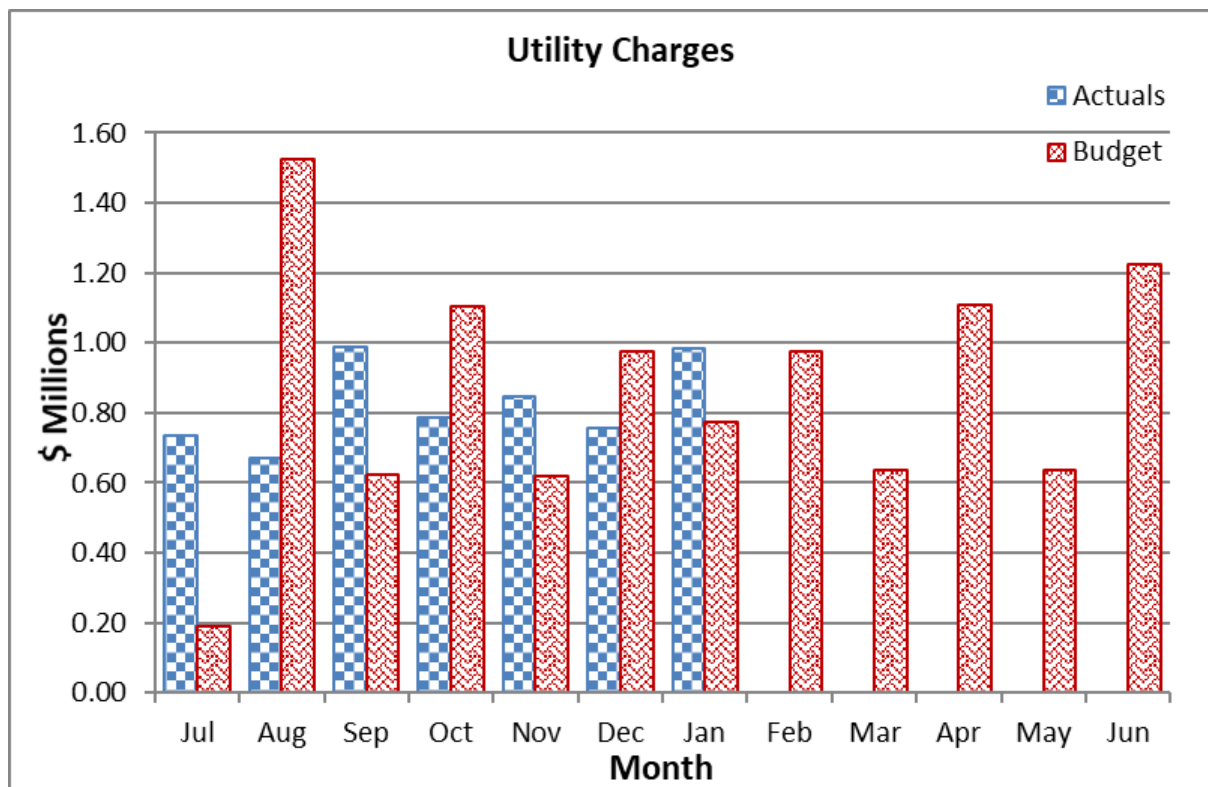
Note 8 Utility Charges

Month to Date - (Actual \$984k, Revised Budget \$776k)

The variance is unfavourable by \$208k mainly due to timing differences of electricity expenses of \$232k and telephone expenses of \$21k partially offset by lower gas expenses of \$19k and water consumption expenses of \$26k related to various business units.

Year to Date - (Actual \$5.8m, Revised Budget \$5.9m)

The favourable variance of \$170k is mainly due to lower electricity expenses of \$155k and lower gas expenses of \$41k partially offset by higher water consumption expenses of \$26k related to various parks and community facilities.



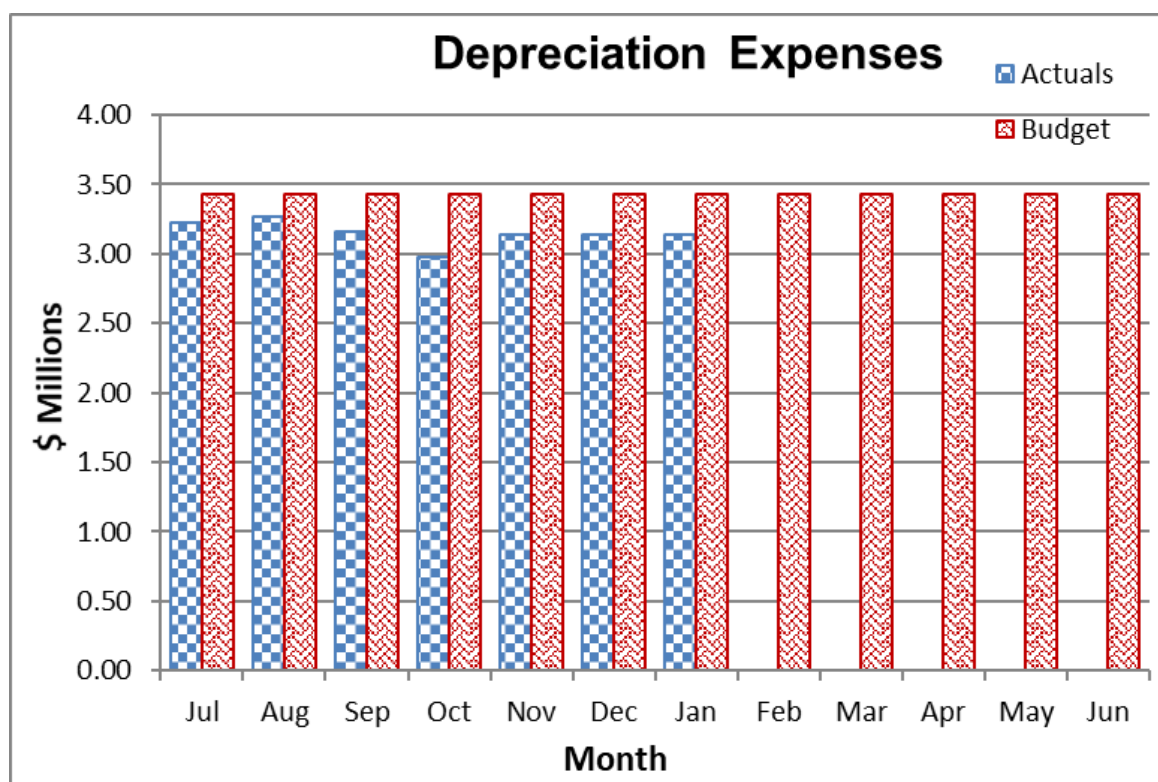
Note 9 Depreciation

Month to Date - (Estimated Actual \$3.1m, Revised Budget \$3.4m)

The estimated favourable variance of \$298k is due to delay in completion of various capital projects.

Year to Date - (Estimated Actual \$22.0m, Revised Budget \$24.0m)

The estimated favourable variance of \$2.0m is due to delay in capitalising various capital projects.



Non Operating Revenue & Expenses

Note 10 Non Operating Grants, Subsidies & Contributions

Month to Date – (Actual \$1.9m, Revised Budget \$1.4m)

The favourable variance of \$506k is mainly attributable to timing difference of State Government grants of \$550k, related to Kingsway Sporting Complex due to delay in meeting capital projects milestones to qualify for receipt of grant income in previous periods.

As per the Australian Accounting Standard AASB 1058, grants with performance obligations can only be recognised upon meeting the performance obligations of the grant agreement.

Year to Date – (Actual \$7.8m, Revised Budget \$12.0m)

The unfavourable variance of \$4.2m is mainly due to delay in meeting performance obligations as per the grant agreements for capital projects funded by Federal Government of \$2.5m and State Government of \$1.7m.

Note 11 Profit / Loss on Asset Disposals

Month to Date – (Combined Actual \$249k, Combined Revised Budget \$141k)

The variance is favourable by \$108k is mainly due to timing differences of disposal of land.

Year to Date – (Actual \$1.4m, Revised Combined Budget \$988k)

The variance is favourable by \$395k is mainly due to timing differences of disposal of land.

Note 12 Town Planning Scheme (TPS) Revenues

Month to Date – (Actual \$721k, Revised Budget \$2.9m)

The unfavourable variance of \$2.2m is mainly due to timing differences of contributions from developers.

Year to Date – (Actual \$9.9m, Revised Budget \$18.3m)

The unfavourable variance of \$8.4m is mainly due to timing differences of contributions from developers.

Note 13 Town Planning Scheme (TPS) Expenses**Month to Date – (Actual \$24k, Revised Budget \$3.8m)**

The favourable variance of \$3.7m is mainly due to timing differences of acquisitions of various parcels of lands and developments in Wanneroo, Gnangara and Landsdale areas.

Year to Date – (Actual \$2.1m, Revised Budget \$20.0m)

The favourable variance of \$18.9m is mainly related to delays in acquisitions of various parcels of lands for Public Open Spaces.

Note 14 Contributed Physical Assets**Month to Date – (Actual \$552k, Revised Budget \$2.1m)**

The unfavourable variance of \$1.5m due to timing differences of contribution of various infrastructure physical assets by residential land developers.

Year to Date – (Actual \$8.9m, Revised Budget \$14.5m)

The unfavourable variance of \$5.6m due to delay in contribution of various infrastructure physical assets by residential land developers.

Statement of Financial Position (Refer Attachment 1 for details)

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
AS AT 31 JANUARY 2023

Description	30 June 2022 Actual \$	31 January 2023 Actual \$	Movement		Notes
			\$	%	
Current Assets	461,402,418	558,487,509	97,085,091	21.0	
Current Liabilities	(103,079,055)	(102,440,204)	638,850	0.6	
NET CURRENT ASSETS	358,323,363	456,047,304	97,723,941	27.3	1
Non Current Assets	2,369,141,127	2,381,207,362	12,066,235	0.5	2
Non Current Liabilities	(165,154,615)	(165,339,389)	(184,774)	(0.1)	3
NET ASSETS	2,562,309,875	2,671,915,277	109,605,402	4.3	
TOTAL EQUITY	2,562,309,875	2,671,915,277	109,605,402	4.3	

Note 1 - Net Current Assets

When compared to the audited opening position at 30 June 2022 Net Current Assets have increased by \$97.7m, which is predominately due to increased cash balances and current receivables balance from the levying of 2022/23 Rates and Waste Service Fees in July 2022.

Within the Current Assets, Current Receivables of \$43.9m are mainly comprised of collectable Rates and Waste Service Fees debtors of \$30.3m and Emergency Services Levy of \$4.1m, with the remaining balance attributed to General Debtors of \$9.5m.

Note 2 - Non-Current Assets

Non-Current Assets as at 31 January 2023 have increased by \$12.1m from 30 June 2022. The movement is mainly due to increase in Work in Progress Capital Projects of \$35.2 partially offset by the decrease in Investments of \$497k from Tamala Park Regional Council and decrease in Fixed Assets balances due to estimated depreciation from Infrastructure Assets of \$16.5m, Buildings of \$2.3m, Plant & Equipment of \$1.8m and Furniture & Fittings of \$1.7m.

Note 3 - Non-Current Liabilities

Non-Current Liabilities as at 31 January 2023 have increased by \$185k due to change in the leave provisions.

Financial Performance Indicators

The table below presents data on relevant financial ratios, comparing the minimum standard expected as per the DLGSCI status at the year to date figures, and at the same period of the last year.

A green highlight is used where the minimum standard is met or exceeded. Highlighted in red is below the standard (where relevant).

Details	DLGSCI Minimum Standard	As at 31/01/2022	As at 31/01/2023	For the month - Minimum Standard Met
Current Ratio				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	1.74:1	2.04:1	YES
Current Liabilities (CL) - CL Associated with RCA				
Debt Service Cover Ratio				
The ability to produce enough cash to cover debt payments.				
Operating Surplus before Interest & Depreciation	=>2.00:1	41.72:1	45.04:1	YES
Principle & Interest Repayments				
Own Source Revenue Coverage Ratio				
The ability to cover costs through own revenue efforts.				
Own Source Operating Revenue	=>0.40:1	1.72:1	1.75:1	YES
Operating Expense				
Operating Surplus Ratio				
The ability to cover operational costs and have revenues available for capital funding or other purposes.				
Operating Revenue - Operating Expense	=>0.01:1	0.44:1	0.43:1	YES
Own Source Operating Revenue				

