

COUNCIL AGENDA

Ordinary Council Meeting

6:00pm, Monday 12 June 2023

Council Chamber (Level 1), Civic Centre,
23 Dundebur Road, Wanneroo

wanneroo.wa.gov.au

PROCEDURE FOR ORDINARY COUNCIL MEETING

PUBLIC QUESTION AND STATEMENT TIME

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

- [Public Question online form](#)

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

1. Time Permitted

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

2. Protocols

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

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

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

3. General Rules

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

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

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

AUDIO OF COUNCIL PROCEEDINGS

The audio proceedings of this meeting will be live broadcast online with the exception of matters discussed behind closed doors. That broadcast will remain available following the conclusion of the meeting.

To access a live stream of Council Proceedings please click below. The live stream will commence at the scheduled time and date of the meeting.

- [Live stream audio of Council Proceedings](#)

To access audio recording of previous meetings, please click below:

- [Audio recordings](#)

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



Notice is given that the next Ordinary Council Meeting will be held in the Council Chamber
(Level 1), Civic Centre,
23 Dundobar Road, Wanneroo on **Monday 12 June, 2023** commencing at **6:00pm**.

D Simms
Chief Executive Officer
9 June, 2023

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AGENDA

Good evening Councillors, staff, ladies and gentlemen,

This meeting today is being held on Whadjuk Noongar boodja and we would like to acknowledge and pay respects to Elders past, present and future. We thank all past and present members of the community that have supported the City to better understand and value Noongar culture within the City of Wanneroo.

Lord, We thank you for blessing 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 all of the City's people and many families to a prosperous future that all may share. We ask this in your name. Amen.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Public Question and StatementTime

Item 4 Confirmation of Minutes

OC01-06/23 Minutes of Ordinary Council Meeting held on 16 May 2023

That the minutes of Ordinary Council Meeting held on 16 May 2023 be confirmed.

Item 5 Announcements by the Mayor without Discussion

Item 6 Questions from Council Members

Item 7 Petitions

New Petitions Received

Update on Petitions

UP01-06/23 Install Permanent CCTV Mast in Carpark, Queenscliff Park, Quinns Rock (PT01-05/23)

Cr Berry presented a petition of 16 signatures requesting installation of a permanent CCTV mast in the carpark at Queenscliff Park Waterland Point, Quinns Rocks.

Update

A petition has been received regarding CCTV at Queenscliff Park. The request is being investigated to enable a report to be provided to the July 2023 Ordinary Council meeting.

UP02-06/23 Request to Close Pedestrian Accessway between Feathertop Rise and The Avenue, Alexander Heights (PT02-05/23)

Cr Rowe presented a petition of 8 signatures requesting the closure of the pedestrian accessway between Feathertop Rise and The Avenue, Alexander Heights.

Update

Traffic Services has scheduled to have a report ready for the July Ordinary Council meeting in response to PT02-05/23.

Item 8 Reports

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

Planning and Sustainability**Strategic Land Use Planning & Environment**

PS01-06/23 Review of Local Planning Policy 5.3: East Wanneroo

File Ref:	2079V02 – 23/174363
Responsible Officer:	Director Planning & Sustainability
Attachments:	5

Issue

To consider proposed changes to Local Planning Policy 5.3: East Wanneroo (LPP 5.3) to incorporate provisions to guide the implementation of the urbanisation of East Wanneroo for Council's consent to advertise.

Background

The East Wanneroo District Structure Plan (EWDSP) sets out the long-term vision for the development of over 8,300 hectares of land which will deliver approximately 50,000 homes for 150,000 residents and up to 20,000 new jobs. The EWDSP area is divided into 28 precincts, the majority of which will require a local structure plan to be prepared prior to subdivision and development occurring.

LPP 5.3 aims to clearly set out the City's processes with respect to dealing with applications for scheme amendments, local structure planning, subdivision and development within the EWDSP area.

LPP 5.3 was initially adopted by Council on 9 April 2019 to provide guidance on consideration of planning proposals (including amendments to the Metropolitan Region Scheme and District Structure Plan No. 2 (DPS 2), subdivision and development applications) in advance of the finalisation of the EWDSP. The policy was revised and adopted on 10 May 2022 following the adoption of the EWDSP in August 2021 by the Western Australian Planning Commission (WAPC) to provide clarity on the City's expectations for planning proposals within the district

structure plan area as part of the implementation of the EWDSP. Following further consideration, it is now proposed that the policy be further reviewed to incorporate further objectives and in order to assist in achieving the vision of the EWDSP. Additional guidance and provisions are required and measures to provide clear direction and guidance for the development of East Wanneroo in a manner that achieves the intent of the District Structure Plan as well as the City's Place Strategy.

Since the adoption of the EWDSP, the Department of Planning, Lands and Heritage (DPLH), has commenced preparation of a district level Developer Contribution Plan (DDCP). The DDCP will set out the costs of developing regional infrastructure such as major roads, district level community facilities and managing ground water as the area urbanises.

Once the DDCP is finalised, the City will need to initiate an amendment to DPS 2 to incorporate the DDCP into the scheme, at which stage development proponents can seek to progress planning of precincts and submit local structure plans (LSPs) for formal assessments

The EWDSP does not allow the formal submission of LSPs until the gazettal of an urban development zone. Further, the City will not accept any local structure plans for assessment until the DDCP is substantially commenced (i.e. publicly advertised) and an amendment to DPS 2 to rezone the precinct to a development zone is substantially commenced (i.e. publicly advertised). Although planning proposals cannot be submitted, Administration is liaising with a number of development proponents in relation to their planning to ensure that these will satisfy the City's requirements.

A track changes version of LPP 5.3 has been provided as **Attachment 1**. A copy of the revised LPP 5.3 is provided as **Attachment 2**.

Detail

The following changes to LPP 5.3 are proposed to ensure the coordinated planning and development of the area as intended by the EWDSP is achieved:

- 1) Expanding the purpose of the policy to ensure that East Wanneroo is developed in a manner and standard which optimises community benefit and supplements the WAPC's Liveable Neighbourhoods Operational policy;
- 2) Inclusion of policy objectives to:
 - a) Provide guidelines on road design and requirements for footpaths and shared paths;
 - b) Provide details for landscaping standards and street tree selection and landscaping to be planted;
 - c) Develop design standards for parkland links and public open space;
 - d) Outline development standards for works within the public realm;
 - e) Detail information to be submitted to support local structure plans; and
 - f) Provide interpretation of the WAPC's Liveable Neighbourhoods Operational Policy.
- 3) Inclusion of a District Sense of Place Statement to guide Local Sense of Place Statements required to be provided with Local Structure Plans.
- 4) Additional wording to ensure that where a Local Developer Contribution Plan is required as part of a Local Structure Plan, that it is prepared and adopted prior to any subdivision or developed being approved.

Consultation

The preparation of the District Sense of Place Statement has been informed by feedback and input provided by the East Wanneroo Community Reference Group, which comprises Council Members and community representatives from several of the future urban precincts identified in the East Wanneroo District Structure Plan. Administration met with the Reference Group to seek input and feedback in relation to the place themes and characteristics that make East

Wanneroo unique. At its most recent meeting on, the East Wanneroo Community Reference Group considered the draft District Sense of Place Statement and resolved as follows:

“That East Wanneroo Community Reference Group:

- 1. SUPPORTS the draft District Sense of Place Statement, as outlined in Attachment One; and*
- 2. NOTES that further community engagement on the District Sense of Place Statement will be undertaken as part of a planned review of Local Planning Policy 5.3: East Wanneroo.”*

The revised policy is proposed to be advertised in accordance with Clause 87 of the Deemed Provisions of City’s DPS 2 and the City’s Planning Consultation Procedure for a minimum of 21 days.

Comment

It is important for the City to maintain a clear and consistent approach to development in East Wanneroo.

Maintaining a strong and consistent position adopted through this policy will ensure decisions relating to East Wanneroo are properly informed and enable good planning outcomes to occur.

Ongoing review of LPP 5.3 is important in this approach. In this regard, it has been established that for the vision of the EWDSP and the Place Strategy to be achieved it is necessary to have in place urban design standards that guide development of public open space, the public realm, road reserves and landscaping.

In addition, the development of a District Sense of Place Statement with input from the East Wanneroo Community Reference Group will help inform policy provisions and guide the preparation of local sense of place statements that are required to be incorporated into local structure plans for individual precincts.

Policy purpose and objectives

The purpose of LPP 5.3 is proposed to be expanded to ensure that East Wanneroo is developed in a manner to achieve the Vision of the District Structure Plan that is:

East Wanneroo will be a place which offers housing and lifestyle choice for all generations, that supports, links and protects natural flora and fauna and wetland systems, and celebrates local historic and cultural values.

The objectives have been revised to ensure that streets and public areas are designed and developed to enable activation through continuous tree canopy to achieve quality street environments that provide safe and comfortable spaces.

The standards and requirements are intended to assist in achieving a better urban form environment and outcomes by introducing higher and greater standards of development than has typically been delivered previously in the City. This will largely be through the requirement for wider streets, more and consistent street trees and landscaping. The standards deliberately vary from those that have been applied by the City in the past and as set out in the WAPCs Liveable Neighbourhoods Operational Policy.

The City’s has the greatest opportunity to influence the design and appearance of the public realm and accordingly the standards focus on achieving this.

In line with the City's Urban Forest Strategy, it is intended that there will be continuous tree canopies throughout East Wanneroo that will provide shade over footpaths on both sides of streets making for greener suburbs and a more comfortable environment in which to walk and cycle. Trees are known to also provide health and economic benefits, improvements to micro climates and can improve driver safety through encouraging lower driving speeds.

The benefits of more trees and landscaping are significant in ameliorating the formation of urban heat islands through poor urban design, lack of vegetation and over reliance on hard surfaces. It is well established that the removal or lack of vegetation, in particular large tree canopy to accommodate increased urban density results in greater hard surfaces exposed to solar radiation that absorb and retain heat, increasing average ambient temperature and causing urban heat islands.