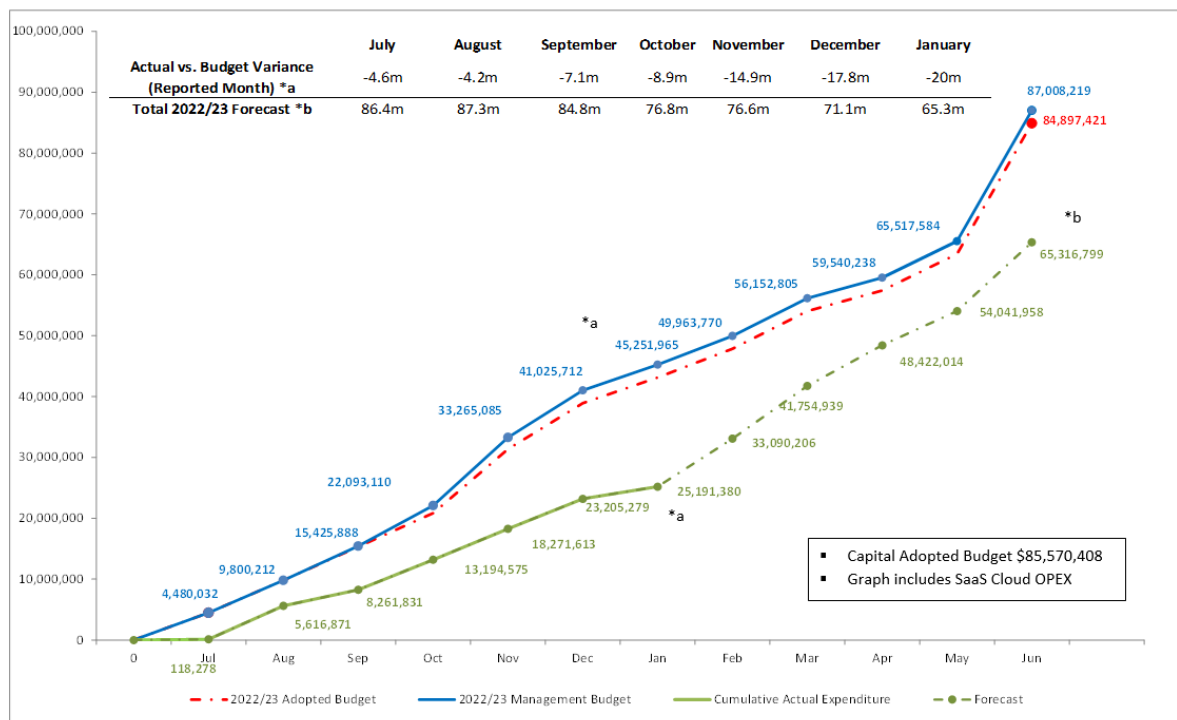
Capital Works Program

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	21	178,564	1,000,978	5,361,105	19%
Community Safety	8	43,088	1,153,065	2,454,606	47%
Conservation Reserves	4	5,734	255,316	688,712	37%
Corporate Buildings	3	4,865	41,976	803,065	5%
Environmental Offset	4	22,624	129,682	402,396	32%
Fleet Management - Corporate	6	-	4,647,993	11,360,612	41%
Foreshore Management	10	122,560	185,174	4,883,060	4%
Golf Courses	3	4,027	28,380	533,186	5%
Investment Projects	14	50,273	746,169	2,901,533	26%
IT Equipment and Software	14	82,857	1,545,836	6,389,239	24%
Parks Furniture	10	119,813	1,884,505	3,118,657	60%
Parks Rehabilitation	1	62,383	473,456	1,496,800	32%
Passive Park Development	8	16,948	74,775	670,829	-11%
Pathways and Trails	5	65,134	775,322	4,387,299	18%
Roads	22	177,174	2,958,632	8,567,670	35%
Sports Facilities	40	789,640	8,267,723	25,663,649	32%
Stormwater Drainage	4	911	20,705	189,968	11%
Street Landscaping	4	4,572	140,687	328,652	43%
Traffic Treatments	19	44,805	616,296	5,163,978	12%
Waste Management	4	99,594	303,723	733,892	41%
Grand Total	204	1,895,565	25,100,844	86,098,908	29.2%

During the month of January 2023, the City incurred \$1.9m of capital expenditure. Up to January 2023, the City has spent \$25.1m, which represents 29.2% of the \$86.1m Capital Works Revised Budget.

Project Expenditure to January 2023 – Portfolio View Only

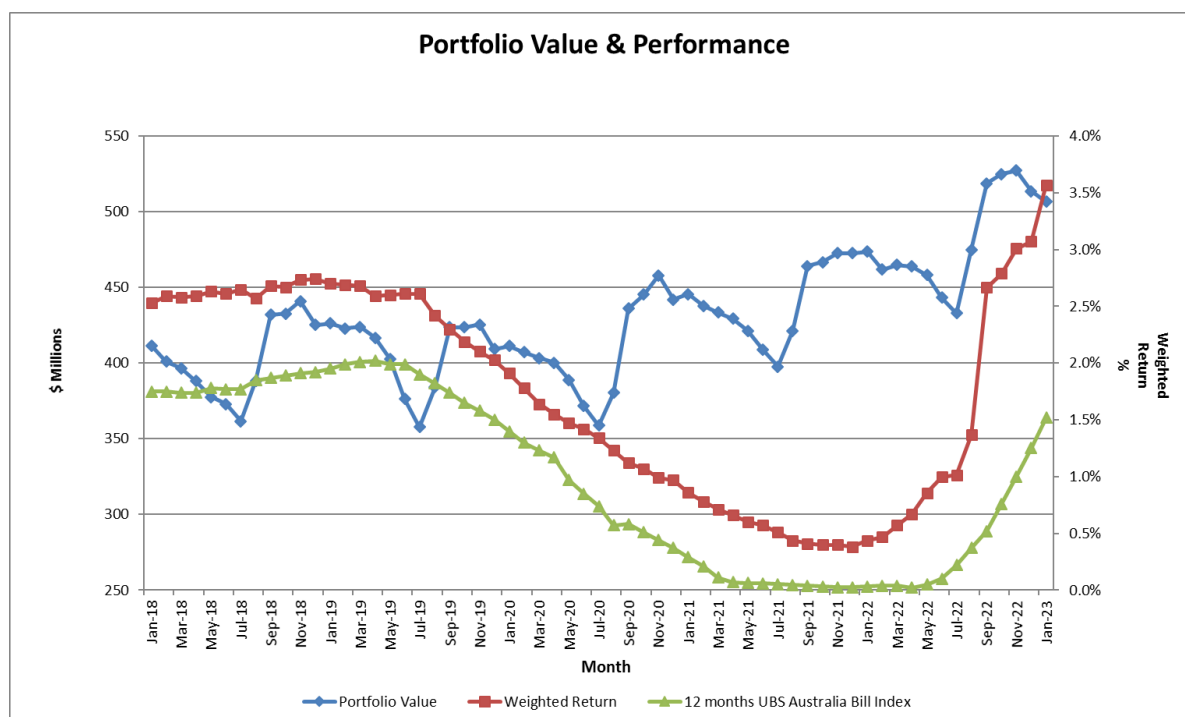


Above project expenditure graph includes operating expenditure budget of \$909k within 2022/23 Management Budget and actual operating expenditure of \$91k within Cumulative Actual Expenditure.

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 2**).

Investment Portfolio (Attachment 3)

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 January 2023, the City held an investment portfolio (Cash and Term Deposits) of \$506.6m (Face Value), equating to \$513.5m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 2.05% pa (3.57% pa vs. 1.52% pa), which is higher than budgeted 1.79% yield during the financial year.

Capital Changes

The following changes are proposed to be made to the 2022/23 Capital Works budget.

PR-1658 Recurring Program, Renew Plant – A specialist mower is required to maintain the pitch at Kingsway to FIFA standards for training purposes as part of the 2023 Women's Soccer World Cup. It is proposed to fund the \$15,000 purchase from the Strategic Projects/Initiatives reserve.

PR-2094 Recurring Program, New CCTV Network and Supporting Infrastructure – As part of the City's ongoing commitment to improving safety, it has been determined that an additional two mobile CCTV towers are required, at a cost of \$90,000. It is proposed to fund this from savings identified in the CEO operating budget.

PR-2947 Recurring Program, Renew Wanneroo Aquamotion Building Assets – An additional \$245,000 is required for the replacement of mechanical equipment at the pool due to higher

tender costs. It is proposed to fund this from savings identified in PR-2558 Recurring Program, Renew Corporate Building Assets, due to lift works coming in under budget and a reduction in scope of the program.

PR-4445 Strategic Land Purchase 2301, New Acquisition – It is proposed to purchase land for investment purposes, with the cost to be funded from the Strategic Land reserve. A nominal budget of \$150,000 is to be added, pending the presentation of a report to Council with detailed costings later in 2022.

Rate Setting Statement (Attachment 4)

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) (detailed below):

NET CURRENT ASSETS SURPLUS/(DEFICIT)

AS AT 31 JANUARY 2023

Description	30-June-2022 Actual \$	31-January-2023 Actual \$	30 June 2023
			Adopted Budget \$
Current Assets			
Cash & Cash Equivalents - Unrestricted	17,081,673	7,639,883	6,500,450
Term Deposit - Unrestricted	63,376,377	142,314,906	0
Term Deposit - Restricted	366,618,423	364,318,094	374,918,286
Receivables	13,997,090	43,871,458	17,930,842
Inventory	328,855	343,168	332,928
TOTAL CURRENT ASSETS	461,402,418	558,487,509	399,682,506
Current Liabilities			
Payables*	(79,335,918)	(80,096,139)	(30,144,411)
Provisions	(23,743,137)	(22,344,065)	(22,121,004)
TOTAL CURRENT LIABILITIES	(103,079,055)	(102,440,204)	(52,265,415)
Net Current Assets	358,323,363	456,047,304	347,417,091
Adjustments for Restrictions			
Term Deposit - Restricted	(366,623,623)	(364,318,094)	(374,918,286)
Provision for leave liability (Cash Backed)	13,527,915	13,155,123	15,277,991
Contract Liabilities*	32,056,762	32,808,832	12,223,204
TPS Receivables	(648,800)	(648,800)	-
TPS Payables	106,754	43,680	-
TOTAL RESTRICTED ASSETS	(321,580,992)	(318,959,259)	(347,417,091)
Surplus/(Deficit)	36,742,372	137,088,046	0

**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

7.1 - Clear direction and decision making

Risk Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

Risk Title	Risk Rating
CO-017 Financial Management	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	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.

Local Jobs

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

Strategic Growth

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

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

Policy Implications

The following policies are relevant for this report:

- Accounting Policy;
- Investment Policy;
- Financial Cash Back Reserve Policy; and
- Strategic Budget Policy.

Financial Implications

As outlined in the report and detailed in Attachments 1 to 4.

Voting Requirements

Absolute Majority

Moved Cr Treby, Seconded Cr Herridge

That Council:-

1. **RECEIVES** the Financial Activity Statement and commentaries on variances to Budget for the period ended 31 January 2023 consisting of:
 - a) January 2023 Financial Activity Statement;
 - b) January 2023 Net Current Assets Position;
 - c) January 2023 Material Financial Variance Notes; and
2. **APPROVES BY ABSOLUTE MAJORITY** the following changes to the 2022/23 Capital Works Budget:

Number	From	To	Amount	Description
PR-1658	Strategic Projects/ Initiatives Reserve	PR-1658 Recurring Program, Renew Plant	\$15,000	Purchase of mower for Women's World Cup.
PR-2094	CEO – Operating Budget	PR-2094 Recurring Program, New CCTV Network and Supporting Infrastructure	\$90,000	Purchase of two additional CCTV towers.
PR-2947	PR-2558 Recurring Program, Renew Corporate Building Assets	PR-2947 Recurring Program, Renew Wanneroo Aquamation Building Assets	\$245,000	Higher tender costs for replacement of mechanical equipment at the pool.
PR-4445	Strategic Land Reserve	PR-4445 Strategic Land Purchase 2301, New Acquisition	\$150,000	Funds for purchase of land.

CARRIED BY ABSOLUTE MAJORITY

14/0

Attachments:

1. Attachment 1 - Statement of Financial Position January 2023 23/75633
2. Attachment 2 - Top Capital Projects January 2023 23/75642
3. Attachment 3 - Investment Report January 2023 23/75650
4. Attachment 4 - Rate Setting Statement January 2023 23/75679

Attachment 1

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
AS AT 31 JANUARY 2023

Description	30/06/2022 Actual \$	31/01/2023 Actual \$
Current Assets		
Cash at Bank	80,458,050	149,954,788
Investments	366,618,423	364,318,094
Receivables	13,997,090	43,871,458
Inventories	328,855	343,168
	461,402,418	558,487,509
Current Liabilities		
Payables	(79,335,918)	(80,096,139)
Provisions	(23,743,137)	(22,344,065)
	(103,079,055)	(102,440,204)
NET CURRENT ASSETS	358,323,363	456,047,304
Non Current Assets		
Receivables	4,271,618	4,117,984
Investments	28,520,091	28,023,496
Inventories	17,236,832	17,236,832
Land	123,329,649	123,329,649
Buildings	205,598,007	203,312,884
Plant & Equipment	23,848,709	22,009,385
Furniture & Fittings	8,753,510	7,007,967
Leased Assets	55,254	16,576
Infrastructure	1,884,679,169	1,868,129,542
Work in Progress	72,848,289	108,023,046
	2,369,141,127	2,381,207,362
Non Current Liabilities		
Interest Bearing Liabilities	(74,334,488)	(74,334,488)
Provisions & Payables	(90,820,127)	(91,004,901)
	(165,154,615)	(165,339,389)
NET ASSETS	2,562,309,875	2,671,915,277
Equity		
Retained Surplus	1,232,810,571	1,347,947,775
Reserves - Cash/Investment Backed	258,873,372	253,341,569
Reserves - Asset Revaluation	1,070,625,932	1,070,625,932
TOTAL EQUITY	2,562,309,875	2,671,915,277

Top Capital Projects 2022/23 - January 2023																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Council Comments
PMO16052	002616	23740	Neerabup Industrial Area (Existing Estate), Neerabup, Upgrade Roads and Services Infrastructure	3,229,514	21,629	1,407,592	1,800,292	5,791,231	6,566,863	(775,632)					31	S5. Delivery	Works repackaged as RFQ 23741 assessed and recommendation made: decision on strategy going forward pending senior leadership feedback. Delivery of construction anticipated from March to September 2023. Project expenditure split across the financial 2022/23 and 23/24 years pending a positive response to the RFQ. There is a risk that RFQ responses may not provide the City value for money and a viable pathway to project completion due to the current market conditions. The total project budget variance indicates an overspend due to the increase in construction costs as assessed in the RFT and RFQ. MYR rebudget to 23/24 due to unsuccessful tender.
PMO16061	002955	23756	Halesworth Park, Butler, New Sports Facilities	3,775,289	38,218	537,070	3,200,001	21,124,937	21,124,936	1					58	S5. Delivery	Retendering RFT23001 for construction of main sports pavilion and the storage shed advertised 17 December 2022, closing 14 February 2023. Court Pavilion to be deferred. Risk due to labour and material costs within the construction industry remaining high. MYR rebudget funds due to delays in tender process for building construction.
PMO16175	002664	25883	Dordaak Kepap Library and Youth Innovation Hub, Landsdale, New Building	508,442	87,128	296,314	125,000	10,451,250	10,451,250	(0)					60	S4. Design	External consultant currently undertaking detailed design. Internal team discussion regarding further inclusions and requirements for the library and youth hub has delayed progress with the detailed design by 1 month. MYR rebudget to 23/24 due to delays in project.
PMO18039	002455	28837	Clarkson Youth Centre, Clarkson, Upgrade Building	1,535,419	172,018	1,185,586	177,815	1,670,000	1,473,715	196,285					76	S4. Design	Project on track with earthworks, services prelay and concrete slabs & footings complete. Installation of brickwork to commence. MYR savings identified due to lower than expected costs. Lotterywest grant application successful, reducing City funding.
PMO18124	004169	34063	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	3,180,000	5,838	4,261,327	(1,087,165)	7,485,000	8,030,308	(545,308)					78	S5. Delivery	Detailed design is complete and all documents finalised. Council approved Tender 22078 at the 11 October 2022 meeting and construction is scheduled for February to December 2023. Federal government funding of \$3.383M has been approved under the Coastal and Estuarine Risk Mitigation Program.