Local Sense of Place Statement

To support the Place Strategy in East Wanneroo, the policy requires a Local Sense of Place Statement (LSOPS) to be prepared by the proponent in consultation with the City and submitted with their local structure plan for each individual precinct. A LSOPS will implement the district level Sense of Place Statement and help capture the important and unique characteristics of a place and translate this into place based outcomes that maximise the unique attributes within a place. The statement will draw on the natural and physical characteristics and the history and heritage of an area to help create a unique sense of place. A sense of place statement provides a mechanism to support the creation of places with character, variety and uniqueness.

A template is being prepared by Administration to assist those proponents who are actively working in precincts to enable them to commence this work early in the process to ensure their structure plan design is informed by these matters rather than these matters being fitted around their structure plan design. The policy also emphasises the City strongly encourages early pre-lodgement consultation.

Local Structure Plans

As outlined above, there are a number of matters which must be completed before the City can accept local structure plans for assessment. It is imperative the DDSP has substantially commenced (i.e. a scheme amendment has been initiated by Council and has been publicly advertised) prior to commencing assessments to ensure certainty for contributions towards acquisition of land and construction of arterial roads, construction of district level community facilities, groundwater management systems and wetland and foreshore management plans. Lack of certainty with respect to developer contributions could lead to financial implications for the City.

It is likely that once the DDSP is substantially commenced, the City will receive enquiries to progress planning earlier than identified by the staging plan of the EWDSP. Section 6 of the EWDSP sets out the staging of development and identifies there may be situations where development may occur ahead of the intended development front. Proponents would be required to demonstrate why this should occur, that adjacent precincts will not be disadvantaged or development potential compromised, demonstrate support from service providers and pre-fund the capital costs associated with necessary infrastructure provision. Any enquiries for early staging will be dealt with following the process outlined in the EWDSP.

Local Developer Contribution Plans

Local DCPs will be required for many of the precincts within the EWDSP, particularly where there is fragmented land ownership. Proponents of LSPs must demonstrate through the LSP preparation process whether or not a local DCP is required. Local DCPs will collect funds for local level infrastructure such as public open space, public open space development, local

sports, cultural, recreation and community buildings and facilities, and may also allow for local road connections. The details of local contributions will be able to be determined once the DDCP has been finalised. Additional items for individual precincts may be included based on the outcomes of the local structure planning process.

Development without a local DCP in place may compromise the City's ability to collect contributions for the acquisition and/or development of infrastructure and facilities. This represents a risk to the City whereby any shortfall will need to be either made up by the City through municipal funds or by increasing the contributions through the developer contribution plan from others still to develop in the area. Administration does not support an outcome where contributions cannot be collected equitably from all landowners. To avoid this, development contribution plans must be submitted concurrently with local structure plans to enable a scheme amendment to include them into DPS 2. In accordance with State Planning Policy 3.6: Infrastructure Contributions, the City will request that the WAPC imposes conditions requiring developer contributions once the developer contribution plan has been forwarded to the WAPC for final approval. To this end, the City may withhold its support for any subdivision or development applications if a development contribution plan is not in place.

Statutory Compliance

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

Strategic Implications

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

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

5.2 - Plan for and manage land use

Risk 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	Medium
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

The revised LPP has been reviewed to ensure it is consistent with the EWDSP. Upon adoption by Council, the revised LPP 5.3 would supersede the existing policy currently on the City's website.

Financial Implications

The cost of undertaking the necessary actions for Council to proceed with the revised LPP 5.3 can be met from existing operational budgets.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. Pursuant to Division 2 – Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT draft Local Planning Policy 5.3: East Wannon, as contained in Attachment 2, for the purpose of advertising;
2. ADVERTISES Local Planning Policy 5.3: East Wannon for a period of 42 days by way of the following:
 - a) Writing to the Department of Planning, Lands and Heritage;
 - b) Writing to the Urban Development Institute of Australia and other stakeholders;
 - c) Publishing draft LPP 5.3: East Wannon on the City's website and making it available for viewing at the City's Civic Centre.

Attachments:

1	Attachment 1 - Local Planning Policy 5.3: East Wannon - Amended Draft Policy - Track Changes	23/181234
2	Attachment 2 - Local Planning Policy 5.3: East Wannon - Amended Draft Policy	23/181633
3	Attachment 3 - Appendix 1 of Draft Local Planning Policy 5.3: East Wannon - District Sense of Place Statement	22/145274
4	Attachment 4 - Appendix 2 of Draft Local Planning Policy 5.3: East Wannon - Road Reserves	23/181481
5	Attachment 5 - Appendix 3 of Draft Local Planning Policy 5.3 East Wannon - Tree species	23/128284

Planning and Sustainability
Local Planning Policy 5.3
East Wanneroo



OWNER	Planning and Sustainability
IMPLEMENTATION	May 2022
NEXT REVIEW	May 2026

PART 1 – POLICY OPERATION

Policy Development and Purpose

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

The purpose of this Policy is to:

1. Provide guidance on the consideration of planning proposals within the East Wanneroo District Structure Plan (EWDSP) area;
2. Ensure East Wanneroo is developed in a manner and standard which optimises community benefit and;
3. Supplement the Western Australian Planning Commission's Liveable Neighbourhoods Operational Policy.

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Objectives

1. To ensure any subdivision and development within the EWDSP area will not compromise the progression of development in accordance with the EWDSP.
2. Enable the continued lawful use of land in a manner that will not compromise development in accordance with the EWDSP.
3. Ensure the vision of the EWDSP and the City's Place Framework is achieved.
4. To provide guidelines on road design, including minimum reserve widths and requirements for footpaths and shared paths.
5. To provide details for landscaping standards, including street tree selection and landscaping species to be planted within road reserves.
6. To develop design standards for parkland links, public open space and community facilities.
7. To outline development standards for works within the public realm.
8. Outline information to be submitted to support local structure plans.
9. To provide local interpretation of the Western Australian Planning Commission's Liveable Neighbourhoods Operational Policy.

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Relationship to other Policies, Guidelines and Documents

This policy is to be read in conjunction with the relevant provisions of DPS 2 and it's associated policies.

3-

Matters to be considered

In addition to the matters listed in Clause 67 of the Deemed Provisions, the following matters will also be considered in the assessment of any applications within the EWDSP area:

- a) The EWDSP;
- b) The relevant requirements under DPS 2, a state planning policy, development control policy, planning bulletin/position statement or a local planning policy;
- c) The objectives of this policy;
- d) The likely impact of the application on the existing surrounding area and the future surrounding context of the site as planned for under the EWDSP;
- e) The impact of the proposal on the staging of the EWDSP and the likely timeframe for the planning and development of the related Precinct and surrounding areas to progress in accordance with the EWDSP.
- f) The likely impacts that the proposed development may have on progressive development of surrounding land in particular in relation to:
 - o Odour;
 - o Noise;
 - o Chemical spray drift;
 - o Vibration;
 - o Light spill;
 - o Traffic; and
 - o Any other impacts on potential future urban uses.
- g) The impact of urbanisation on existing lawful rural land uses, particularly where urbanisation is proposed ahead of the staging plan outlined in the EWDSP. The City may require a minimum separation distance between existing rural uses and urban development, to ensure rural uses can continue without impacting on urban development.

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- h) The City may impose a time limitation or other suitable condition where an approval in perpetuity is considered to have the potential to compromise the progression of development of the area in accordance with the EWDSP.

PART 2 – GENERAL POLICY PROVISIONS

Section 2.2 of the EWDSP sets out the district and precinct level processes that must be undertaken prior to any subdivision and development in accordance with the EWDSP occurring within the area. The City supports these processes occurring concurrently where relevant triggers are reached (where applicable) as outlined below.

1. Amendments to the Metropolitan Region Scheme (MRS)

- 1.1 The City will not support any applications to lift urban deferment or to rezone land to Urban or Industrial under the MRS until the following has occurred:
- a) The district level developer contribution plan has substantially commenced (including public consultation) to facilitate contributions for regional and district level infrastructure;
 - b) The MRS has been amended to reserve any regional reserves identified as being required by the DSP for the subject land or adequate provision has been made for regional reservations in a concept local structure plan; and
 - c) Where relevant, sand extraction has been completed on the subject land and/or in adjacent areas, where such extraction would otherwise have an unacceptable impact on development of the subject land.

2. Amendments to District Planning Scheme No. 2

- 2.1 The City will not support any applications to amend its District Planning Scheme No. 2 that are intended to facilitate any form of urban or similar development unless the land is zoned Urban under the MRS and all relevant requirements detailed in clause 1.1 have been met. Noting that the WAPC may concurrently rezone land under DPS 2 pursuant to section 2.2.7 of the EWDSP.

2.2 Any applications to amend DPS 2 must be accompanied by a statement in accordance with Part 3 of this policy outlining the likely impact of the proposed amendment on the progression of development in accordance with the EWDSP.

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3. Local Structure Plans

3.1 The City will not accept any local structure plans for assessment until the district level development contribution scheme is substantially commenced (including public consultation) and an amendment to DPS 2 to rezone the precinct to a development zone is substantially commenced (including public consultation).

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3.2 Local structure plans are to be prepared in accordance with the requirements of the EWDSP including but not limited to sections 2.2.8 and 5 of the EWDSP and clause 16 of the Deemed Provisions. A single local structure plan is to be prepared for each precinct where required.

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3.3 Sense of place will play an important role in the urbanisation of East Wanneroo. Balancing the areas natural, historical and cultural values with the necessary development to create successful urban areas that people feel connected to needs to be considered in the preparation of local structure plans. Development within the EWDSP area should align with the ~~following~~ vision in the EWDSP established by the Department of Planning, Lands & Heritage East Wanneroo Community Reference Group:

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"East Wanneroo will be a place which offers housing and lifestyle choice for all generations, that supports, links and protects natural flora and fauna and wetland systems, and celebrates local historic and cultural values"

In addition to the information set out in section 5 of the EWDSP and section 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (as amended), local structure plans submitted for assessment must include a Sense of Place Statement.