Top Capital Projects 2022/23 - January 2023																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Council Comments
PMO19071	004180	37143	Alexander Drive, Landsdale, New Shared Pathway from Gnangara Rd to Hepburn Ave	1,270,704	8,009	368,105	894,590	3,200,000	3,200,000	0					24	S5. Delivery	Risk profile remaining at amber highlighting risks to program and costs as a result of Western Power delays. Construction pushed into 23/24 FY. Overall schedule delays mitigated due to the assumption that the "in house" construction team will construct the works in lieu of external contractors and therefore negating the requirement for a tender period and 12 month defects liability period in the program. MYR rebudget to 23/24 required due to Western Power delays.
PMO20049	004271	40569	Splendid Park, Yanchep, New Cycling Facility	4,171,148	3,816,474	354,674	0	4,737,600	4,737,599	1					99	S5. Delivery	Construction of the new Splendid Park Cycling Facility by Advanteeing Civil Engineers was awarded practical completion on 25 November 2022. Opening Ceremony held Saturday 3 December 2022 and first criterium race held 4 December 2022. Defects Liability Period (DLP) commenced 25 November 2023
PMO20057	004277	40645	Alkimos, New Alkimos Aquatic and Recreation Centre	4,293,991	43,340	1,250,651	3,000,000	40,000,000	40,000,000	0					41	S4. Design	Project on track. MYR rebudget to 23/24 for land purchase, which will not happen in 22/23.
PMO21008	004297	41322	Wangara Industrial Area, Wangara, New CCTV Network	1,203,189	636,243	566,946	0	1,352,500	1,352,500	(0)					70	S5. Delivery	Delays due to labour shortage with CCTV sub-contractor and logistic issues with delivery of equipment from east coast as a consequence of flooding in NSW. Discussed delay issues with Federal Department. A request for extension of the Community Development Grant until end of April 2023 in progress. Decided a proof of concept pole required to avoid creating problems across all pole locations from an IT/CCTV perspective. CAM1 pole needs to be constructed first and tested. All parties will then sign off for compliance against the specification. Footings for pole have constructed and cured. All poles delivered to Stiles. Other CCTV equipment and 5G sim cards for use in poles delivered to Stiles. Building Permit applications for each pole location issued. Confirmation from Department that project may go over official end date by a few weeks. LCRIP Phase 3 grant deadline is in June 2023. Purchase order submitted to Western Power for supplying power to each of the 13No poles. Western Power in construction phase. There may be an issue with CAM12 power location. Risk there may be delivery delays due to Covid supply line issues.

Top Capital Projects 2022/23 - January 2023																	
PMO Project Registration				Financial Summary (Annual Funding)				Total Project Budget			Project Indicators				Project Progress		
PMO Code	Finance Code	Container	Project Name	Project Budget Current Year	Actual Expenditure	Forecast to End of Year	Budget Variance Under /(Over)	Total Project Budget	Estimate at Completion	Total Budget Variance Under /(Over)	Schedule	Current Year Budget	Total Budget	Overall Risk Rating	Work % Complete	Stage	Council Comments
PMO20062	004283	40782	Heath Park, Eglinton, New Sports Amenities Building	1,600,951	11,722	169,229	1,420,000	3,399,000	5,234,347	(1,835,347)					30	S4. Design	External consultant undertaking redesign based on revised scope. Risk of availability of consultants, additional budget and cost of construction labour and materials. MYR rebudget to 23/24 due to delays in finalisation of scope.
PMO21042	004331	42285	Kingsway Regional Sporting Complex, Madeley, Upgrade Soccer Field Floodlighting	2,673,500	1,581,779	1,091,630	91	2,786,000	2,787,398	(1,398)					68	S4. Design	Project on track. Completion of Separable Portion 1 anticipated end Feb 2023. Poles scheduled for 7-8 February 2023.
PMO21060	004347	42656	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	1,037,350	244,965	792,385	(0)	22,750,001	22,750,002	(1)					58	S4. Design	Stage 1 & 2 out for construction tender closes 14 March 2023. Commonwealth Government have informed they are providing a further \$15M contribution to Stage 3 of the project.
PMO22023	004400	44424	Two Rocks Road, Yanchep, Upgrade Street Lighting	1,167,500	26,993	104,500	1,036,007	1,167,500	1,167,500	(0)					27	S4. Design	Western Power (WP) designer has been allocated after 7 months wait. WP informed that clearing permit efforts will run parallel with WP's detailed design efforts. WP agreed to prioritise this project. Clearing permit application was submitted to DWER on 17 November 2022. From timelines at WP website, site construction works is anticipated to commence in November 2023. Until MYR is approved, the overall risk rating remains Red. RFQ for UXO is now closed with "No Submissions". Together with the Contracts Team, ICW is currently determining a way forward. MYR rebudget to 23/24 due to Western Power delays.
				27,442,147	6,422,398	11,489,124	9,530,625	101,997,518	104,958,915	(2,961,397)							
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 January 2023

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Deposit Category	Current Value \$	YTD Accrued Interest \$
Current Account Investment Group									
16,633,000.00	0.20	Commonwealth Bank of Australia Perth	A1				Cash	16,633,000.00	
16,633,000.00	0.20%							16,633,000.00	
Term Investment Group									
10,000,000.00	0.87	Members Equity Bank Melbourne	A2	06-February-2023	10,000,000.00	04-February-2022	Term Deposit	10,086,046.58	51,246.58
20,000,000.00	1.00	Australia & New Zealand Bank	A1	23-February-2023	20,000,000.00	23-February-2022	Term Deposit	20,187,397.26	117,808.22
20,000,000.00	1.10	Members Equity Bank Melbourne	A2	09-March-2023	20,000,000.00	09-March-2022	Term Deposit	20,197,698.63	129,589.04
30,000,000.00	1.66	Suncorp	A1	30-March-2023	30,000,000.00	30-March-2022	Term Deposit	30,418,865.75	293,342.47
10,000,000.00	1.91	Australia & New Zealand Bank	A1	11-April-2023	10,000,000.00	11-April-2022	Term Deposit	10,154,369.86	112,506.81
15,000,000.00	2.13	Commonwealth Bank of Australia Perth	A1	19-April-2023	15,000,000.00	19-April-2022	Term Deposit	15,251,223.29	188,198.63
20,000,000.00	3.01	Commonwealth Bank of Australia Perth	A1	10-May-2023	20,000,000.00	10-May-2022	Term Deposit	20,438,717.81	354,602.74
10,000,000.00	3.25	Members Equity Bank Melbourne	A2	22-May-2023	10,000,000.00	20-May-2022	Term Deposit	10,227,945.21	191,438.36
15,000,000.00	3.70	Members Equity Bank Melbourne	A2	13-June-2023	15,000,000.00	10-June-2022	Term Deposit	15,357,328.77	326,917.87
10,000,000.00	3.80	Members Equity Bank Melbourne	A2	20-June-2023	10,000,000.00	05-August-2022	Cash	10,186,356.16	186,356.16
15,000,000.00	4.07	Westpac Banking Corporation	A1	20-June-2023	15,000,000.00	15-August-2022	Cash	15,282,669.86	282,669.86
15,000,000.00	4.16	Westpac Banking Corporation	A1	15-July-2023	15,000,000.00	15-August-2022	Cash	15,288,920.55	288,920.55
15,000,000.00	4.16	Westpac Banking Corporation	A1	18-July-2023	15,000,000.00	15-August-2022	Cash	15,288,920.55	288,920.55
80,000,000.00	4.37	Westpac Banking Corporation	A1	06-September-2023	80,000,000.00	06-September-2022	Term Deposit	81,407,978.08	1,407,978.08
20,000,000.00	4.33	Westpac Banking Corporation	A1	08-September-2023	20,000,000.00	08-September-2022	Term Deposit	20,344,027.40	344,027.40
50,000,000.00	4.45	Commonwealth Bank of Australia Perth	A1	19-September-2023	50,000,000.00	19-September-2022	Term Deposit	50,816,849.32	816,849.32
10,000,000.00	4.46	Commonwealth Bank of Australia Perth	A1	25-September-2023	10,000,000.00	23-September-2022	Term Deposit	10,036,657.54	158,849.32
15,000,000.00	4.59	Suncorp	A1	24-August-2023	15,000,000.00	28-September-2022	Cash	15,235,787.67	235,787.67
10,000,000.00	4.53	Westpac Banking Corporation	A1	10-October-2023	10,000,000.00	10-October-2022	Term Deposit	10,140,243.84	140,243.84
10,000,000.00	4.67	Suncorp	A1	24-October-2023	10,000,000.00	25-October-2022	Term Deposit	10,125,386.30	125,386.30
20,000,000.00	4.55	Suncorp	A1	07-November-2023	20,000,000.00	07-November-2022	Term Deposit	20,211,917.81	211,917.81
10,000,000.00	4.63	Commonwealth Bank of Australia Perth	A1	09-November-2023	10,000,000.00	09-November-2022	Term Deposit	10,105,284.93	105,284.93
25,000,000.00	4.72	Westpac Banking Corporation	A1	18-January-2024	25,000,000.00	18-January-2023	Term Deposit	25,042,027.40	42,027.40
25,000,000.00	4.55	Commonwealth Bank of Australia Perth	A1	19-January-2024	25,000,000.00	19-January-2023	Term Deposit	25,037,397.26	37,397.26
10,000,000.00	4.76	Commonwealth Bank of Australia Perth	A1	30-January-2024	10,000,000.00	30-January-2023	Term Deposit	10,001,304.11	1,304.11
490,000,000.00	3.68%							496,871,321.92	6,439,571.2
	Weighted Return								
506,633,000.00	3.57%	Totals						513,504,321.92	6,439,571.2

1.52% 12 month UBS Australia Bank Bill Index for 31 January 2023

2.05% Differential between Council's Weighted Return and UBS Australia Bank Bill Index

Notes: Face Value - refers to the principal amount invested.

Interest Rate - refers to the annual interest rate applicable to the investment.

Borrower - refers to the institution through which the City's monies are invested.

Rating - refers to the Standard & Poor Short Term Rating of the Borrower which, per Council Policy, must be a minimum of A2.

Current Value - refers to the accumulated value of the investment including accrued interest from time invested to current period.