The Local Sense of Place Statement is to be prepared by the proponent, in consultation with the City and must have regard to and be consistent with the Vision for East Wanneroo and the District Sense of Place Statement included as Appendix 1 to this Policy. ~~#The Local Sense of Place Statement~~ should outline how protection of the environmental, cultural and historical elements of the precinct will be balanced with future development to establish a sense of place aligned with the following principles:

- Context and character;
- Landscape quality;
- Built form and scale;
- Functionality and build quality;
- Sustainability;
- Amenities;
- Legibility;

Planning and Sustainability
Local Planning Policy 5.3
East Wanneroo



- Safety;
- Community;
- Aesthetics

NOTES:

- Proponents should contact the City for further guidance before commencing preparation of a Local Sense of Place Statement.
- The City strongly encourages pre-lodgement consultation for all local structure plans as early as possible in the planning process.

3.4 The City recognises that there are landowners within some precincts who are well advanced in the preparation of local structure plans and would like to commence serious consultation with the City on planning proposals.

The City will support informal consideration of local structure plans in order to progress the resolution of planning issues subject to compliance with the following:

- The local structure plan is for the entire precinct as per the EWDSP;
- The local structure plan clearly demonstrates that it is clear with the City's vision and Place Framework;
- The majority of landowners within the precinct support the preparation of a local structure plan;
- Essential services are readily available, or there are agreements in place with servicing authorities for the provision of services;
- The local structure plan is consistent with the planning framework in the EWDSP;
- The local structure plan addresses infrastructure sharing arrangements, including district developer contribution plan costs;
- The local structure plan includes provisions which promote best practice and sustainable development.

Local structure plan proponents are strongly encouraged to engage with the Department of Planning, Lands and Heritage East Wanneroo Technical Advisory Group early in their preparation processes.

The City's agreement to the informal consideration of LSPs will not prejudice its formal consideration of an LSP as required under DPS 2 and clause 16 of the Deemed Provisions.

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4. Subdivision and development applications

4.1 The City will not support any applications for subdivision of an urban nature until a local structure plan has been approved for the precinct within which the land is situated and a local developer contribution plan has been prepared (where one is required).

4.2 Where a local structure plan has been approved for the precinct within which the land is situated, and a local developer contribution plan has been prepared (where one is required) subdivisions are to be designed in accordance with the standards and specifications set out in Appendix 2 Road Reserves.

4.15. Development applications

4.25.1 All development applications must be accompanied by a statement outlining the likely impact of the proposed development (new or alteration/addition) on the surrounding area and progression of development in accordance with the EWDSP.

5.2 Development applications must have due regard to Figure 1.1 of the EWDSP, in particular the impact of the proposed development on development of future roads and road widening, transport/transit corridors, parklands, parkland links and high school sites.

6. Development of the Public Realm, Road Reserves, Parkland Links and Landscaping

6.1 To assist in achieving the Vision of the EWDSP and satisfying District and Local Sense of Place Statements and the intention to provide a continuous tree canopy of shade over footpaths on both sides of streets, the minimum standards and requirements set out in this policy and in Appendix 2 Road Reserves and Appendix 3 Tree Species for development, civil works and landscaping in the public realm are to be complied with. Where the standards and requirements vary from those set out in the WAPC's Liveable Neighbourhoods Operational Policy then the provisions of Local Planning Policy 5.3: East Wanneroo shall prevail.

6.2 Parkland Links are to be provided as shown in Figure 1.1 of the EWDSP and are to be expanded to circumnavigate around Lake Adams, Lake Mariginiup and Lake Gnanagara to achieve accessibility and movement throughout East Wanneroo. Parkland Links are to comply with the standards as set out in Appendix 2.

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6.3 Local Structure Plans must incorporate and demonstrate how development will be delivered to comply with these requirements.

7. Local Development Contribution Plans

7.1 The proponent for a Local Structure Plan must demonstrate whether or not a local developer contribution plan is required to be prepared for the precinct to coordinate the provision of local infrastructure.

7.2 Where a local developer contribution plan is required, it is to be submitted concurrently with the application for a Local Structure Plan. This is to enable their preparation and submission of an amendment for inclusion into DPS 2 to be forwarded to the WAPC for final approval in accordance with State Planning Policy 3.6: Infrastructure Contributions, prior to any subdivision or development of land being approved. Where a local development contribution plan is not sufficiently advanced, the City may withhold its support for any subdivision or development applications.

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PART 3 – INFORMATION TO BE SUBMITTED WITH APPLICATIONS

Impact Statement to accompany proposals within the East Wanneroo District Structure Plan area

All applications submitted to the City for development (including scheme amendments) within the East Wanneroo District Structure Plan area must include a statement containing the following information unless there is prior written confirmation from the City that such statement is not required:

- Location of proposed development;
- Description of proposed development (use and/or works, whether it is new or an alteration/addition to existing development on the site);
- Description of any existing development on the site;
- Precinct and stage of the land under the East Wanneroo District Structure Plan;
- Proximity of the land to any of the following under the East Wanneroo District Structure Plan (Figure 1.1):
 - Primary distributor, integrator arterial and/or neighbourhood connector roads;
 - Transit/transport corridor, including transit stations;
 - Parklands and parkland links;
 - High schools;
 - Public purpose reservations; or
 - Regional sporting fields;
- For commercial development (including horticulture, agriculture, stables etc) details on the following (for alterations and/or additions to existing commercial development please provide details on existing and proposed):
 - Production quantities;
 - Employee numbers;
 - Customers visiting the site;
 - Hours of operation;
 - Vehicle movements;
 - Activities which emit odour, noise, chemical spray drift, vibration or light spill;
- Any other impacts which may affect future urban land uses.

Development applications on land identified as 'Parklands (subject to confirmation)' must be accompanied by a detailed flora and fauna survey identifying the type and quality of vegetation on the site. ▲

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Structure Plans

Local Structures Plans are required to be prepared for each precinct with the exception of those that are subject to further planning. Local Structure Plans shall be consistent with the precinct as delineated in the EWDSP. Applications are to include information as outlined in Schedule 2. Part 4, clause 16 of the Deemed Provisions of the Regulations.

The following documentation is required for all local structure plans:

- Local Water Management Strategy
- Bushfire Management Plan
- Aboriginal Heritage Investigation and consultation with the Whadjuk Working Group
- Traffic Impact Assessment
- Infrastructure and Servicing Assessment

Additional information or studies (such as any environmental issues) may be required as identified through the analysis of the Local Structure Plan.

Local Development Contribution Plans

Where a local developer contribution plan is required, it is to be prepared in accordance with State Planning Policy 3.6 Infrastructure Contributions.

The following information is required for local developer contribution plans:

- Detailed public open space schedule;
- Road requirement plans, detailed drawings and associated cost estimates;
- Landscaping plans and associated cost estimates;
- Concept plans for community buildings, including cost estimations by a suitably qualified quantity surveyor;
- Net developable areas;
- Other information as required to estimate the total costs, including land valuations.

2.

NOTE: The City may require further information in order to assess the impact of your proposal on the progression of development in accordance with the EWDSP.

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PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	June 2023
Next Review	June 2027

Policy Development

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

Purpose

- The purpose of this Policy is to:
- 1. Provide guidance on the consideration of planning proposals within the East Wanneroo District Structure Plan (EWDSP) area;
 - 2. Ensure East Wanneroo is developed in a manner and standard which optimises community benefit and;
 - 3. Supplement the Western Australian Planning Commission’s Liveable Neighbourhoods Operational Policy.

Objective

- 1. To ensure any subdivision and development within the EWDSP area will not compromise the progression of development in accordance with the EWDSP.
- 2. Enable the continued lawful use of land in a manner that will not compromise development in accordance with the EWDSP.
- 3. Ensure the vision of the EWDSP and the City’s Place Framework is achieved.
- 4. To provide guidelines on road design, including minimum reserve widths and requirements for footpaths and shared paths.
- 5. To provide details for landscaping standards, including street tree selection and landscaping species to be planted within road reserves.
- 6. To develop design standards for parkland links, public open space and community facilities.
- 7. To outline development standards for works within the public realm.
- 8. Outline information to be submitted to support local structure plans.
- 9. To provide local interpretation of the Western Australian Planning Commission’s Liveable Neighbourhoods Operational Policy.

Relationship to other Policies, Guidelines and Documents

This policy is to be read in conjunction with the relevant provisions of DPS 2 and its associated policies.

Matters to be considered

In addition to the matters listed in Clause 67 of the Deemed Provisions, the following matters will also be considered in the assessment of any applications within the EWDSP area:

- a) The EWDSP;
- b) The relevant requirements under DPS 2, a state planning policy, development control policy, planning bulletin/position statement or a local planning policy;
- c) The objectives of this policy;
- d) The likely impact of the application on the existing surrounding area and the future surrounding context of the site as planned for under the EWDSP;
- e) The impact of the proposal on the staging of the EWDSP and the likely timeframe for the planning and development of the related Precinct and surrounding areas to progress in accordance with the EWDSP.
- f) The likely impacts that the proposed development may have on progressive development of surrounding land in particular in relation to:
 - o Odour;
 - o Noise;
 - o Chemical spray drift;
 - o Vibration;
 - o Light spill;
 - o Traffic; and
 - o Any other impacts on potential future urban uses.
- g) The impact of urbanisation on existing lawful rural land uses, particularly where urbanisation is proposed ahead of the staging plan outlined in the EWDSP. The City may require a minimum separation distance between existing rural uses and urban development, to ensure rural uses can continue without impacting on urban development.
- h) The City may impose a time limitation or other suitable condition where an approval in perpetuity is considered to have the potential to compromise the progression of development of the area in accordance with the EWDSP.

PART 2 – GENERAL POLICY PROVISIONS

Section 2.2 of the EWDSP sets out the district and precinct level processes that must be undertaken prior to any subdivision and development in accordance with the EWDSP occurring within the area. The City supports these processes occurring concurrently where relevant triggers are reached (where applicable) as outlined below.

1. Amendments to the Metropolitan Region Scheme (MRS)

1.1 The City will not support any applications to lift urban deferment or to rezone land to Urban or Industrial under the MRS until the following has occurred:

- a) The district level developer contribution plan has substantially commenced (including public consultation) to facilitate contributions for regional and district level infrastructure;
- b) The MRS has been amended to reserve any regional reserves identified as being required by the DSP for the subject land or adequate provision has been made for regional reservations in a concept local structure plan; and
- c) Where relevant, sand extraction has been completed on the subject land and/or in adjacent areas, where such extraction would otherwise have an unacceptable impact on development of the subject land.

2. Amendments to District Planning Scheme No. 2

2.1 The City will not support any applications to amend its District Planning Scheme No. 2 that are intended to facilitate any form of urban or similar development unless the land is zoned Urban under the MRS and all relevant requirements detailed in clause 1.1 have been met. Noting that the WAPC may concurrently rezone land under DPS 2 pursuant to section 2.2.7 of the EWDSP.

2.2 Any applications to amend DPS 2 must be accompanied by a statement in accordance with Part 3 of this policy outlining the likely impact of the proposed amendment on the progression of development in accordance with the EWDSP.

3. Local Structure Plans

3.1 The City will not accept any local structure plans for assessment until the district level development contribution scheme is substantially commenced (including public consultation) and an amendment to DPS 2 to rezone the precinct to a development zone is substantially commenced (including public consultation).

3.2 Local structure plans are to be prepared in accordance with the requirements of the EWDSP including but not limited to sections 2.2.8 and 5 of the EWDSP and clause 16 of the Deemed Provisions. A single local structure plan is to be prepared for each precinct where required.

3.3 Sense of place will play an important role in the urbanisation of East Wanneroo. Balancing the areas natural, historical and cultural values with the necessary development to create successful urban areas that people feel connected to needs to be considered in the preparation of local structure plans. Development within the EWDSP area should align with the vision in the EWDSP established by the Department of Planning, Lands & Heritage East Wanneroo Community Reference Group:

“East Wanneroo will be a place which offers housing and lifestyle choice for all generations, that supports, links and protects natural flora and fauna and wetland systems, and celebrates local historic and cultural values”

In addition to the information set out in section 5 of the EWDSP and section 16 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (as amended), local structure plans submitted for assessment must include a Sense of Place Statement.

The Local Sense of Place Statement is to be prepared by the proponent, in consultation with the City and must have regard to and be consistent with the Vision for East Wanneroo and the District Sense of Place Statement included as Appendix 1 to this Policy. The Local Sense of Place Statement should outline how protection of the environmental, cultural and historical elements of the precinct will be balanced with future development to establish a sense of place aligned with the following principles:

- Context and character;
- Landscape quality;
- Built form and scale;
- Functionality and build quality;
- Sustainability;
- Amenity;
- Legibility;
- Safety;
- Community;
- Aesthetics

NOTES:

- Proponents should contact the City for further guidance before commencing preparation of a Local Sense of Place Statement.
- The City strongly encourages pre-lodgement consultation for all local structure plans as early as possible in the planning process.

3.4 The City recognises that there are landowners within some precincts who are well advanced in the preparation of local structure plans and would like to commence serious consultation with the City on planning proposals.

The City will support informal consideration of local structure plans in order to progress the resolution of planning issues subject to compliance with the following:

- The local structure plan is for the entire precinct as per the EWDSP;
- The local structure plan clearly demonstrates that it is clear with the City's vision and Place Framework;
- The majority of landowners within the precinct support the preparation of a local structure plan;
- Essential services are readily available, or there are agreements in place with servicing authorities for the provision of services;
- The local structure plan is consistent with the planning framework in the EWDSP;
- The local structure plan addresses infrastructure sharing arrangements, including district developer contribution plan costs;
- The local structure plan includes provisions which promote best practice and sustainable development.

Local structure plan proponents are strongly encouraged to engage with the Department of Planning, Lands and Heritage East Wanneroo Technical Advisory Group early in their preparation processes.

The City's agreement to the informal consideration of LSPs will not prejudice its formal consideration of an LSP as required under DPS 2 and clause 16 of the Deemed Provisions.

4. Subdivision applications

4.1 The City will not support any applications for subdivision of an urban nature until a local structure plan has been approved for the precinct within which the land is situated and a local developer contribution plan has been prepared (where one is required).

4.2 Where a local structure plan has been approved for the precinct within which the land is situated, and a local developer contribution plan has been prepared (where one is required) subdivisions are to be designed in accordance with the standards and specifications set out in Appendix 2 Road Reserves.

5. Development applications

- 5.1 All development applications must be accompanied by a statement outlining the likely impact of the proposed development (new or alteration/addition) on the surrounding area and progression of development in accordance with the EWDSP.
- 5.2 Development applications must have due regard to Figure 1.1 of the EWDSP, in particular the impact of the proposed development on development of future roads and road widening, transport/transit corridors, parklands, parkland links and high school sites.

6. Development of the Public Realm, Road Reserves, Parkland Links and Landscaping

- 6.1 To assist in achieving the Vision of the EWDSP and satisfying District and Local Sense of Place Statements and the intention to provide a continuous tree canopy of shade over footpaths on both sides of streets, the minimum standards and requirements set out in this policy and in Appendix 2 Road Reserves and Appendix 3 Tree Species for development, civil works and landscaping in the public realm are to be complied with. Where the standards and requirements vary from those set out in the WAPC's Liveable Neighbourhoods Operational Policy then the provisions of Local Planning Policy 5.3: East Wanneroo shall prevail.
- 6.2 Parkland Links are to be provided as shown in Figure 1.1 of the EWDSP and are to be expanded to circumnavigate around Lake Adams, Lake Mariginiup and Lake Gngangara to achieve accessibility and movement throughout East Wanneroo. Parkland Links are to comply with the standards as set out in Appendix 2.
- 6.3 Local Structure Plans must incorporate and demonstrate how development will be delivered to comply with these requirements.

7. Local Development Contribution Plans

7.1 The proponent for a Local Structure Plan must demonstrate whether or not a local developer contribution plan is required to be prepared for the precinct to coordinate the provision of local infrastructure.

7.2 Where a local developer contribution plan is required by a Local Structure Plan, the City may withhold its support for any subdivision or development applications until a contribution plan has been prepared as provided for in clause 6.10.2 of The State Planning Policy 3.6: Infrastructure Contributions, whereby the amendment to include into DPS2 has been forwarded to the WAPL for final approval; or other agreement is reached between the proponent and the City for the payment of developer contributions.

PART 3 – INFORMATION TO BE SUBMITTED WITH APPLICATIONS

Impact Statement to accompany proposals within the East Wanneroo District Structure Plan area

All applications submitted to the City for development (including scheme amendments) within the East Wanneroo District Structure Plan area must include a statement containing the following information unless there is prior written confirmation from the City that such statement is not required:

- Location of proposed development;
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 - Transit/transport corridor, including transit stations;
 - Parklands and parkland links;
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- For commercial development (including horticulture, agriculture, stables etc) details on the following (for alterations and/or additions to existing commercial development please provide details on existing and proposed):
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The following documentation is required for all local structure plans:

- Local Water Management Strategy
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- Aboriginal Heritage Investigation and consultation with the Whadjuk Working Group
- Traffic Impact Assessment
- Infrastructure and Servicing Assessment

Additional information or studies (such as any environmental issues) may be required as identified through the analysis of the Local Structure Plan.

Local Development Contribution Plans

Where a local developer contribution plan is required, it is to be prepared in accordance with State Planning Policy 3.6 Infrastructure Contributions.

The following information is required for local developer contribution plans:

- Detailed public open space schedule;
- Road requirement plans, detailed drawings and associated cost estimates;
- Landscaping plans and associated cost estimates;
- Concept plans for community buildings, including cost estimations by a suitably qualified quantity surveyor;
- Net developable areas;
- Other information as required to estimate the total costs, including land valuations.

NOTE: The City may require further information in order to assess the impact of your proposal on the progression of development in accordance with the EWDSP.



EAST WANNEROO

DISTRICT SENSE OF PLACE STATEMENT

INTRODUCTION

Places are defined by their location and the era they were created, which evolves over time as people interact with and change that place. Great places evolve without losing their unique character or sense of place.

East Wanneroo has been identified by the State government for urbanisation. The East Wanneroo District Structure Plan (EWDSP) provides the guidance needed for the long term development of the district and identifies 'place' as a key consideration. The City sees this as an opportunity to explore a place-led approach to the planning and development of East Wanneroo which gives strong consideration to the important features and elements that contribute to local identity and sense of place, and incorporates/reflects this in design responses and development outcomes.

Critical to the success of this place-led approach is understanding local identity, unique characteristics and sense of place. This District Sense of Place Statement (DSoPS) captures important and valuable characteristics that are consistent across the entirety of East Wanneroo, and the significant features that cross multiple precinct boundaries. It is given effect by the City's *Local Planning Policy 5.3: East Wanneroo*.

Figure 1 demonstrates how the DSoPS will be implemented within the context of the City's planning framework.

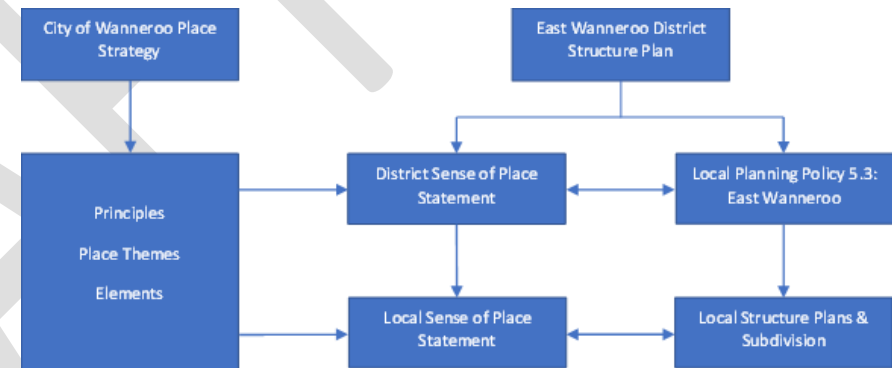


Figure 1: District Sense of Place Statement Process for East Wanneroo

DISTRICT SENSE OF PLACE STATEMENT OVERVIEW

‘You know you’re in East Wanneroo because....’