(FINANCIAL ACTIVITY STATEMENT)
FOR THE PERIOD ENDED 31 JANUARY 2023

Attachment 4

Description	Year To Date				Annual			
	Actual	Revised Budget	Variance		Adopted Budget	Revised Budget	Variance	
	\$	\$	\$	%	\$	\$	\$	%
Opening Surplus/(Deficit)	36,742,372	15,570,986	21,171,386	0	15,570,986	15,570,986	0	0
OPERATING ACTIVITIES								
Revenues								
Operating Grants, Subsidies & Contributions	3,822,495	3,898,594	(76,099)	(2)	5,596,390	5,596,390	0	0
Fees & Charges	42,964,965	43,233,395	(268,430)	(1)	51,292,833	51,292,833	0	0
Interest Earnings	6,493,160	4,236,406	2,256,754	53	7,024,598	7,024,598	0	0
Other Revenue	818,058	393,612	424,446	108	650,319	650,319	0	0
Ex Gratia Rates	0	0	0	0	24,000	24,000	0	0
	54,098,678	51,762,007	2,336,671	5	64,588,140	64,588,140	0	0
Expenses								
Employee Costs	(46,219,845)	(49,047,138)	2,827,293	6	(83,660,259)	(83,660,259)	0	0
Materials & Contracts	(39,999,694)	(46,656,283)	6,656,589	14	(79,704,653)	(79,449,682)	254,971	0
Utility Charges	(5,761,855)	(5,932,282)	170,427	3	(10,380,146)	(10,380,146)	0	0
Depreciation	(22,044,607)	(24,044,312)	1,999,705	8	(41,218,774)	(41,218,774)	0	0
Insurance	(894,003)	(848,412)	(45,591)	(5)	(1,439,911)	(1,439,911)	0	0
Interest Expenses	(2,499,388)	(2,489,873)	(9,515)	(0)	(4,264,103)	(4,264,103)	0	0
	(117,419,391)	(129,018,300)	11,598,909	9	(220,667,846)	(220,412,875)	254,971	0
Non-Cash Amounts Excluded								
Depreciation	22,044,607	24,044,312	(1,999,705)	(8)	41,218,774	41,218,774	0	0
	(41,276,106)	(53,211,981)	11,935,875	22	(114,860,932)	(114,605,961)	254,971	0
INVESTING ACTIVITIES								
Revenues								
Non Operating Grants, Subsidies & Contributions	7,795,975	12,044,899	(4,248,924)	(35)	21,965,725	22,169,625	203,900	1
Contributed Physical Assets - Revenue	8,914,619	2,070,700	6,843,919	0	24,848,400	24,848,400	0	0
TPS & DCP Revenues	9,936,564	18,312,091	(8,375,527)	(46)	29,069,490	29,072,060	2,570	0
Profit on Asset Disposals	1,581,262	1,490,902	90,360	6	2,555,831	2,555,831	0	0
Proceeds From Disposal Of Assets	550,800	2,174,638	(1,623,837)	(75)	3,727,950	3,727,950	0	0
	28,779,219	36,093,230	(7,314,010)	20	82,167,396	82,373,866	206,470	(0)
Expenses								
Non Operating Contract Expenses	0	0	0	0	(128,582)	(128,582)	0	0
Loss on Assets Disposals	(198,137)	(502,425)	304,288	0	(861,296)	(861,296)	0	0
TPS & DCP Expenses	(2,059,899)	(20,954,209)	18,894,310	90	(24,348,082)	(24,348,082)	0	0
Capital Expenditure	(25,100,844)	(50,225,000)	25,124,156	50	(83,414,639)	(86,098,908)	(2,684,269)	(3)
Contributed Physical Assets - Expenses	(8,914,619)	(14,494,900)	5,580,281	38	(24,848,400)	(24,848,400)	0	0
	(36,273,498)	(86,176,534)	49,903,036	58	(133,600,999)	(136,285,268)	2,684,269	2
Non-Cash Amounts Excluded								
Contributed Physical Assets - Revenue	(8,914,619)	(2,070,700)	(6,843,919)	331	(24,848,400)	(24,848,400)	0	0
Profit on Asset Disposals	(1,581,262)	(1,490,902)	(90,360)	6	(2,555,831)	(2,555,831)	0	0
Loss on Assets Disposals	198,137	502,425	(304,288)	(61)	861,296	861,296	0	0
Contributed Physical Assets - Expenses	8,914,619	14,494,900	(5,580,281)	0	24,848,400	24,848,400	0	0
Movement in Equity Accounted Investments	496,595	0	496,595	0	0	0	0	0
Movement in Non- Current Deferred Pensioner Rates	153,633	0	153,633	0	0	0	0	0
Movement in Non- Current Leave Liability Provision	372,792	0	372,792	0	0	0	0	0
	(360,104)	11,435,723	(11,795,827)	(103)	(1,694,535)	(1,694,535)	0	0
	(7,854,383)	(38,647,582)	30,793,199	80	(53,128,138)	(55,605,937)	(2,477,799)	(4)
FINANCING ACTIVITIES								
Revenues								
Contributions from New Loans	0	0	0	0	0	0	0	0
Transfers from Restricted Grants, Contributions & Loans	0	181,906	(181,906)	(100)	311,839	311,839	0	0
Transfers from Reserves	12,432,149	27,475,473	(15,043,323)	(55)	47,100,810	47,100,810	0	0
Transfers from TPS's	63,074	15,523,197	(15,460,123)	(100)	26,611,195	26,611,195	0	0
Transfers from Trust Fund- Cash Paid in Lieu of POS	33,606	0	33,606	0	0	0	0	0
Net Transfers to/from Cash Backed Employee Provisions	0	0	0	0	0	0	0	0
Non-cash movement in DCP	2,038,803	1,109,726	929,077	0	1,902,388	1,902,388	0	0
	14,567,632	44,290,302	(29,722,670)	0	75,926,232	75,926,232	0	0
Expenses								
Transfers to Restricted Grants, Contributions & Loans	(272,879)	0	(272,879)	0	0	0	0	0
Transfers to Reserves	(11,711,247)	(25,776,023)	14,064,776	55	(44,187,468)	(44,187,468)	0	0
Transfers to TPS's	(63,074)	(15,523,197)	15,460,123	100	(26,611,195)	(26,611,195)	0	0
	(12,047,200)	(41,299,220)	29,252,020	71	(70,798,663)	(70,798,663)	0	0
	2,520,432	2,991,082	(470,650)	(16)	5,127,569	5,127,569	0	0
(DEFICIT)/SURPLUS	(9,867,686)	(73,297,495)	63,429,809	(87)	(147,290,515)	(149,513,343)	(2,222,828)	(1)
Amount To Be Raised From General Rates	146,955,732	146,322,515	633,217	0	147,290,515	147,290,515	0	0
Closing Surplus/(Deficit)	137,088,046	73,025,020	64,063,026	88	0	(2,222,828)	(2,222,828)	0

Council & Corporate Support

CS02-03/23 Consideration of Minutes and Decisions of the Electors' Annual General Meeting held 7 February 2023

File Ref: 5153V02 – 23/51979
 Responsible Officer: Director, Corporate Strategy & Performance
 Attachments: 1

Issue

To consider the Minutes and Decisions for the Electors' Annual General Meeting (**AGM**) held on 7 February 2023.

Background

Section 5.33(1) of the *Local Government Act 1995* requires that all decisions made at an AGM are to be considered at the next Ordinary Council Meeting or, if that is not practicable, at the first Ordinary Council Meeting after that meeting or at a Special Council Meeting called for that purpose, whichever occurs first. The City of Wanneroo hosted an Electors' Annual General Meeting on 7 February 2023.

Detail

Eight submissions of proposed motions were received in writing prior to the AGM from the following electors:

	Submitter	Brief Summary of Proposed Motion	Admin Ref.
1	D Newton	Green waste annual collection	23/42927
2	D Newton	Attendance by Council Members at conferences and events	23/42929
3	T Klanowski	Duplication of Flynn Drive and retention of tuart trees	23/43910
4	D Wake	Management of fires in City's bushland reserves	23/44043
5	D Wake	Maintenance of habitat for Carnaby's Black Cockatoos	23/44043
6	M Dickie	Conversion of City's vehicle fleet to electric vehicles	23/48260
7	M Dickie	City's sustainable energy use	23/48260
8	M Dickie	City's investment in financial institutions supporting carbon intensive industries	23/48260

All proposed motions were displayed on the public screen in the Council Chamber, to ensure that everyone present was clear about what they were voting on. The Presiding Person requested a mover and a seconder for each motion that was put to the Meeting.

The full details of the AGM proceedings are detailed in the Minutes of the meeting (refer **Attachment 1**). These Minutes were published on the City of Wanneroo website on Monday, 13 February 2023.

Decisions made at the Electors' Annual General Meeting

All proposed motions were put to the vote and all eight motions were successfully carried.

In accordance with 5.33(2) of the Act -

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.

Council is requested to consider the decisions made at the AGM as detailed below.

Decision 1 - Carried

"That Council adhere to the green waste collection as advertised."

Administration comment.

The City's Bulk Green Waste verge collection service targets bulkier green waste that does not fit into the City's green bins, which includes tree prunings and branches no more than 1.5m in length. Smaller green waste, such as lawn clippings, leaves, flowers and weeds should be directed to the green-lidded Garden Organics (GO) bin.

The information provided to the community on the City's website in this regard will be reviewed and amended to reflect the above.

Decision 2 - Carried

That attendance by Elected Members to conferences be presented to Ordinary Council in a report followed by a report advising what was gained by attending.

Administration comment.

Council recognises that attendance at professional conferences support Members continuing professional development. The Council is committed to providing continuing professional development to Council Members with consideration for the strategic direction of local government, skills gap among Council as a whole and the needs of individual Council Members. Continuing professional development reflects the Council's ongoing determination to positively represent the best interests of the City of Wanneroo community.

The [Council Member Continuing Professional Development Policy](#) (the **Policy**) outlines the City of Wanneroo's approach to enable Council Members to meet their statutory obligations to undertake training and gives effect to the requirement to adopt a continuing professional development Policy in accordance with section 5.126 and 5.128 of the Local Government Act 1995 (the **Act**).

The Policy sets out the funding available for Council Members to attend mandatory training, conferences, education and speaking engagements and the circumstances for consideration. Any conference papers, Council Member reports on the event and/or other relevant materials that are provided to the Administration are also published on the HUB Portal, which is the Council Member communication information platform.

Therefore Policy already clearly defines the benefits gained for Council Members' continuing professional development to support them in their representative role, to make important decisions on a diverse range of matters, understand and comply with relevant legislation and equip Council Members with the knowledge, skills and competencies to perform their role as community leaders and determine the City's strategic direction. Attendance at conferences is approved only where that attendance is recognised as relevant to the role of a Council Member.

In accordance with section 5.127 of the Act, the local government is to prepare a report for each financial year on the training completed by Council Members in that financial year. Training is defined in Regulation 35 of the *Local Government (Administration) Regulations 1996* which refers to the Council Member Essentials Course. Training does not include

'conferences'. The report on training must be posted on the City's official website within one month of the end of a financial year.

Outside of that reporting, there is no legal or policy requirement for Council Member conference attendance to be presented or reported to Council.

At the Council Meeting held 6 December 2022, the submitter of this Motion, previously requested *"that residents be advised the names of elected members who have attended conferences, during 2021/22 and 2022/23 up to and including October the cost incurred should include, air fares, accommodation, travel at venue, meal allowance any additional items such as attending conference dinners and the cost incurred to accommodate partners."*

That question was taken on notice and noted again at the Council meeting held 21 February 2023 pending further research and consideration of this AGM Decision due to the correlation between the Decision and the questions primarily being that additional information relating to Council Member conference attendance be publicly available.

Regulation 29C of the *Local Government (Administration) Regulations 1996* provides that *for the purposes of section 5.96A(1)(i), the following information is prescribed [to be published on the website]–*

(f) the type, and the amount of value, of any fees, expenses or allowances paid to each council member during a financial year beginning on or after 1 July 2020. This [report](#) is published on the City website in accordance with this requirement and details Allowances, Annual Attendance Fees, ICT Allowance, reimbursement of Travel Expenses and Corporate Apparel Expenses.

This Regulation 29C report details payments made to Council Members (including reimbursements) but does not include City funded attendance at conferences. It is important to note that any such payment is recorded in the City's monthly warrant of payment reports which are available in the Council agenda/minutes.

The Council is not obliged to report on either -

1. Council Member attendance at conferences, seminars, or education sessions; nor
2. Provide the details of costs for Council Members to attend any of the above including air fares, accommodation, travel at venue, meal allowance or any additional items.

Nevertheless, Council may consider incorporating that information into a future report on "Fees, Expenses or Allowances Paid to each Council Member" and/or the "Report on Training", as appropriate. If included, the level of detail to be provided would need to comply with s.5.95 of the Act which limits the right to inspect local government information:-

"(a) which is not current at the time of inspection; and

(b) which, in the CEO's opinion, would divert a substantial and unreasonable portion of the local government's resources away from its other functions."

It is considered that researching information from the 2021/22 financial year would be contrary to s.5.95(1) (a) and (b).

It is therefore recommended that Council:

1. Notes the benefits derived from Council Member attendance at conferences as outlined in this report and within the [Council Member Continuing Professional Development Policy](#)
2. Supports the details (including appropriate costs) for Council Member attendance at conferences, education and speaking engagements being incorporated within a future report to be published on the City's website annually within 3 months after the end of the financial year to which the report relates, commencing from the end of the 2022/23 financial year.

Decision 3 - Carried

When duplicating Flynn Drive incorporate the retention of the estimated 200-plus-year-old mature tuart trees with understorey.

Administration comment.

Administration in consultation with the Civil Design Engineers has investigated a number of options to the geometric road design to retain as many of the mature Tuart trees which sit within the Western Australian Planning Commission's designated Flynn Drive Road Reserve.

Typically the speed limit for this category of road would be 80Km/h, however a lower 70km/h speed limit has been used in the design which improves the road geometrics for the retention of trees and reduces the required vegetation clearing.

Prior to commencing any construction works, the City's civil contractor will be required to confirm the preservation of additional trees. This will ensure further on the ground investigations can be undertaken to determine if further additional tree retention along the road and shared path alignments is possible.

All clearing will be undertaken in accordance with the approved native vegetation clearing permit conditions and guidelines set by the Western Australian Department of Water and Environmental Regulations.

Decision 4 - Carried

That the City reviews how it manages fire in bushland within reserves it manages - noting the potential for prescribed burning in smaller reserves to degrade habitat, threaten wildlife and add to weed problems - and considers alternatives like effective weed management and community surveillance.

Administration comment.

The City's Bushfire Risk Management Plan (BRMP) was endorsed by Council in April 2019 and then by the Office of Bushfire Risk Management (OBRM). This clearly outlines what the City's responsibilities are in regard to fire management, including defining what the fire risks are at each City-managed reserve. The BFRMP provides for all methods of fuel load reduction including slashing, weed control, spraying, burning, and so forth, and the appropriate method is determined in consultation with internal stakeholders including those from the City's environmental team. OBRM provides input to the BRMP to ensure the City is undertaking mitigation works to reduce the risks to the community.

As part of the preparation of that plan all options were considered and it was confirmed that the City's approach aligns with best practice.

The City is conscious that with all fires the priority is life, property and the environment in that order. This is confirmed in the State Hazard Plan – Fire. The City has a duty of care to our community and ensures that decisions are based on available information including that from DBCA, DPLH and the Department of Water and Environmental Regulation.

At this stage the City does not propose to alter the way it mitigates against bushfire risk.

Decision 5 - Carried

That the City engages with the State Government to seek to maintain and extend feeding and roosting habitat for the endangered Carnaby's Black Cockatoo, including within the Gnangara-Pinjar pine plantation- recognising that Wanneroo supports most of the population of this species on the Perth-Peel section of the coastal plain.

Administration comment.

Administration notes the significant extent of Carnaby's Black Cockatoo habitat across the City.

Since 2016, the Council has set in place a number of integrated plans and strategies to address protection of all environmental values and wildlife habitats, including Carnaby's Black Cockatoo habitat. These include principally the following:

- Local Environmental Strategy (Council endorsed 2019)
- Local Biodiversity Plan (Council endorsed 2018)
- Urban Forest Strategy (Council endorsed 2022)

An environmental management system (EMS) is currently being implemented which will manage the potential risk of all City activities on the environment.

More specifically, the City is actively involved in various Carnaby's Black Cockatoo protection initiatives. These include:

- The Great Cocky Count (Sunday 2 April 2023) – a participatory 'community science' program run by Birdlife Australia with the support of the City, with the aim of encouraging community to be involved with collecting data on roost sites and bird counts;
- Keep Flying Carnaby's Project – Ngoolarks Forever Project, involving Murdoch University's 'Locality-Specific Conservation Action Plans (CAPs)' for Carnaby's Cockatoos. This program includes numerous initiatives, including collecting habitat-use data, community on-ground revegetation and planting actions to support CAPs, etc. An allocation of \$40k will be made to kick-start the CAP initiative in the City. Many NGOs, voluntary groups, as well as the City and Murdoch University are involved; and
- As part of the implementation of the Urban Forest Strategy, the City will continue to plant approximately 3000 trees per annum including trees that provide food for Black Cockatoos.