The DSoPS aims to answer this question, and provide the necessary context to support the EWDSP vision. This DSoPS is a district level document that has been prepared by the City of Wanneroo to capture unique characteristics that are consistent across the entirety of East Wanneroo, and identify significant features that cross multiple precinct boundaries.

This DSoPS comprises five components:

1. **Principles:** critical factors that the community want to see reflected throughout the development.
2. **Themes:** the key categories that define sense of place in East Wanneroo.
3. **Elements:** distinguishing places, locations, or design features that need to be capitalised on, planned for, or realised through the planning process for sense of place to be retained or enhanced as urbanisation progresses.
4. **DSoPS Map:** Illustrates the key aspects and elements that are unique to East Wanneroo that contribute to sense of place and require consideration.
5. **Guidance for Local Sense of Place Statements:** provides context and direction to inform the subsequent preparation of Local Sense of Place Statements (LSoPS) by development proponents.

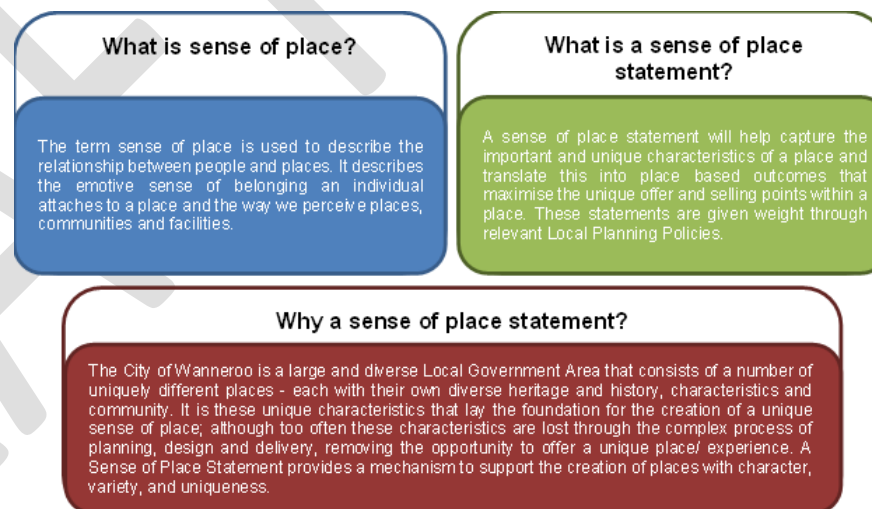


Figure 2: Sense of Place

East Wanneroo District Sense of Place Statement

EAST WANNEROO CONTEXT

East Wanneroo is located approximately 17 kilometres north of the Perth Central Business District at its southern point and approximately 28 kilometres at its most northern point and comprises the suburbs of Gnangara, Jandabup and Mariginiup. East Wanneroo currently has a mix of market gardens, equestrian activities and rural lifestyle properties surrounding regional parks and wetlands, many with significant environmental values, and State Forest. It is planned to house a population of around 150,000 residents in approximately 50,000 homes, supported by up to 20,000 new jobs.

The East Wanneroo area is situated across two Dune systems; the Spearwood Dunes and Bassendean Dunes. The Spearwood Dunes system runs north-south through the western part of East Wanneroo and typically comprises of sand over limestone, with undulating terrain. The Bassendean Dune system is characterised by low sandy hills amongst a chain of seasonal wetlands. These landscape features contribute strongly to East Wanneroo's identity and sense of place.

The area is rich in heritage and culture with a number of built heritage sites throughout the area. In addition, there is archaeological evidence and oral tradition that confirms Aboriginal people have inhabited the Swan Coastal Plain and the adjoining Darling Scarp for over 40,000 years. Ethnographic and historical documents highlight the importance of wetlands to Noongar land use patterns, ceremonial cycles and mythological tracks. A number of Aboriginal heritage places have been identified within this sense of place statement that contribute strongly to East Wanneroo's identity and sense of place.

The protection of these natural, historical and cultural values will be a defining feature in the future character and sense of place for East Wanneroo.

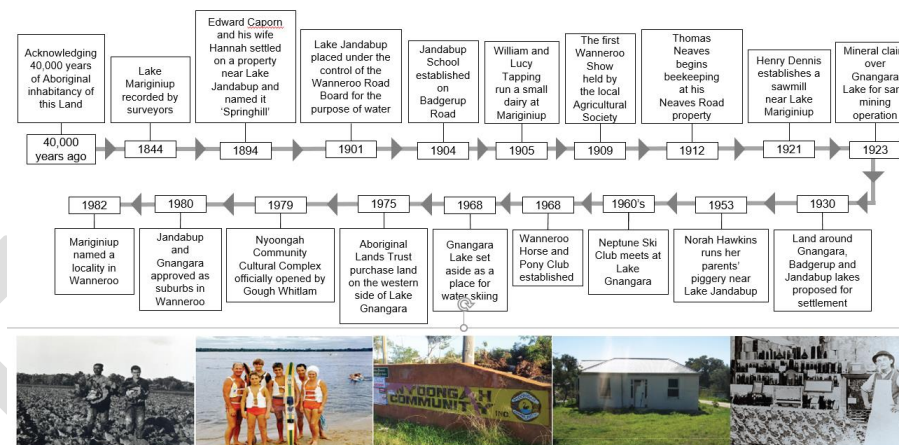


Figure 3: Thematic History of East Wanneroo

Place Names

Jandabup is an Aboriginal word whose meaning is possibly "place of little eagle" or "bark of banksia". The name was proposed by City of Wanneroo after Lake Jandabup and approved on 8 January 1980.

Mariginiup is an Aboriginal name said to possibly mean "to pull out flag leaved flax". This suburb is named after Mariginiup Lake. The lake name was recorded by surveyors in 1844, and in 1904 a townsite was declared here. It was named as a locality in 1982.

Note: Some street names are derived from racehorses.

Gnangara is a rural suburb in the City of Wanneroo. It was approved on 8 January 1980 and derives its name from the lake located there, Lake Gnangara. Gnangara is derived from the Aboriginal word Knangara possibly meaning "swampy" or "spring" (water flows into the lake from the NW corner).

PLACE PRINCIPLES, THEMES & ELEMENTS

Principles

The following overarching principles capture local priorities for the future of East Wanneroo and were identified through engagement with local residents, community and the City's East Wanneroo Community Reference Group:

- Environmental value and connection
- Wetland, lake and parkland links
- Variety of lifestyle choices
- Sustainable communities
- Ecologically sensitive design
- Build on foundation of equestrian, market garden, European and Aboriginal heritage values.

Themes & Elements:

The following four themes and associated elements have been identified through extensive community engagement and include:



More detail on each theme is outlined below, with key features requiring consideration illustrated on the DSoPS Map (refer Page 14).

East Wanneroo District Sense of Place Statement

Heritage Values

A rich natural, Aboriginal, and European heritage exists throughout East Wanneroo and underpins the sense of place and identity within and across the district. There are many stories, sites and landscapes that can be drawn upon to contribute to the creation of sense of place that will connect people with the local places, stories, people and landscape.

- *Aboriginal Heritage Sites*

Aboriginal heritage across the East Wanneroo district is strongly linked to the wetland system and associated natural vegetation. There are a number of sites through the district that have stories and connections to place that need to be protected, which include (but are not limited to):

- Lake Gnangara – Site 3772
- Lake Mariginiup - Site 3741
- Gnangara Aboriginal Cemetery – Site 1017
- Corroboree Ground – Nyoongah Community
- Area of contact between Kimberly/Kulumburu and Nyoongahs of the South West – Nyoongah Community
- Significant Tree Nyoongah Community – Site 17593

- *European Heritage Sites*

European heritage in the area is strongly linked to agricultural land use and built structures. There are a small number of sites in the area, which are listed below:

- East Wanneroo School (site) (formerly Jandabup School) Lot 103 Diagram 92079 Vol/Fol: 2119-113
- East Wanneroo School (site) (formerly Jandabup School) Lot 103 Diagram 92079 Vol/Fol: 2119-113
- Tom Neaves House (fmr) Lot No: 56 Plan No: 16721 Vol/Fol: 1829-45244 Via Vista Drive, Mariginiup

More information regarding both Aboriginal and European heritage values and stories can be found in the City of Wanneroo's Local Heritage Survey.

- *Interpretation*

Local stories, sites, people, and landscapes provide a foundation for interpretation that can create and support a strong sense of place, and can be reflected by way of interpretation, amenity and aesthetic design throughout the public realm. This can include landscape design, public art, parkland links, public realm furniture / amenity, park and street naming, signage and other interpretative devices identified by development proponents.

1. Application

To support the creation of a strong sense of place, LSoPS should demonstrate how development outcomes will:

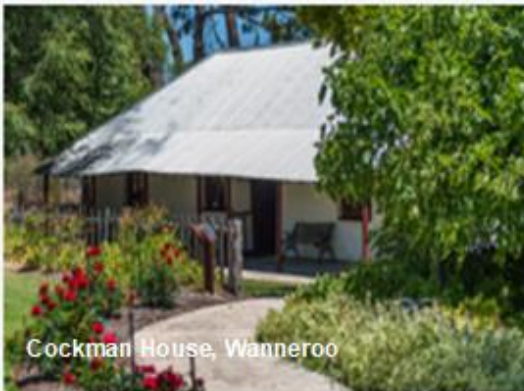
1.1 Preserve, protect and enhance heritage sites. This could include (but is not limited to) seeking opportunities to raise awareness about local heritage sites, landscapes, and structures.

1.2 Identify local stories, sites, people, and landscapes (where appropriate) and reflect these through interpretation, amenity and local aesthetic throughout the public realm, including landscape design, public art, parkland links, public realm furniture / amenity, park and street naming, signage or other interpretative devices identified by development proponents.

Site responses could take inspiration from the following examples:

East Wanneroo District Sense of Place Statement

Smirk's Cottage, Kwinana



Cockman House, Wanneroo



Buckingham House, Wanneroo



Interpretation devices



Yagan Memorial, Upper Swan

East Wanneroo District Sense of Place Statement

Environmental Values

East Wanneroo is rich in significant environmental features that, perhaps more than any other theme, contribute greatly to local sense of place. The network of lakes and vegetation complexes across East Wanneroo provide high value conservation areas, fauna habitat and recreation opportunities as public open space. Despite being largely low-lying, there are areas of landform that are unique and should be protected.

- *Wetland systems*

East Wanneroo features a pattern of shallow circular wetlands that are surface expressions of the underlying unconfined aquifer (shallow groundwater table). These systems are defining features of the area that give East Wanneroo much of its uniqueness and identity.

There are five major lakes within the district which include:

- Lake Adams
- Lake Jandabup
- Lake Gngara
- Lake Mariginiup
- Lake Badgerup

While these wetland systems are mostly protected in Regional Reserves, they require good management and protection through planning and development to ensure their unique characteristics are retained and they continue to make a positive contribution to local character. Key considerations include the width, character and edge treatments for wetland buffers, and the efficient and effective management of stormwater through Water Sensitive Urban Design.

- *Native vegetation*

East Wanneroo is characterised by a highly adapted native vegetation system that has evolved to overcome near zero soil fertility, as such these vegetation systems cannot be easily replaced and should therefore be retained and complemented wherever possible. There are

locations across East Wanneroo where threatened ecological communities have been identified, it will be important to retain and protect these areas.

Maximising retention of native vegetation is critical to retaining a strong sense of place and has a range of benefits including:

- Provision of shade, which prevents heating of hard surface materials, while also improving liveability;
- Contribution to canopy cover along streets, through local parks and civic spaces;
- Provision of high 'urban landscape amenity' and essential wildlife habitat for a range of fauna;
- Creation of green linkages to major nature reserves or wetlands for supporting 'biodiversity' conservation value;
- Support for greater air movement, or 'urban ventilation', by assisting the flow of sea breezes or cooling nightly easterlies;
- Improvement to environmental sustainability by supporting lower energy consumption, reduced 'emissions' and hence lowering the 'carbon footprint'.

The Environmental Assessment Study (refer EWDSP; Attachment B) identifies various pockets of remnant vegetation throughout the district which will require further investigation for protection.

- *Landform*

There are a number of landforms unique to East Wanneroo comprising valleys and high points. Seeing and feeling the undulation in a landscape creates intrigue and interest in a local place; it asks visitors and residents alike to look over the hill or stroll around the corner. High points along the south western portion of the district provide high value view corridors and points of interest for interpretation. Other high points across the district are identified on the DSoPS Map.

*East Wanneroo District Sense of Place Statement***2. Application**

To support the creation of a strong sense of place, LSoPS should demonstrate how development will:

- 2.1 Preserve, protect and enhance wetland systems, and treat wetland buffers in a way that supports stormwater management and community recreation outcomes.***
- 2.2 Retain native vegetation, and local ecological linkages to support the movement of wildlife and connect significant vegetation, habitat and landscape features throughout East Wanneroo.***
- 2.3 Protect and preserve natural topography, unique land forms and high value view corridors throughout East Wanneroo and use these features as points of interest and for interpretation.***
- 2.4 Integrate water sensitive urban design principles to soften the landscape and reduce the impact of development on water resources. This can include (but is not limited to) permeable paving, rainwater harvesting systems, and other techniques that capture and reuse stormwater.***
- 2.5 Through interpretation, increase knowledge and awareness of local biodiversity within the community to support and improve sustainable behaviours and attitudes towards the natural environment.***

Site responses could take inspiration from the following examples:



East Wanneroo District Sense of Place Statement

Land Use

East Wanneroo has historically supported a range of rural land uses, primarily related to food production, market gardening, equestrian pursuits and sand quarrying. In addition, there are a range of rural residential and special residential areas that support rural lifestyle options and opportunities. These areas are characterised by large lots, which comprise a diverse mix of cleared/partially cleared and heavily vegetated areas.

While these land uses will likely change significantly as the area is urbanised, ensuring that this historical land use is reflected in contemporary neighbourhood design will ensure sense of place is not fully lost.

- *Character areas*

Four character areas are identified within the EWDSP. The character of these areas is grounded in landform features, high scenic value and topography. These four areas include:

- Lake Jandabup South Ridge



- Belgrade Road Lake View



- Edgar Griffiths Park



- Mariginiup Lakes



It is expected that LSoPS will explore and define the specific character of these areas and that development will need to respond to and enhance this character.

- *Street design and road reserves*

Streetscapes in East Wanneroo are predominantly rural in nature, with minimal landscaping or engineering infrastructure (kerbing/drainage, footpaths) in place. As rural land is urbanised there will be increased requirements for road designs to incorporate services, stormwater infrastructure, parking, pedestrian pathways and landscaping.

To retain sense of place, street design and road reserves should be responsive to topography and seek to retain and integrate existing vegetation. New street trees planted should reflect existing vegetation species. Wider road reserves are required to accommodate vegetation retention, new street trees and footpaths. Consistency of design/landscaping for major roads that cross precinct boundaries is also necessary.

East Wanneroo District Sense of Place Statement

- *Landscape*

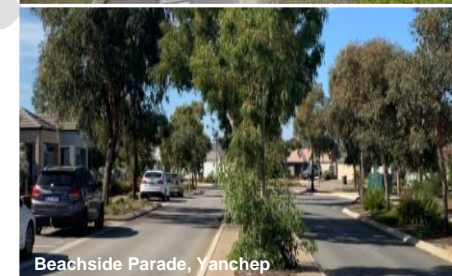
Existing streetscapes are largely natural, and public open spaces primarily serve a conservation function, with the exception of Edgar Griffiths Park which accommodates sporting use. To retain sense of place, future landscaping approaches and design should reflect historical land uses, seek to maximise vegetation retention and deliver consistent landscaping across distributor and other major roads.

3. Application

To support the creation of a strong sense of place, LSoPS should demonstrate how development outcomes will:

- 3.1 Retain and preserve character areas in a way that responds sensitively to the natural amenity of their locations. This may include (but is not limited to) design guidelines requiring certain building materials, architectural styles, façades and roof design, setbacks and colour palettes.***
- 3.2 Ensure road reserve widths are appropriately designed to retain existing vegetation wherever possible, and accommodate new avenues of street trees and footpaths.***
- 3.3 Incorporate landscaping approaches that reflect historical land uses.***
- 3.4 Maximise vegetation retention wherever possible in public open space and streetscape landscaping.***
- 3.5 Support consistent road design and landscaping across distributor and other major roads to ensure continuity of place throughout East Wanneroo i.e. a continuous tree canopy of appropriate species in appropriate locations.***

Site responses could take inspiration from the following examples:



*East Wanneroo District Sense of Place Statement***Community Places & Spaces**

As a historically rural area, there are limited places for community activity throughout East Wanneroo. Notwithstanding this, East Wanneroo is built in a network of open spaces and parklands; as such, connecting existing community spaces to new places through future development will be an important element in supporting and retaining sense of place.

Public open space and green/pedestrian links provide an important platform to reveal local interpretation, storytelling, and wayfinding which are important parts of connecting to the past and establishing a strong sense of place.

- *Public open space*

Existing public open space is characterised by remnant vegetation and informal recreation activities. Edgar Griffiths Park provides the only active reserve in the East Wanneroo area. While some spaces are used for equestrian and bridle trail purposes, only Nanovich Park is formally allocated for this purpose. There are a small number of public open spaces that aren't formally reserved for public purposes (i.e. are freehold), which include (but are not limited to):

- | | |
|-----------------|-----------------|
| ○ Caporn Park | ○ Tuscan Park |
| ○ Franklin Park | ○ Golfview Park |
| ○ Benmuni Park | ○ Vintage Park |
| ○ Estrel Park | ○ Bridle Park |
| ○ Lorian Park | ○ Mary Park |

East Wanneroo presents a unique opportunity to provide a well-connected network of public open space nestled within a district of lake and wetland environments. There are also opportunities to consider how historical recreational pastimes can be reflected in open space design and embellishment.

- *Parkland links*

There are a number of informal trails throughout East Wanneroo used for pedestrian and equestrian recreation. The EWDSP identifies a series of parkland links throughout the area as a key feature of future development, to provide uninterrupted pedestrian/cyclist movement and maintain and enhance existing ecological linkages. This network is of critical importance to East Wanneroo to ensure the wetlands, native vegetation and land forms are retained, and tell the story of the place. To maximise sense of place, it is critical that parkland links are separate from on-road networks, but can be adjacent to the road where this supports vegetation retention alongside road reserves.

- *Community facilities and public realm*

There are a limited number of community facilities in the East Wanneroo area, which include (but are not limited to):

- Wanneroo Nursing Home
- Elderbloom Community Care
- Wanneroo Horse and Pony Club

Future community facilities across the East Wanneroo district should be influenced by sustainability principles with designs influenced by local cultural heritage. Public realm associated with community facilities should interpret local sense of place and build upon any natural features and/or cultural and historic influences in the local area.