The City continues to coordinate with the State Government on matters associated with Carnaby's Black Cockatoo, but noting that native fauna protection is the subject of Federal and State Legislation (including the State's Biodiversity Conservation Act, and not administered by Local Government. The State Government administers the Biodiversity Conservation Act, which means that the City has no jurisdiction whatsoever over matters of fauna protection on private land. It is noted that any clearing of protected native vegetation is integrated with the planning and development process, and developments are generally required to provide 10% Public Open Space as part of their developments.

The City will continue to advise the State Government of fauna protection concerns it has, on behalf of the community. In response to Decision5, the City will write to the Minister to reinforce the community's concerns for the protection of Carnaby's Black Cockatoo habitat, with particular regard to all options for maintaining and extending feeding, roosting and breeding habitat.

Decision 6 - Carried

That Council conduct a comprehensive study and report to the community on the potential for conversion of its vehicle fleet to electric vehicles, including running and repair costs of each type of vehicle compared to the current fleet, using both vehicles anticipated to be available in Australia as well as those currently in the market.

Administration comment.

The City currently operates two full electric and five hybrid vehicles for its light vehicle pool fleet. In addition, the City has trialled a small rear loading electric waste truck and which demonstrated the potential for future opportunities with this evolving technology.

As part the City's commitment to meeting its reduction in greenhouse gas emissions as prescribed within the Climate Change Adaption and Mitigation Strategy, the selection of light

vehicles is determined by the City's Light Vehicle Fleet Policy which considers appropriate fit for purpose and use of electric, hybrid or alternative fuel options where available.

In response to Decision 6, the City proposes that an amount for a consultant to undertake a detailed review of the City's vehicle fleet transitioning to electric be listed for consideration in the 2023/24 budget process.

Decision 7 - Carried

That Council move immediately to prepare metrics for the City's sustainable energy use and greenhouse gas emissions so that real reductions in its environmental footprint can be implemented and reported to the community.

Administration comment.

The City's emission reduction targets are split into three categories due to complexity of monitoring and calculations involved. They are:

- Emissions from energy use (electricity and gas) by City assets;
- Emissions from fuel use by City fleet (diesel and unleaded petrol); and
- Waste generation reduction (reducing emissions associated with decomposition of waste).

Fleet Emissions

Fleet emissions are separated into unleaded petrol (ULP) and diesel as they utilise different emissions factors. Diesel consumption is primarily attributed to waste trucks, with ULP predominately consumed in small to medium size vehicles.

Diesel emissions:

The target is to reduce the diesel using fleet GHG emissions per bin serviced per year by **25%** from 2016/17 base year level by 2024/25 (target 0.59 kg CO₂-e per bin per year).

The target is set in this way to accommodate the City's growth and allow for consistency of data and reporting from year to year. The emissions are calculated using factors drawn from the National Greenhouse and Energy Reporting scheme (NGERS) and are updated annually. Unleaded Petrol emissions:

The Fleet (ULP) target is a 25 % reduction in total GHG emissions from 2017/18 baseline by 2024/25. The emissions are calculated using factors drawn from NGERS which are updated annually.

Asset Emissions

The City has chosen to set an average 'per asset' emission reduction target to accommodate its growth and allow for consistency of data and reporting from year to year. The data is drawn from Azility online data management platform that receives bills electronically directly from the utility supplier. It calculates the city's emissions for electricity and gas, dividing the emissions into scopes 1, 2 and 3.

Waste Emissions

The waste target is to reduce Municipal Solid Waste generation per capita by **10%** by 2024/25 and **20%** by 2029/30 based on 2014/15 levels. This target, including the baseline aligns with the Waste Strategy 2030, with the City already meeting its target of 10% in 2018/19. The data for the City is collected as total domestic waste generated at the Tamala

Park Waste Facility and divided by the number of household. The household's data is taken from profile.id.

Sustainability outcomes are identified in the Annual Report. The City continuously strives to improve opportunities for reporting its sustainability outcomes including investigating further metric data collection to accurately and transparently map the process towards greater efficiency.

Decision 8- Carried

That the City report on the effect of its move to divest its investments in financial institutions that support carbon intensive industries.

Administration comment.

The City's Investment Policy gives preference to investment with approved financial institutions that have been assessed to have no current record of funding fossil fuels, providing that doing so will secure a rate of return that is at least equal to alternative offered by other approved financial institutions. This policy works well for the community as the City has been able to invest in non-fossil fuel funding financial institutions without compromising investment returns. At the end of February 2023, 36% (\$180 million) of the City's investment portfolio was invested in non-fossil fuel funding financial institutions.

Consultation

Nil.

Comment

Nil.

Statutory Compliance

Local Government Act 1955 – Part 5 – Administration. Division 2 – Council meetings, committees and their meetings and electors' meetings. Subdivision 4 — Electors' meetings.

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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

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

Moved Cr Parker, Seconded Cr Baker

That Council, in regards to the Electors' Annual General Meeting held 7 February 2022:

1. ACCEPTS the Minutes of the Meeting as detailed in Attachment 1;
2. NOTES that eight Decisions were carried at the Meeting;
3. DECIDES that, in relation to-
 - a) Decision 1, the information provided to the community on the City's website in regard to Green Waste Collection will be reviewed and amended to reflect the details provided in this report;
 - b) Decision 2,
 - i. NOTES the benefits derived from Council Member attendance at conferences as outlined in this report and within the Council Member Continuing Professional Development Policy; and
 - ii. SUPPORTS the details (inclusive of appropriate costs) for Council Member attendance at conferences, education and speaking engagements being incorporated within a future report to be published on the City's website annually within 3 months after the end of the financial year to which the report relates, commencing from the end of the 2022/23 financial year;
 - c) Decision 3 and 4, NOTES the Administration information provided in this report;
 - d) Decision 5,
 - i. NOTES the City's advice on the range of activities being undertaken to protect Carnaby's Black Cockatoo habitat; and
 - ii. AUTHORISES the Chief Executive Officer to write to the Minister for Environment seeking the State Government's consideration of maintaining critical habitat and, where appropriate, extending the feeding, roosting and breeding sites for Carnaby's Black Cockatoo across the metropolitan area including the City of Wannon;
 - e) Decision 6, SUPPORTS an amount for a consultant to undertake a detailed review of the City's vehicle fleet transitioning to electric to be listed for consideration in the 2023/24 budget process;
 - f) Decision 7, NOTES the metrics for the City's sustainable energy use and greenhouse gas emissions as detailed in this report;
 - g) Decision 8, NOTES the Administration information provided in this report.

Motion to Amend

Moved Cr Wright, Seconded Cr Rowe

That Council amend part 3. f) of the recommendation as follows:

- f) Decision 7, **NOTES SUPPORTS** the *expansion of metrics to include key performance indicators against both national and international benchmarks* for the City's sustainable energy use and greenhouse gas emissions as detailed in this report *to be included both in the annual report and the City's website in a visual / dashboard format.*

CARRIED UNANIMOUSLY

Substantive Motion as Amended

That Council, in regards to the Electors' Annual General Meeting held 7 February 2022:

- 1. ACCEPTS** the Minutes of the Meeting as detailed in Attachment 1;
- 2. NOTES** that eight Decisions were carried at the Meeting;
- 3. DECIDES** that, in relation to-
 - a. Decision 1, the information provided to the community on the City's website in regard to Green Waste Collection will be reviewed and amended to reflect the details provided in this report;
 - b. Decision 2,
 - i. **NOTES** the benefits derived from Council Member attendance at conferences as outlined in this report and within the Council Member Continuing Professional Development Policy; and
 - ii. **SUPPORTS** the details (inclusive of appropriate costs) for Council Member attendance at conferences, education and speaking engagements being incorporated within a future report to be published on the City's website annually within 3 months after the end of the financial year to which the report relates, commencing from the end of the 2022/23 financial year;
 - c. Decision 3 and 4, **NOTES** the Administration information provided in this report;
 - d. Decision 5,
 - i. **NOTES** the City's advice on the range of activities being undertaken to protect Carnaby's Black Cockatoo habitat; and
 - ii. **AUTHORISES** the Chief Executive Officer to write to the Minister for Environment seeking the State Government's consideration of maintaining critical habitat and, where appropriate, extending the feeding, roosting and breeding sites for Carnaby's Black Cockatoo across the metropolitan area including the City of Wanneroo;
 - e. Decision 6, **SUPPORTS** an amount for a consultant to undertake a detailed

review of the City's vehicle fleet transitioning to electric to be listed for consideration in the 2023/24 budget process; and

- f. Decision 7, SUPPORTS the expansion of metrics to include key performance indicators against both national and international benchmarks for the City's sustainable energy use and greenhouse gas emissions as detailed in this report to be included both in the annual report and the City's website in a visual / dashboard format.

CARRIED UNANIMOUSLY

Attachments:

1. [Minutes Electors AGM 07/02/2023 Attachments Included - Minutes of Annual General Meeting of Electors](#) 23/81390
- Tuesday, 7 February 2023

COUNCIL MINUTES

Unconfirmed Minutes Annual General Meeting of Electors

5:30pm, 07 February 2023

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

wan



INFORMATION AND PROCEDURE ON HOW THE ANNUAL ELECTORS' GENERAL MEETING WILL BE CONDUCTED

Welcome to the City of Wanneroo Annual Electors' General Meeting.

In accordance with Regulation 15 of the *Local Government (Administration) Regulations 1996* (the **Regulations**), 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.

Regulation 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the Person Presiding at the meeting.

In accordance with clause 5.30 of the *Local Government Act 1995* (the **Act**), the Mayor is to preside at electors meetings.

The Mayor has determined the procedure to be followed and that procedure is published in these Minutes.

PROCEDURE FOR THE ANNUAL ELECTORS' GENERAL MEETING

Part 1 - Attendance at an Electors' Meeting

1. All attendees must:
 - a. register their attendance including name and address, on the attendance register provided by City of Wanneroo staff. The attendance register is for internal record purposes only and will not be published or distributed; and
 - b. remain seated at all times during the meeting, unless invited by the Presiding Person to address the meeting at the lectern;
 - c. not cause any disturbance or disrupt the meeting proceedings in any way; and
 - d. comply with this Procedure and the direction of the Presiding Person at all times.
2. Attendees who are verified electors of the City of Wanneroo will be provided first priority to access the Council Chamber, subject to seating capacity.
3. Attendees who are not verified electors of the City of Wanneroo will be required to remain in the designated overflow areas (as determined by City staff), unless, at the commencement of the AGM, there is sufficient capacity within the Council Chamber for those attendees to enter the Council Chamber. Should there be sufficient capacity, then staff will direct attendees to the Chamber.
4. Attendees who do not adhere to the Procedure, may be requested by the Presiding Person to leave the meeting and/or the building, and that person (or persons) are required to comply with the direction of the Presiding Person.

Part 2 – Participants at an Electors’ Meeting (ref. Act clauses 5.26)

5. **All participants at an Electors’ Meeting must be verified electors of the City of Wanneroo.**
6. A verified elector is:
 - a. an elector whose name and address is recorded on the -
 - i. City of Wanneroo district electoral roll from the last ordinary Council election held; or
 - ii. City of Wanneroo Owner and Occupier electoral roll; or
 - iii. Western Australian Electoral Commission or Australian Electoral Commission website at ‘check your enrolment eligibility’ and which confirms electoral eligibility for the district of Wanneroo; or
 - b. a ratepayer of the City of Wanneroo.
7. All attendees who wish to participate as a verified elector must be registered by the City staff as a verified elector. Proof of identity or other evidence may be requested.
8. All verified electors will be provided a ‘Voting Card’. Upon request, the ‘Voting Card’ must be shown to evidence a person is a verified elector.
9. For clarity, a person who is not a verified elector may not participate in an Electors’ Meeting.

Part 3 - Recording and Live Broadcast of an Electors’ Meeting

10. The proceedings will be recorded for the purpose of production of the minutes and speakers are requested to use the microphones each time they speak.
11. The Electors’ Meeting will be livestreamed online. To access a live stream of the proceedings please visit the City of Wanneroo website. The live stream will commence at the scheduled time and date of the Electors’ Meeting.

Live stream audio of Council Proceedings

12. No other audio or visual recording is to be undertaken without the permission of the Presiding Person.

Part 4 – Order of Proceedings

13. The order of proceedings will firstly be reference to these procedures by the Presiding Person followed by Attendances, Apologies and Leave of Absence, confirmation of Minutes of the previous Annual General Meeting of Electors’, presentation of the contents of the Annual Report and General Business.
14. During General Business, statements may only relate to matters that affect the local government and will be accepted at the discretion of the Presiding Person.

Part 5 - Putting a Motion to an Electors’ Meeting

15. **Proposed motions must be provided in writing to Administration by 12 noon on the day of the meeting. Forms are available from Council Support (phone 9405 5000) or on the City’s website [Motion to Annual General Meeting - City of Wanneroo](#)**
16. **“Motions from the Floor” will only be accepted at the discretion of the Person Presiding.**

17. Motions will be presented to the meeting in the order they have been received by the City. To clarify, motions received in writing prior to the meeting will be presented first in the order of receipt.
18. Motions from electors will be read aloud by the Person Presiding and displayed on the public screen in the Council Chamber, to ensure that everyone is clear about what they are voting on.
19. The Presiding Person will request a mover and a seconder for a motion.
20. No motion or amendment is open to debate until it has been seconded. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received.
21. Only two amendments may be put to the vote; on any one motion.
22. An amendment may not negate the intent or purpose of the main motion.
23. Upon a motion being proposed, the Presiding Person may call for speakers to address the meeting.

Part 6 – Speakers at an Electors’ Meeting

24. Only verified electors may address an Electors’ Meeting.

25. When speaking at the meeting, a speaker must:
 - a. rise and move to the lectern unless unable to do so by reason of sickness or disability;
 - b. use the microphone provided;
 - c. state his or her name and address for recording in the minutes;
 - d. address the meeting through the Presiding Person;
 - e. limit statements to fact, not opinion or supposition
 - f. not reflect adversely on Council Members or City employees;
 - g. refrain from making repetitive comments on matters that have already been discussed, to ensure the meeting can progress effectively.
26. Unless otherwise authorised by the Mayor, all speakers will have a maximum of three minutes to make their statement or to ask a question(s) to clarify any matters related to the motion under discussion.
27. The mover of a motion will be invited to speak first, and the seconder will be provided the opportunity to speak next. The Presiding Member may then call for other verified electors who wish to speak for a maximum of three minutes each, unless otherwise authorised by the Mayor.
28. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate. All other speakers may speak once on a motion or an amendment.
29. The right of reply is limited to a maximum of three minutes.
30. A verified elector may rise and move without discussion, “That the motion be now put”, which, on being duly seconded and carried by a simple majority, will result in submission of the motion at once to the meeting.
31. The Presiding Person will manage the time allocated for speakers to ensure that all verified electors are given a fair and equal opportunity to speak.

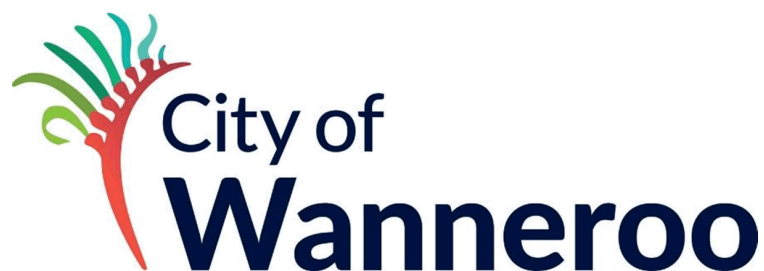
32. If the Presiding Person determines that sufficient and fair debate has occurred on a motion or amendment then the Presiding Person, after inviting the mover to exercise the right of reply (but not the mover of an amendment), will put that motion to the vote.

Part 7 - Voting at an Electors' Meeting (ref. Regulation 17)

33. The Presiding Person will ask for a vote on the motion.
34. Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote.
35. Voting is determined by raising the Voting Card either for or against a motion, at the time the Presiding Member calls for the vote.
36. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.
37. All decisions at a general or special meeting of electors are to be made by a simple majority of votes.

Part 8 - Minutes and Decisions of an Electors' Meeting (ref. Act clauses 5.32 and 5.33)

38. The Presiding Person is to determine questions of order or process not stated in this procedure.
39. Minutes of this meeting will be available for inspection for members of the public as soon as practicable after the meeting and before the Council meeting at which decisions made at the Electors' Meeting are considered.
40. As far as practical all decisions made at an Electors' Meeting are to be considered at the next Ordinary Council meeting.
41. The decisions of an Electors' Meeting are not binding on the Council, but as required by the Act, the reasons for any Council decision on a decision of this meeting are to be recorded in the minutes of the Council meeting.



UNCONFIRMED MINUTES OF ANNUAL GENERAL MEETING OF ELECTORS

HELD ON TUESDAY 07 FEBRUARY 2023

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M I N U T E S

Please refer to agenda for details of full reports and attachments.

The Mayor opened the meeting at 5:35pm.

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 thank you for your blessing upon our City, our community and our Council. Guide us all in our decision making to act fairly, without fear or favour and with compassion, integrity, wisdom 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

LINDA AITKEN, JP

Mayor

Councillors:

CHRIS BAKER	North Ward
SONET COETZEE	North Ward
BRONWYN SMITH	North-East Ward
GLYNIS PARKER	North-East Ward
JACQUELINE HUNTLEY	Central-East Ward
PAUL MILES	Central-East Ward
FRANK CVITAN, JP	Central Ward
JORDAN WRIGHT	Central Ward
NATALIE HERRIDGE	South-West Ward
VINH NGUYEN	South-West Ward
JAMES ROWE, JP	South Ward

Officers:

DANIEL SIMMS	Chief Executive Officer
MARK DICKSON	Director, Planning & Sustainability
HARMINDER SINGH	Director, Assets
DEBBIE TERENCE	Director, Community & Place
NOELENE JENNINGS	Director, Corporate Strategy & Performance
MICHAEL BERKELEY-HILL	Executive Manager Governance & Legal
NATASHA SMART	Manager Council & Corporate Support
JACKIE KALLEN	Manager Communications & Brand
SUE POTTER	Manager Strategic & Business Planning
BIMSARA PATHIRATHNA	Manager Finance

The Annual Report and the Audited Financial Statements (**Attachment 1**) were considered at an Audit and Risk Committee meeting held on 1 December 2022. The Audit and Risk Committee recommended that the Council accepts the Annual Report and the Audited Financial Statements.

At the Special Council meeting held on 16 December 2022, the Council accepted the Annual Report and the Audited Financial Statements.

The Annual Report and Audited Financial Statements have been published on the City's website in accordance with Section 5.55A of the Act and hard copies made available for members of the public at the General Meeting of Electors.

Consultation

Section 5.55 of the Act requires that the CEO give local public notice of the availability of the Annual Report once accepted by the Council. Notices were placed on the City's website and public noticeboards on Wednesday 21 December 2022 following acceptance by the Council.

Comment

The Annual Report provides a comprehensive account of the City's activities over the twelve months from 1 July 2021 to 30 June 2022. It outlines the progress made towards the strategic objectives as set out in the City's Strategic Community Plan 2021-2031, and details achievements and performance against the 2021/22 commitments made in the Corporate Business Plan 2021/22-2024/25.

The Annual Report has been developed in accordance with good practice guidelines and feedback from the Australasian Reporting Awards, for which the City has been a recipient of silver and five gold awards over the past six years. The City also received the inaugural Best in Public Administration Local Sector award for the 2019/20 Annual Report and again for the 2020/21 Annual Report. By entering the Awards, the City is endeavouring to improve the quality of reporting year on year to enhance transparency and the quality of communication to Electors and the wider community.

The Audited Financial Statements are included in the designed version of the Annual Report.

Statutory Compliance

The preparation and publication of the Annual Report is in accordance with the *Local Government Act 1995*.

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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

Risk Title	Risk Rating
CO-O09 Integrated Reporting	Medium
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

Nil

Financial Implications

The cost of development and production the 2021/22 Annual Report has been included within the City's operating budget.

Voting Requirements

Not applicable.

Moved Cr Wright, Seconded Cr Baker

That the Electors' Annual General Meeting NOTE the contents of the City of Wanneroo 2021/22 Annual Report and the Audited Financial Statements as presented to the Electors of the City of Wanneroo as per Attachment 1.

CARRIED

Votes For the Motion: 14
Votes Against the motion: 0

Attachments:

1. City of Wanneroo 2021/22 Annual Report including Audited Financial Statements 23/15808

Attachment 1 – City of Wanneroo Annual Report 2021/22

Due to the size of this attachment, it has been prepared under separate cover for distribution. The attachment is available on the Annual Report page of the City's website and the official record of the Agenda.

Administration Use only

Attachment 1 – HPE #22/63196

Item 4 General Business

Motions Received Prior to the Meeting

Eight submissions of proposed motions were received in writing prior to the meeting from the following electors:

	Submitter	Brief Summary of Proposed Motion	Admin Ref.
1	D Newton	Green waste annual collection	23/42927
2	D Newton	Attendance by Council Members at conferences and events	23/42929
3	T Klanowski	Duplication of Flynn Drive and retention of tuart trees	23/43910
4	D Wake	Management of fires in City's bushland reserves	23/44043
5	D Wake	Maintenance of habitat for Carnaby's Black Cockatoos	23/44043
6	M Dickie	Conversion of City's vehicle fleet to electric vehicles	23/48260
7	M Dickie	City's sustainable energy use	23/48260
8	M Dickie	City's investment in financial institutions supporting carbon intensive industries	23/48260

All proposed motions were displayed on the public screen in the Council Chamber, to ensure that everyone present was clear about what they were voting on. The Presiding Person requested a mover and a seconder for each motion that was put to the Meeting.

4.1 Proposed Motion submitted by Mrs D Newton

Moved D Newton, Seconded M Dickie

That Council adhere to the green waste collection as advertised.

CARRIED

**Votes For the Motion: 16
Votes Against the motion: 0**

4.2 Proposed Motion submitted by Mrs D Newton

Moved D. Newton, Seconded D Wake

That attendance by Elected Members to conferences be presented to Ordinary Council in a report followed by a report advising what was gained by attending.

CARRIED

**Votes For the Motion: 16
Votes Against the motion: 0**

4.3 Proposed Motion submitted by Ms T Klonowski

Moved T. Klonowski, Seconded D Wake

When duplicating Flynn Drive incorporate the retention of the estimated 200-plus-year-old mature tuart trees with understorey.

CARRIED

Votes For the Motion: 18
Votes Against the motion: 0

4.4 Proposed Motion submitted by Mr D Wake

Moved D Wake, Seconded T Klonowski

That the City reviews how it manages fire in bushland within reserves it manages - noting the potential for prescribed burning in smaller reserves to degrade habitat, threaten wildlife and add to weed problems - and considers alternatives like effective weed management and community surveillance.

CARRIED

Votes For the Motion: 18
Votes Against the motion: 0

4.5 Proposed Motion submitted by Mr D Wake

Moved D. Wake, Seconded T Klonowski

That the City engages with the State Government to seek to maintain and extend feeding and roosting habitat for the endangered Carnaby's Black Cockatoo, including within the Gnangara-Pinjar pine plantation- recognising that Wanneroo supports most of the population of this species on the Perth-Peel section of the coastal plain.

CARRIED

Votes For the Motion: 18
Votes Against the motion: 0

4.6 Proposed Motion submitted by Mr M Dickie

Moved M Dickie, Seconded D Wake

That Council conduct a comprehensive study and report to the community on the potential for conversion of its vehicle fleet to electric vehicles, including running and repair costs of each type of vehicle compared to the current fleet, using both vehicles anticipated to be available in Australia as well as those currently in the market.

CARRIED

Votes For the Motion: 18
Votes Against the motion: 0

4.7 Proposed Motion submitted by Mr M Dickie

Moved M Dickie, Seconded D Wake

That Council move immediately to prepare metrics for the City's sustainable energy use and greenhouse gas emissions so that real reductions in its environmental footprint can be implemented and reported to the community.

CARRIED

Votes For the Motion: 18
Votes Against the motion: 0

4.8 Proposed Motion submitted by Mr M Dickie

Moved M Dickie, Seconded D Wake

That the City report on the effect of its move to divest its investments in financial institutions that support carbon intensive industries.

CARRIED

Votes For the Motion: 15
Votes Against the motion: 0

Item 5 Closure

There being no further business, Mayor Aitken closed the meeting at 6:12pm.

Chief Executive Office

Advocacy & Economic Development

CE01-03/23 ALGA Motion - Sporting Facilities Infrastructure

File Ref: 1893V02 – 23/83060
Responsible Officer: Chief Executive Officer
Attachments: Nil

Issue

To consider endorsement of a Notice of Motion to be submitted to the Australian Local Government Association (ALGA) for consideration at the 2023 National General Assembly of Local Government (NGA), calling on the Australian Government to:

1. Allow Infrastructure Australia to consider business cases submitted by groupings of local governments for the coordinated delivery of priority sporting facilities infrastructure; and
2. Provide an appropriate level of funding to support local governments in the delivery of identified priority sporting facilities.

Background

The 2023 National General Assembly of Local Government (NGA) is an opportunity for local government to identify and discuss issues which it believes should be addressed by the new Federal Government. Every council has the opportunity to raise relevant issues for debate at the Assembly and is invited to participate in the 2023 NGA by submitting a motion for consideration.

Detail

The Growth Areas Perth and Peel (GAPP) group of 13 local governments have been working for around four years on a proposal to seek Federal Government support for the development of a Regional Sporting Facilities Program. This program is proposed to address the significant issue of an estimated 78,000 people who participate in organised sports and swimming who currently must travel more than 10 kilometres to access a regional sporting facility or swimming pool.

The GAPP member councils have developed the proposed program of works to ensure that the needs of the whole region have been considered, with the most imminent community needs being prioritised to generate the highest impact and to avoid unnecessary duplication. This collective program approach recognises that residents can and will access regional facilities beyond their own jurisdiction creating significant efficiency benefits over a piece-wise approach to infrastructure provision.

Following the successful completion of the Stage 1 (August 2019) and Stage 2 (June 2021) submissions to Infrastructure Australia (IA), GAPP then moved to complete the final Stage 3 Business Case that was submitted on 6 December 2022.

Having completed every stage of the process and responding to every IA request associated with this unique project, on 15 February, GAPP received advice that the Infrastructure Australia Board resolved that they should not assess the GAPP Regional Sporting Facilities Program Business Case.

The GAPP member councils are very disappointed with the decision to not assess the Regional Sporting Facilities Program Business Case following four years of work and have requested that this decision be reviewed and the Business Case assessed by IA.

Consultation

GAPP member councils, including the city of Wanneroo, have all written to their respective federal parliamentarians highlighting the issue and requesting that they assist in enabling the Business Case to be considered by IA as a priority.

Comment

The ALGA National General Assembly, to be held in Canberra 13 to 16 June, provides an opportunity to raise the issues experienced by the GAPP member councils and seek support for the completion of the Business Case assessment. An outcome would be to emphasise that a replicable process can be applied by other groupings of local governments experiencing the same issues around sporting facilities costs and provision in outer metropolitan areas nationally.

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 Appetite Statement

In pursuit of strategic objective goal 1, we will accept a Medium level of risk. The recent pandemic has challenged our previous event delivery, place activation and community connection processes, and the City accepts that meeting community expectations in a more restrictive environment needs flexibility and innovation if community connection is to develop and grow in contrast to social and individual isolation.

Risk Management Considerations

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

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

Not applicable

Financial Implications

This notice of motion, if approved, would have the potential financial impact of attracting federal funding to the City of Wanneroo for the delivery of priority sporting facilities infrastructure.

Voting Requirements

Simple Majority

Moved Mayor Aitken, Seconded Cr Treby

That Council ENDORSE the submission of a Notice of Motion to the Australian Local Government Association for consideration at the 2023 National General Assembly of Local Government calling on the Australian Government to:

- 1. Allow Infrastructure Australia to consider business cases submitted by groupings of local governments for the coordinated delivery of priority sporting facilities infrastructure; and**
- 2. Provide an appropriate level of funding to support local governments in the delivery of identified priority sporting facilities.**

CARRIED UNANIMOUSLY

Attachments: Nil

Governance & Legal

CE02-03/23 Annual Compliance Audit Report 2022

File Ref: 7312V06 – 23/45480
Responsible Officer: Executive Manager Governance & Legal
Attachments: 1

Issue

To consider the audit of the City of Wanneroo's (**City**) Compliance Audit Return (**CAR**) for the period 1 January 2022 to 31 December 2022.