4. Application

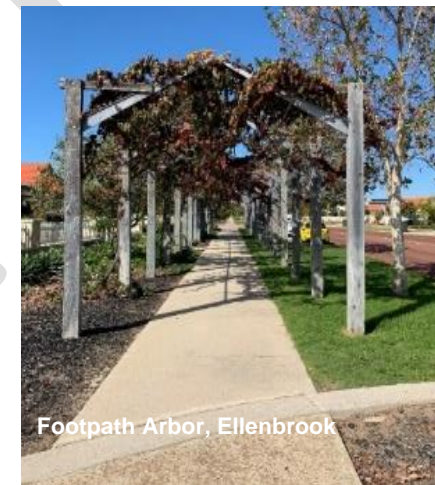
To support the creation of a strong sense of place, LSoPS should demonstrate how development outcomes will:

- 4.1 Ensure high quality public open space designs are sympathetic to local history and enhance native vegetation and wetland environments.***

East Wanneroo District Sense of Place Statement

- 4.2** *Establish parkland links that connect to the broader network across East Wanneroo, maximise vegetation retention and minimise interaction with local road networks.*
- 4.3** *Reflect local stories, sites, people, and landscapes (where appropriate) through interpretation and public realm aesthetic. This including parkland links, park and street naming, signage, public art and/or other interpretative devices identified by development proponents.*
- 4.4** *Deliver public realm that builds upon cultural and historic influences. Common themes should be identified across various elements of the public realm including, (but not limited to) lighting, wayfinding, public open space and public realm furniture, lighting, and public art.*
- 4.5** *Provide community facilities that are co-located with other facilities and tell the story of the local place through its design and surrounding public realm. These facilities and places should be focal points for the community with specific facility requirements being outlined within the EWDSP Attachment D: Community Facilities.*

Site responses could take inspiration from the following examples:



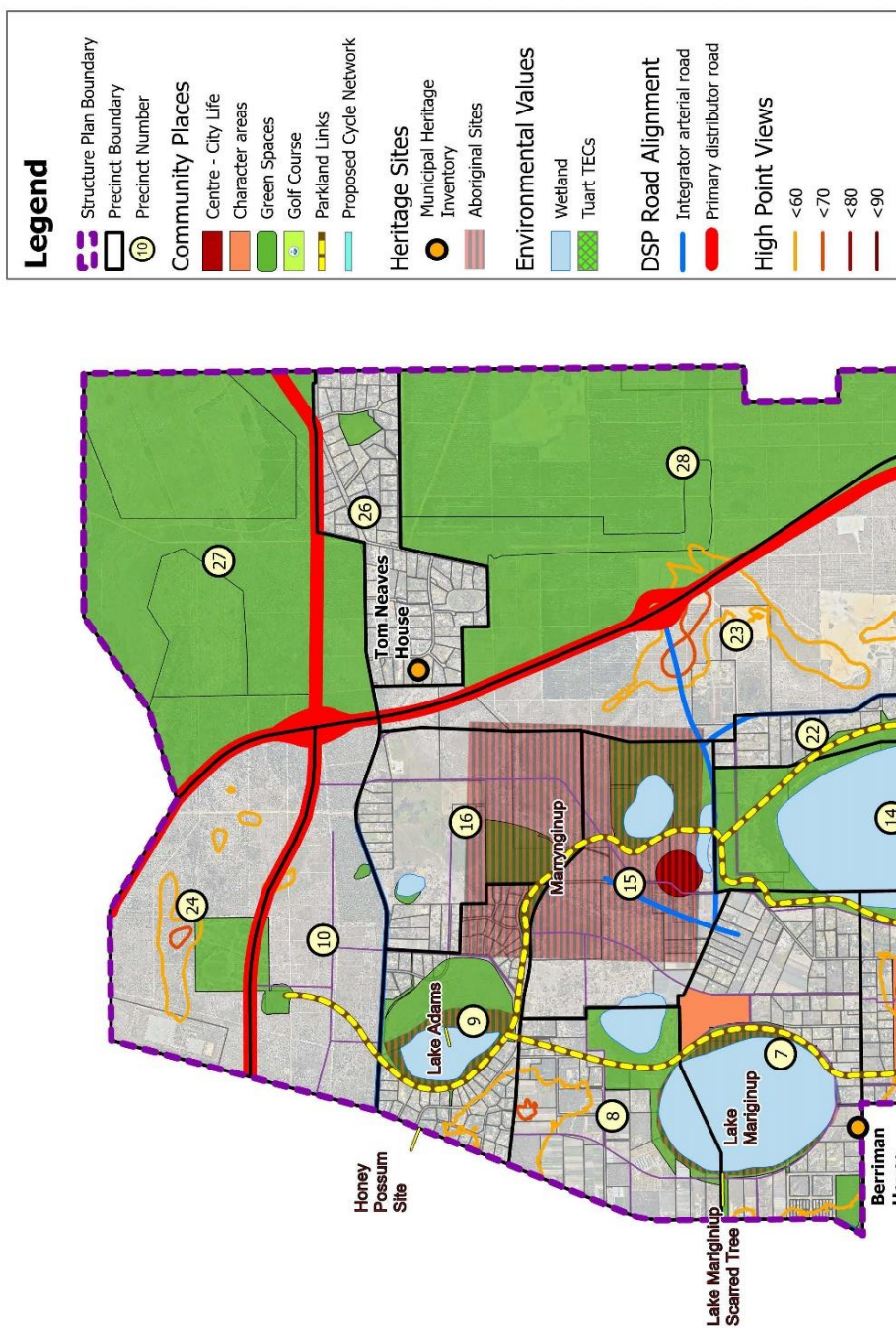
DISTRICT SENSE OF PLACE STATEMENT

“You know you’re in East Wanneroo because...

...you are surrounded by mature trees and native vegetation that connects you to a network of wetlands through discrete pedestrian links. Local Aboriginal, pioneer, market gardening and equestrian heritage is evident in park and open space design and new development is integrated into and respects the landscape...

... future development will feature consistent design outcomes for landscaping, streetscapes, parkland links, public open space, and community facilities that reflect the culture and history of the area ...





East Wanneroo - District Sense of Place Map 1

0 1 2 Kilometers

APPENDIX 1: LOCAL SENSE OF PLACE STATEMENTS

Local Planning Policy 5.3: East Wimmeroo requires development proponents (in consultation with the City) to prepare a Local Sense of Place Statement (LSoPS) as part of local structure planning. The LSoPS will need to be prepared in line with the overarching vision of the East Wimmeroo District Structure Plan (EWDSP) area, and the District Sense of Place Statement (DSOPS).

A LSoPS forms part of any Local Structure Plan (LSP) and should demonstrate how the place elements identified in the DSOPS (as well as any additional features unique to the LSP area) will be protected, enhanced and/or addressed through local structure planning and subsequent development stages.

The following documents should be considered in preparing the Sense of Place Statement:

- [City of Wimmeroo Strategic Community Plan 2021-2031](#);
- [City of Wimmeroo Place Strategy 2023-2027](#);
- [East Wimmeroo District Structure Plan](#); and
- [Wimmeroo Local Area Plan 2020](#).

Outlined below is a summary of the information to be provided within Local Sense of Place Statements

1. Local Sense of Place Statement Overview

This section should demonstrate an analysis of information relevant to sense of place gathered throughout LSP preparation. Much of this information is already required in Part 2 of a Structure Plan, but should be collated to focus on place outcomes. Information should include, but is not limited to:

1.1. Local Structure Plan Area

- Where the relevant LSP is located relative to the East Wimmeroo District Structure Plan.
- Key access points / roads / lot boundaries.

1.2. Overview of LSP characteristics

- Relevant demographic characteristics.
- Environmental features, topography, vegetation, water bodies, flora and fauna species within the precinct / LSP boundary.
- Points of difference compared to other precincts / LSP areas.
- Existing features that should be retained/strengthened to support the creation of a strong sense of place.

1.3. History and Heritage

- Establishment of the land parcel/s and historical ownership if known / significant.
- Heritage objects, landscapes, places, buildings, values, characteristics – both Aboriginal and European.
- Current / past significant events – these may be celebrations and/or weather / fire / flood events.

1.4. Key links to regional locations

- Points of interest, activity centres, transit nodes, important landforms, parkland link routes, wetland systems.
- Points of integration across LSP boundaries.

1.5. Overview of Sense of Place Intent

- Relevant place outcomes identified in EWDSP, specific to LPS area.

East Wanneroo District Sense of Place Statement

- Evidence of understanding of local community values, priorities or connection to place identified through community engagement or market research.
- Following analysis of site features and characteristics, identification of place principles / themes / elements additional to those already set out in the DSoPS.
- Outline a local place vision for the LSP.

- Any unique design elements, such as materials, public art, colour palette, developed by consulting with the people who live, work and play in the area.
- Show examples of colours, signage, fencing, walls, infrastructure, and furniture.

2. Principles, Themes and Elements & Local Structure Plan Response

The information included in this section should be reflected in Part 1 of LSP's (where appropriate) and provide a basis for design and development responses.

This section should:

- Demonstrate how the principles, themes and elements set out in the DSoPS (and any additional place themes identified in section one of the LSoPS) are to be addressed at a local/precinct level.
- Outline how development is to be designed and implemented to protect the key elements that contribute to sense of place.
- Outline how design response will contribute to local sense of place where place elements cannot be protected through development.
- Outline how the design response contributes to achieving the EWDSP vision and DSoPS. It is strongly recommended that maps, graphics and pictures are used to illustrate key messages.

The response/s should also include:

- An overview concept plan showing the development overlayed on the site.
- Details as outlined within LPP 5.3 East Wanneroo.
- Illustration of specific site responses to address DSoPS and LPP requirements, areas of interest and key opportunities and/or issues.