Background

Local government authorities are required to carry out an annual compliance audit against specific requirements of the *Local Government Act 1995* and relevant regulations that are set out in the CAR which must then be submitted to the Department of Local Government, Sport and Cultural Industries (the **Department**) by 31 March each year.

The Audit and Risk Committee reviewed the completed CAR (**Attachment 1**) and the Internal Audit Report provided by the City's Auditors (William Buck) (**Auditors**) to support management responses on 28 February 2023. The Audit and Risk Committee recommends Council adopt the CAR for submission to the Department.

Detail

Compliance Audit Return

The Department released the CAR through a secure and centralised portal for all Western Australian Local Governments to connect to and interact with the Department on 6 February 2022. The 2022 CAR comprises 95 questions under 11 categories.

Relevant sections of the CAR were allocated to Managers for completion using the City's compliance software, with responses collated by Governance and provided to the Auditors for review.

Internal Audit

The Auditors undertook a review of 47 of the 107 requirements presented in the CAR.

The objective of the Audit was to consider the adequacy and effectiveness of key controls within the City to meet its compliance obligations. Based on the limited testing performed on the requirements in the CAR, there were no areas identified where management responses contradicted the supporting evidence provided.

Consultation

CAR questions were assigned to relevant administrative service units for response with approval and sign-off by the Director responsible for the function prior to being amalgamated into the final CAR.

The Audit and Risk Committee reviewed the CAR and the Audit report, and recommends Council adopt the CAR for submission to the Department.

Comment

There was one area of non-compliance identified through the CAR audit.

Non-Compliance

Disclosure of Interest – Question 5

Section 5.76 of the *Local Government Act 1995* states that:

“Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.”

Two employees that were required to submit an annual return did so, but not within the required statutory time frame. Internal procedures have been reviewed and determined adequate for the purposes of reminding relevant officers of the legislative requirement to submit by 31 August.

Statutory Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. A function of the Audit and Risk Committee in regard to monitoring compliance programs typically includes monitoring compliance with legislation and regulations, reviewing the CAR and reporting to Council the results of that review.

Local Government (Audit) Regulations 1996 refer:-

"14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December each year.*
- (2) After carrying out compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be –*
 - (a) presented to the council at a meeting of the council; and*
 - (b) adopted by the council; and*
 - (c) recorded in the minutes of the meeting at which it was adopted."*

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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Treby, Seconded Cr Cvitan

That Council:-

- 1. ACCEPTS the recommendation of the Audit and Risk Committee and ADOPTS the Local Government Annual Compliance Audit Return for the period 1 January 2022 to 31 December 2022 as shown in Attachment 1;**
- 2. NOTES that the Chief Executive Officer and the Mayor will certify the Local Government Compliance Audit Return for the period 1 January 2022 to 31 December 2022; and**
- 3. NOTES that Administration will submit the completed Local Government Annual Compliance Audit Return for the period 1 January 2022 to 31 December 2022 to the Department of Local Government, Sport and Cultural Industries by 31 March 2023.**

CARRIED UNANIMOUSLY

Attachments:

1. [ATTACHMENT: Annual Compliance Audit Report - Final 23/57104](#)

ANNUAL COMPLIANCE AUDIT RETURN

2022

No	Specific Reference	Obligation	Response	Comments	Respondent
Commercial Enterprises					
1	s3.59(2)(a) F&G Regs 7,9,10	1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022?	Yes		Daniel Simms
2	s3.59(2)(b) F&G Regs 7,8,10	2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022?	Yes		Daniel Simms
3	s3.59(2)(c) F&G Regs 7,8A,8,10	3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022?	Yes		Daniel Simms
4	s3.59(4)	4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022?	Yes		Daniel Simms
5	s3.59(5)	5. During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes		Daniel Simms
Delegation of Power/Duty					
6	s5.16	1. Were all delegations to committees resolved by absolute majority?	N/A	There are no committees that have been allocated delegated authority	Daniel Simms
7	s5.16	2. Were all delegations to committees in writing?	N/A	There are no committees that have been allocated delegated authority	Daniel Simms
8	s5.17	3. Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	There are no committees that have been allocated delegated authority	Daniel Simms
9	s5.18	4. Were all delegations to committees recorded in a register of delegations?	N/A	There are no committees that have been allocated delegated authority	Daniel Simms
10	s5.18	5. Has council reviewed delegations to its committees in the 2021/2022 financial year?	N/A	There are no committees that have been allocated delegated authority	Daniel Simms
11	s5.42(1) & s5.43 Admin Reg 18G	6. Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes		Daniel Simms
12	s5.42(1)	7. Were all delegations to the CEO resolved by an absolute majority?	Yes		Daniel Simms
13	s5.42(2)	8. Were all delegations to the CEO in writing?	Yes		Daniel Simms
14	s5.42(2)	9. Were all delegations by the CEO to any employee in writing?	Yes		Daniel Simms
15	s5.16(3)(b) & s5.45(1)(b)	10. Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Daniel Simms
16	s5.46(1)	11. Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Daniel Simms
17	s5.46(2)	12. Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes		Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
18	s5.46(3) Admin Reg 19	13. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes		Daniel Simms
Disclosure of Interest					
19	s5.67	1. Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Daniel Simms
20	s5.68(2) & s5.69(5) Admin Reg 21A	2. Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Daniel Simms
21	s5.73	3. Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes		Daniel Simms
22	s5.75 Admin Reg22, Form 2	4. Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Daniel Simms
23	s5.76 Admin Reg23, Form 3	5. Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022?	No	Two Primary Returns were not received within the required timeframe and were dealt with appropriately.	Daniel Simms
24	s5.77	6. On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Daniel Simms
25	s5.88(1) & (2)(a)	7. Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes		Daniel Simms
26	s5.88(1) & (2)(b)Admin Reg 28	8. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the of the Local Government Act 1995, in the for prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes		Daniel Simms
27	s5.88(3)	9. When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes		Daniel Simms
28	s5.88(4)	10. Have all returns removed from the register in accordance with section 5.88(3) of the of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be person required to lodge a return?	Yes		Daniel Simms
29	s5.89A(1), (2) & (3) Admin Reg 28A	11. Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes		Daniel Simms
30	s5.89A(5) & (5A)	12. Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Daniel Simms
31	s5.89A(6)	13. When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to that person?	Yes		Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
32	s5.89A(7)	14. Have copies of all records removed from the register under section 5.89A (6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Daniel Simms
33	s5.70(2) & (3)	15. Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Daniel Simms
34	s5.71A & s5.71B(5)	16. Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No applications were made to the Minister	Daniel Simms
35	s5.71B(6) & s5.71B(7)	17. Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A	No applications were made to the Minister	Daniel Simms
36	s5.104(1)	18. Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes		Daniel Simms
37	s5.104(3) & (4)	19. Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes		Daniel Simms
38	s5.104(7)	20. Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website*?	Yes		Daniel Simms
39	s5.51A(1) & (3)	21. Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?	Yes		Daniel Simms
40		22. Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes		Daniel Simms
Disposal of Property					
41	s3.58(3)	1. Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes		Daniel Simms
42	s3.58(4)	2. Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Daniel Simms
Elections					
43	Elect Regs 30G(1)& (2)	1. Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes		Daniel Simms
44	Elect Regs 30G(3)& (4)	2. Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes		Daniel Simms
45	Elect Regs 30G(5)& (6)	3. Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance	Yes		Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
		with regulation 30G(5) of the Local Government (Elections) Regulations 1997?			
Finance					
46	s7.1A	1. Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes		Daniel Simms
47	s7.1B	2. Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	The Audit and Risk Committee has no delegated authority.	Daniel Simms
48	s7.9(1)	3. Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022?	Yes		Daniel Simms
49	s7.12A(3)	4. Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No matters raised in the auditor's report for 2021/22 required an action.	Daniel Simms
50	s7.12A(4)(a) & (4)(b)	5. Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No matters raised in the auditor's report for 2021/22 required an action.	Daniel Simms
51	s7.12A(5)	6. Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	No matters raised in the auditor's report for 2021/22 required an action therefore no report required to the Minister.	Daniel Simms
52	Audit Reg 10(1)	7. Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit?	Yes		Daniel Simms
Integrated Planning and Reporting					
53	Admin Reg 19C	1. Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	15 June 2021	Daniel Simms
54	Admin Reg 19DA(1) & (4)	2. Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	28 June 2022	Daniel Simms
55	Admin Reg 19DA(2) & (3)	3. Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA (2) & (3)?	Yes		Daniel Simms
Local Government Employees					
56	s5.36(4) & s5.37(3) Admin Reg18A	1. Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996 18A?	N/A	There were no CEO and/or Senior Employee Vacancies in 2022.	Daniel Simms
57	Admin Reg 18E	2. Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO vacancies in 2022.	Daniel Simms
58	Admin Reg 18F	3. Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	There were no CEO vacancies in 2022	Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
59	s5.37(2)	4. Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no senior employees dismissed in 2022.	Daniel Simms
60	s5.37(2)	5. Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no senior employees employed or dismissed in 2022.	Daniel Simms
Official Conduct					
61	s5.120	1. Has the local government designated an employee to be its complaints officer?	Yes		Daniel Simms
62	s5.121(1) & (2)	2. Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes		Daniel Simms
63	S5.121(2)	3. Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes		Daniel Simms
64	s5.121(3)	4. Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Daniel Simms
Other					
65	Financial Management Reg 5(2)(c)	1. Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996, regulation 5(2)(c) within the three financial years prior to 31 December 2022? Please provide the date of council's resolution to accept the report.	Yes	19 July 2022	Daniel Simms
66	Audit Reg 17	2. Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? If yes, please provide date of council's resolution to accept the report.	Yes	10 March 2020	Daniel Simms
67	s5.87C	3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes		Daniel Simms
68	s5.90A(2) & (5)	4. Did the local government prepare and adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes		Daniel Simms
69	s5.96A(1), (2), (3) & (4)	5. Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes		Daniel Simms
70	s5.128(1)	6. Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Daniel Simms
71	s5.127	7. Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?	Yes		Daniel Simms
72	s6.4(3)	8. By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes		Daniel Simms
73	S6.2(3)	9. When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
Tenders for Providing Goods and Services					
74	F&G Reg 11A(1) &(3)	1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Daniel Simms
75	s3.57 F&G Reg 11	2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes		Daniel Simms
76	F&G Regs 11(1),12(2), 13, & 14(1),(3), and (4)	3. When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Daniel Simms
77	F&G Reg 12	4. Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Daniel Simms
78	F&G Reg 14(5)	5. If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Daniel Simms
79	F&G Regs 15 & 16	6. Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		Daniel Simms
80	F&G Reg 17	7. Did the information recorded in the local government's tender register comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Daniel Simms
81	F&G Reg 18(1)	8. Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No tenders were received outside of the tender requirements.	Daniel Simms
82	F&G Reg 18(4)	9. Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Daniel Simms
83	F&G Reg 19	10. Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Daniel Simms
84	F&G Regs 21 & 22	11. Did the local government's advertising and expression of interest processes comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	No expressions of interest were commenced in 2022.	Daniel Simms
85	F&G Reg 23(1) &(2)	12. Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No expressions of interest processed commenced in 2022.	Daniel Simms
86	F&G Reg 23(3) & (4)	13. Were all expressions of interest that were not rejected under Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	No expression of interest processes were commenced in 2022.	Daniel Simms

No	Specific Reference	Obligation	Response	Comments	Respondent
87	F&G Reg 24	14. Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	No expressions of interest were commenced in 2022.	Daniel Simms
88	F&G Regs 24AD(2)& (4) and 24AE	15. Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes		Daniel Simms
89	F&G Reg 24AD(6)	16. If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		Daniel Simms
90	F&G Reg 24AF	17. Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No panel arrangement were commenced or entered into during 2022.	Daniel Simms
91	F&G Reg 24AG	18. Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No panel arrangement were commenced or entered into during 2022.	Daniel Simms
92	F&G Reg 24AH(1)	19. Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No panel arrangement were commenced or entered into during 2022.	Daniel Simms
93	F&G Reg 24AH(3)	20. Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No panel arrangement were commenced or entered into during 2022.	Daniel Simms
94	F&G Reg 24AI	21. Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panel arrangement were commenced or entered into during 2022.	Daniel Simms
95	F&G Regs 24E & 24F	22. Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	Regional price preference is not applicable to the City of Wanneroo.	Daniel Simms

I certify this Compliance Audit Return has been adopted by Council at its meeting on:

Date:	Item No:
Linda Aitken	Daniel Simms
Mayor, City of Wanneroo	CEO, City of Wanneroo

CE03-03/23 Review and Extension of Review Dates for Council Policies

File Ref: 26321V013 – 23/52564
Responsible Officer: Executive Manager Governance & Legal
Attachments: 1

Issue

To consider proposed amendments and extension to the review dates for Council Policies.

Background

Council Policies and supporting procedures are a statement of the principles or positions that are intended to guide or direct decision-making and operations within the City of Wanneroo (the **City**). The City's Strategic Community Plan (**SCP**) sets a clear direction from Council for Administration to make consistent and aligned decisions at an operational level through policies and procedures.

All Council Policies (as well as other like documents) should be reviewed regularly to ensure compliance with legislation; continued alignment with the adopted SCP and the City's requirements to provide sound and effective internal controls to minimise risk and deliver desired outcomes.

Detail

Reviews have been undertaken of the policies listed below and the following changes are recommended:

Reviewed Policies

1. *Execution of Documents Policy*

Through the policy review process and consultation with stakeholders, the policy is considered fit for purpose as it meets legislative and organisational requirements. No major amendments are therefore proposed other than to clarify the order of the signing of a document. Documents should be executed by all other parties prior to being executed by the City with some exceptions that may arise relating to Scheme amendments and Structure Plan documents.

The policy is provided at **Attachment 1**.

Request for an extension to review dates

2. *Purchasing Policy*

An extension to the review date of the City's Purchasing Policy is sought to 31 May 2023. The Policy requires further research particularly in terms of achieving social and sustainable procurement objectives.

The Policy currently aligns to the standard WALGA template and there is no statutory compliance risk to maintaining the existing policy.

3. *Strategic Land Use Policy*

The Strategic Land Policy was the subject of a comprehensive review in early 2021, with the updated Policy approved by Council in May 2021 (CS04-05/21).

Implementation of the Policy has continued since that time, marked by progressing with land sales (including the disposal of land in Innes Place, Girrawheen in late 2021), acquisition investigations (some of which have been noted in updates to Council Members), and governance processes (including by a report to the Revenue Review Committee in April 2022).

The ongoing implementation has not identified any substantive issues with the Policy that require amendment. Administration supports the Policy remaining in its current form for a further 12 months.

Council is therefore requested to support an amendment of the review date to 31 May 2024.

4. Bereavement Recognition Policy

The Policy was recently reviewed in August 2022 with a one year review date proposed to facilitate a transfer of ownership for the implementation of the Policy.

No amendments are currently proposed and it is therefore requested that the policy review date be extended to 30 September 2024 (in line with the customary two year review period) and the transfer of ownership to align with operational requirements progressed at that time.

5. Attendance at Events Policy

The purpose of this policy is to provide a framework to enable Council Members and the CEO to attend Events as representatives of Council without restricting their participation in the Council decision making process. Council approved an extension to the review date to 31 March 2023 at its meeting of 6 December 2022 (CE03-12/22) as it required further stakeholder consultation to ensure it met all legislative requirements.

The major part of this review has concluded however as several changes are proposed, it will require further consultation with Council Members prior to being considered by Council.

Council is therefore requested to support an amendment of the review date to 31 May 2023.

6. Corporate Governance Framework

Section 11 of the Framework requires that it be reviewed every two years, however unless legislative amendments or a change to the local government environment occurs, the document will largely remain 'fit for purpose'.

Council is therefore requested to consider an amendment to the review date of the Framework to every four years. The next review date would be 30 April 2024.

7. Fraud and Misconduct Control and Resilience Framework

The Framework requires a significant review due to changes to the Australian National Audit Office Fraud Risk Management – Better Practice Guide on which the City's Framework is based and the implementation of the 8001-2021 Fraud and Corruption Control Standards.

The ten principle model referred to within the framework will now need to change to meet consistency with the ANAO Guidelines and Standards which include strategies for the management of cyber security.

A delay in the review is not considered to be of significant risk to the City as the control model referred to in the framework is still relevant. An extension to the review is requested to the 31 December 2023.

8. *Verge Treatments – Protective Devices*

An extension to the review date is sought to 30 April 2024. Following the discussion on this Policy at the Council Members Briefing session on 14 March 2023, further consultation with Council Members is proposed to be undertaken prior to this matter being reconsidered by Council.

There are no risks associated with the Policy being extended in its current format.

9. *Legal Representation and Costs Indemnification Policy*

An extension to the review date is sought to 30 March 2024 to allow Council additional time to workshop the policy review and provide sufficient time for Administration to seek advice on any potential changes to the policy requested by Council prior to presenting to Council.

The Policy currently aligns with the Department of Local Government's Operational Guideline – Legal Representation for Council Members and Employees and it is considered that there are no statutory compliance risks to maintaining the existing policy.

Consultation

Consultation has been undertaken with the relevant stakeholders.

Comment

The review of Council policies will ensure that the information available to the City's stakeholders is aligned to the current SCP and are relevant and up to date

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 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 Appetite Statement

In pursuit of strategic objective goal 7, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Low
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Corporate risk register. The review of the Policies as set out in this report will support existing management systems.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Moved Cr Treby, Seconded Cr Miles

That Council:-

1. **ADOPTS** the amended Execution of Documents Policy shown at Attachment 1; and
2. **APPROVES** the extension of the scheduled review dates for the following policies:
 - a) **Purchasing Policy to 31 May 2023;**
 - b) **Strategic Land Use Policy to 31 May 2024;**
 - c) **Bereavement Recognition Policy to 30 September 2024;**
 - d) **Attendance at Events Policy to 31 May 2023;**
 - e) **Corporate Governance Framework to 30 April 2024; and**
 - f) **Fraud and Misconduct Control and Resilience Framework to 31 December 2023;**
 - g) **Verge Treatments – Protective Devices to 30 April 2024; and**
 - h) **Legal Representation and Costs Indemnification Policy to 30 March 2024.**

**CARRIED
10/4**

For the motion: Mayor Aitken, Cr Baker, Cr Coetzee, Cr Huntley, Cr Miles, Cr Nguyen, Cr Parker, Cr Smith, Cr Treby and Cr Wright

Against the motion: Cr Cvitan, Cr Herridge, Cr Rowe, Cr Sangalli

Attachments:

[1](#). ATTACHMENT 1: Execution of Documents Policy with minor amendment 23/76019



Council Policy

EXECUTION OF DOCUMENTS POLICY

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Governance and Legal</i>
Contact Person:	<i>Lawyer</i>
Date of Approval:	<i>Date the document was approved by Council</i>
Council Resolution No:	<i>Council Resolution No.</i>

1. POLICY STATEMENT

The aim of this policy is to ensure that the City's common seal is used and documents are executed in accordance with the *Local Government Act 1995* ('Act').

2. OBJECTIVE AND PURPOSE

Section 9.49A(1) of the Act provides that a document is duly executed by a local government if –

- the common seal of the local government is affixed to it; or
- it is signed on behalf of the local government by a person or persons authorised by the Council to do so.

Objective

The objective of this Policy is to create overarching authorisations to various City officers so that Council approval is not required every time a document is signed.

Purpose

The purpose of this policy is to categorise documents and provide the appropriate method of execution and use of the common seal.

3. KEY DEFINITIONS

Act means *Local Government Act 1995*

4. SCOPE

This Policy applies to all City officers preparing for execution or who have been authorised under this Policy to execute documents on behalf of the City. Any legislation, formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure) or Council decision will take precedence over this Policy where there is an inconsistency.



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5. IMPLICATIONS

This Policy aligns with the following objective within the Strategic Community Plan 2017 – 2027:

“4 Civic Leadership

4.2 Good Governance

4.2.1 Provide transparent and accountable governance and leadership”

6. IMPLEMENTATION

CATEGORY 1 DOCUMENTS

Category 1 documents require the City's common seal to be affixed. The Act requires the common seal to be affixed in the presence of the Mayor and either the CEO or a Director.

Category 1 documents require at least two specific Council resolutions:

- a) The decision to do the act or enter an agreement;
- b) The approval to execute the document related to the above decision in accordance with the policy.

Category 1 documents include the following:

- a) Mortgage documents;
- b) Land Transfer Land forms;
- c) Local Planning Schemes and amendments;
- d) Local laws;
- e) Loan documentation relating to loans which Council has resolved to raise;
- f) Documents, which in the opinion of the CEO, a Director or Legal Services, are sufficiently complex, high risk or significant in nature to warrant the affixing of the common seal.

CATEGORY 2 DOCUMENTS

Category 2 documents do not require the common seal to be affixed. Prior to execution Category 2 documents must follow the processes and procedures outlined in the Execution of Documents Management Procedure, which assists officers in determining the category of a particular document.

Pursuant to section 9.49A(4) of the Act, Council authorises those officers listed in the table below to sign documents on behalf of the City. These authorisations do not undermine any delegations which may be in place.

	Description	Authority to Execute
I	Offer and Acceptance forms and associated documents required to enact a decision of Council to purchase or sell land. This does not include mortgage and Transfer of Land documents which are Landgate forms listed as Category 1 documents.	CEO



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II	Documents required to enact a decision of Council, which are not Category 1 documents.	CEO; any Director
III	General deeds, legal and service agreements	CEO; any Director; Executive Manager Governance and Legal
IV	Leases, licences and access agreements, and associated documents	CEO; any Director; the City officer delegated authority by the CEO; Manager Property Services; Manager Approval Services
V	Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority	The City officer delegated authority by the CEO
VI	Documents required when the City owns land	CEO; Director Corporate Strategy & Performance; Operations Manager Business & Finance; Manager Property Services
VII	Documents required when the City manages land under a management order	CEO; any Director; Operations Manager Business & Finance; Manager Property Services
VIII	Documents prepared for registration at Landgate. The above authorisation does not extend to: • mortgage documents; and • Transfer of Land forms which are category 1 documents.	CEO; any Director; Manager Property Services; Manager Approval Services; Manager Land Development.
IX	Indemnity given by the City to a third party	CEO; any Director; Executive Manager Governance and Legal.
X	Memorandums of Understanding and other statements of intent and terms and conditions	CEO; any Director; managers.

Where a Category 2 document falls into more than one descriptor, the lowest organisational level prescribed is authorised to sign.

CATEGORY 3 DOCUMENTS

Category 3 documents are documents that are created in the normal course of business to discharge the duties of an officer's position in a manner consistent with City policies and procedures. Category 3 documents are to be executed by the CEO, a Director or Manager, or



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a City officer where the authority and accountability has been extended through an authorisation, policy, procedure, or a position description. It is therefore important to have a good knowledge of the documents that relate to the team which is responsible for the document.

The actions for the implementation of this Policy are detailed in the Execution of Documents Management Procedure.

ORDER OF SIGNING

Documents should be executed by all other parties prior to being executed by the City. Exceptions may arise with Scheme Amendments and Structure Plan documents which may be certified prior to the WAPC certifying the document or when it is not practicable or appropriate.

7. AUTHORITIES AND ACCOUNTABILITIES

Part 6 of this Policy authorises those officers listed in the table to sign documents on behalf of the City.

8. ROLES AND RESPONSIBILITIES

The common seal is in the custody of the Office of the Mayor which is responsible for arranging the affixing of the common seal to documents. A record of its use is kept in the City's Common Seal Register.

9. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Executive Manager Governance and Legal in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This Policy will be reviewed at least every three years. An evaluation of the effectiveness of the policy should have regard to whether users of the Policy consider it comprehensible, documents are correctly executed and that there is no too greater administrative burden in arranging the execution of documents.

11. RELATED DOCUMENTS

CEO Transmittal Sheet (14/321601)
Execution of Documents Management Procedure (17/116553))
Legal Services Management Procedure (15/80032)

12. REFERENCES

Nil



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13. RESPONSIBILITY FOR IMPLEMENTATION

Executive Manager Governance and Legal

REVISION HISTORY

Version	Next Review	Record No.
Insert Council Resolution	March 2025	

Item 8 Motions on Notice

Nil

Item 9 Urgent Business

Nil

Item 10 Confidential

Moved Cr Treby, Seconded Cr Smith

That Council resolve to close the meeting to the public to consider Items CR02-03/23 and CR03-03/23 under the terms of the Local Government Act 1995 Section 5.23(2).

**CARRIED
12/2**

For the motion: Mayor Aitken, Cr Baker, Cr Coetzee, Cr Huntley, Cr Miles, Cr Parker, Cr Smith, Cr Treby, Cr Cvitan, Cr Herridge, Cr Rowe and Cr Sangalli

Against the motion: Cr Wright, Cr Nguyen

The meeting was closed to the public and all recording ceased at 7:27pm.

CR02-03/23 Bush Fire Brigades Local Law

File Ref: 12895V04 – 23/78011
Responsible Officer: Director, Corporate Strategy and Performance

This report was dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (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*

Moved Cr Treby, Seconded Cr Herridge

That Council:-

- 1. RESOLVES to undertake to the Joint Standing Committee on Delegated Legislation that -**
 - a. within the next six months, the local law is amended to ensure compliance with section 62(1) of the *Bush Fires Act 1954* by making all required amendments, which could include attaching the Procedures to the local law;**
 - b. all consequential amendments arising from undertaking 1 will be made;**
 - c. the local law will not be enforced in a manner contrary to undertaking 1;**
 - d. where the local law is made publicly available by the City, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking; and**

2. **AUTHORISES the Mayor to provide a letter of undertaking to the Joint Standing Committee on Delegated Legislation in respect of the matters prescribed in resolutions 1 a) to d).**

CARRIED

13/1

For the motion: Mayor Aitken, Cr Baker, Cr Coetzee, Cr Cvitan, Cr Herridge, Cr Huntley, Cr Miles, Cr Nguyen, Cr Parker, Cr Rowe, Cr Smith, Cr Treby and Cr Wright

Against the motion: Cr Sangalli

CR0303/23 Write-off Rates Debt

File Ref: 2085V030 – 23/81034

Responsible Officer: Executive Manager Governance & Legal

This report was dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

(h) such other matters as may be prescribed (consider regulations)

Moved Cr Rowe, Seconded Cr Treby

That Council APPROVES BY ABSOLUTE MAJORITY to write-off rates debt as detailed in the report.

CARRIED BY ABSOLUTE MAJORITY

12/2

For the motion: Mayor Aitken, Cr Baker, Cr Coetzee, Cr Cvitan, Cr Herridge, Cr Huntley, Cr Miles, Cr Parker, Cr Rowe, Cr Sangalli, Cr Smith and Cr Treby

Against the motion: Cr Nguyen, Cr Wright

Moved Cr Smith, Seconded Cr Treby

That Council resolve to open the meeting to the public.

CARRIED UNANIMOUSLY

The meeting was reopened to the public and all recording recommenced at 7:59pm.

Mayor Aitken read aloud the resolutions carried on Items CR02-03/23 and CR03-03/23.

Item 11 Date of Next Meeting

The next Council Member's Briefing Session has been scheduled for 6:00pm on Tuesday 11 April 2023, to be held at Civic Centre, 23 Dundobar Road, Wanneroo.

Item 12 Closure

There being no further business, Mayor Aitken closed the meeting at 8:00PM.

In Attendance

LINDA AITKEN, JP

Mayor

Councillors:

CHRIS BAKER

North Ward

SONET COETZEE

North Ward

GLYNIS PARKER

North-East Ward

BRONWYN SMITH

North-East Ward

JACQUELINE HUNTLEY

Central-East Ward

PAUL MILES

Central-East Ward

NATALIE SANGALLI

Central-West Ward

FRANK CVITAN, JP

Central Ward

JORDAN WRIGHT

Central Ward

NATALIE HERRIDGE

South-West Ward

VINH NGUYEN

South-West Ward

JAMES ROWE, JP

South Ward

BRETT TREBY

South Ward (Deputy Mayor)