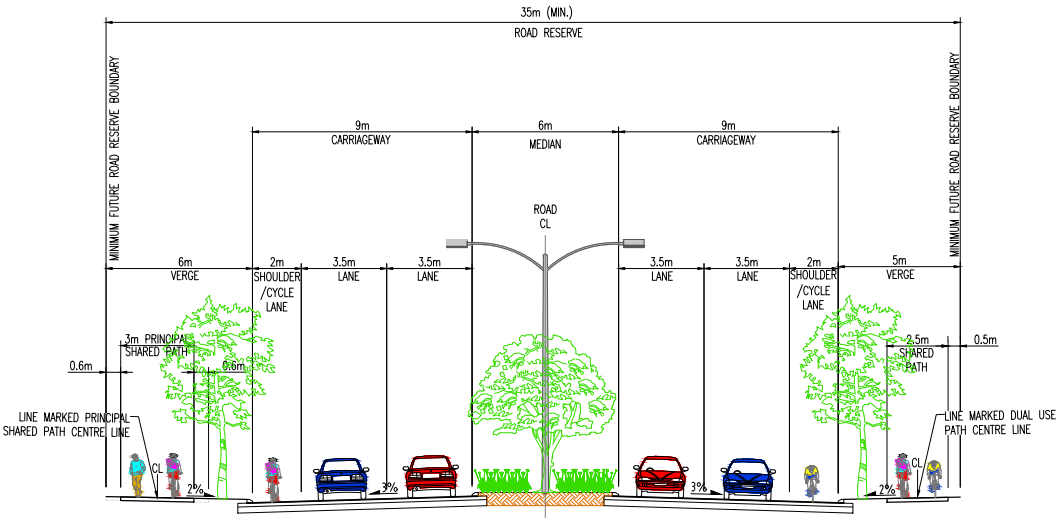


FIGURE 1: CROSS SECTION APPLIES OUTSIDE OF DISTRICT AND NEIGHBOURHOOD CENTRES

- LENORE ROAD - FRANKLIN ROAD
- SYDNEY ROAD
- HAWKINS ROAD
- ELLIOT ROAD
- BADGERUP ROAD
- LAKEVIEW ROAD

NOTES:

1. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
2. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED.
3. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
4. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
5. STREETSCAPES TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
6. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

APPLIES OUTSIDE NEIGHBOURHOOD AND DISTRICT CENTRES

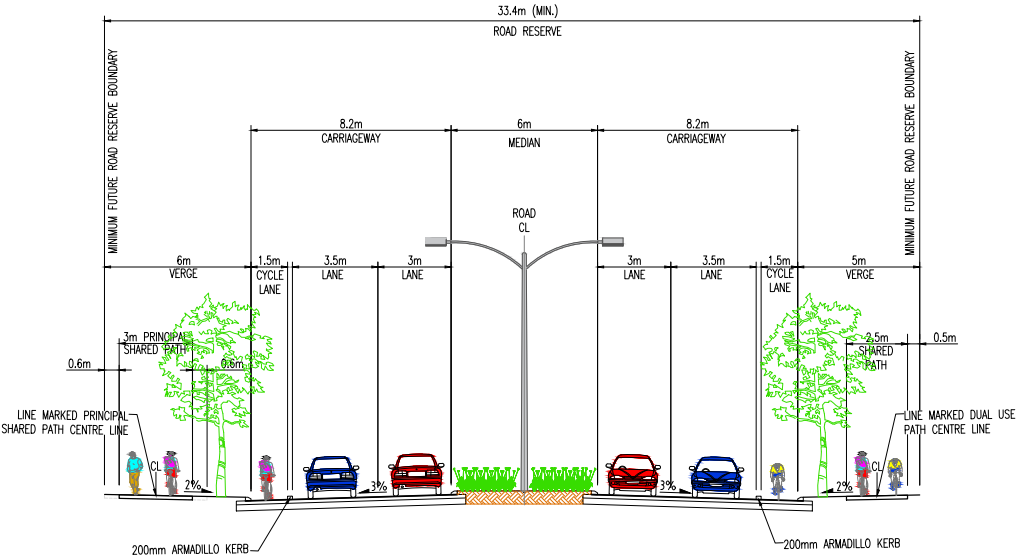


FIGURE 2: CROSS SECTION BADGERUP ROAD
BADGERUP ROAD (DISTRICT CENTRE BETWEEN ELLIOT ROAD & ASHBY ROAD)

- NOTES:
1. PUBLIC TRANSPORT RAPID TRANSIT ROUTE QUEUE JUMP FACILITY AT INTERSECTION.
 2. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
 3. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 4. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREE TO BE OFFSET TO STREETLIGHT LOCATIONS.
 5. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED
 6. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 7. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 8. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

BADGERUP ROAD

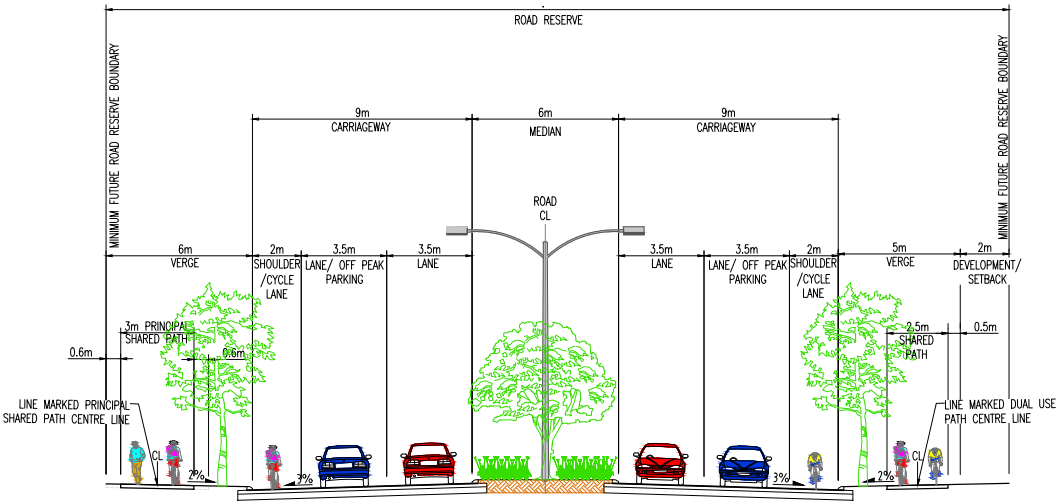


FIGURE 3: CROSS SECTION ELLIOT ROAD (DISTRICT CENTRE)

- NOTES:**
1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREE TO BE OFFSET TO STREETLIGHT LOCATIONS.
 4. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED.
 5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

ELLIOT ROAD

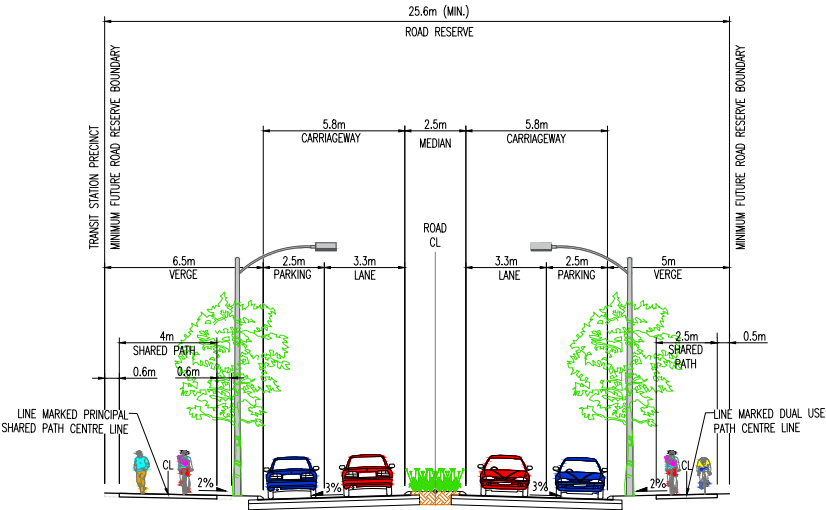


FIGURE 4: CROSS SECTION STONEY ROAD (DISTRICT CENTRE)

- NOTES:**
- 1. TREES TO BE OFFSET WITH STREETLIGHT LOCATIONS ON ROAD VERGE.
 - 2. AT INTERSECTION WITH BADGERUP ROAD LANE WIDTHS INCREASE TO 2 x 3.5m AND PARKING REMOVED ON APPROACH AND EXIT.
 - 3. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 - 4. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 - 5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

STONEY ROAD

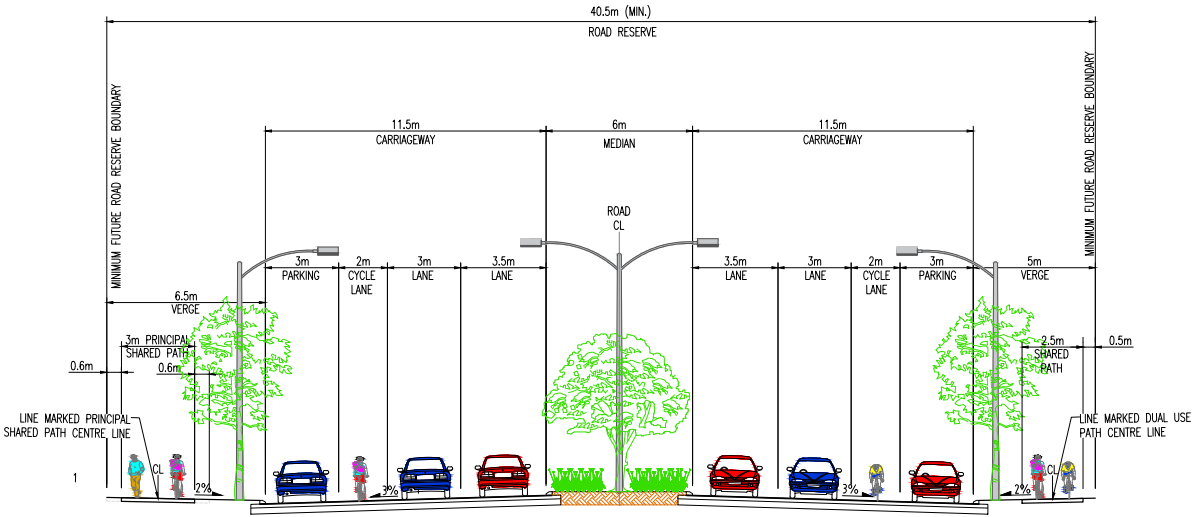


FIGURE 5: CROSS SECTION FRANKLIN ROAD (NEIGHBOURHOOD CENTRE)

NOTES:

1. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREE TO BE OFFSET TO STREETLIGHT LOCATIONS.
4. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED
5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
6. PARKING LANE TO BE CONSIDERED FOR BUS, TAXI & RIDESHARE FACILITY. VEHICLE/ PEDESTRIAN SEPARATION TO BE PROVIDED AT PEDESTRIAN/ CYCLIST MEDIAN BREAK CROSSING (I.E. KERBED NIBS/BARRIERS).
7. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
8. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

FRANKLIN ROAD

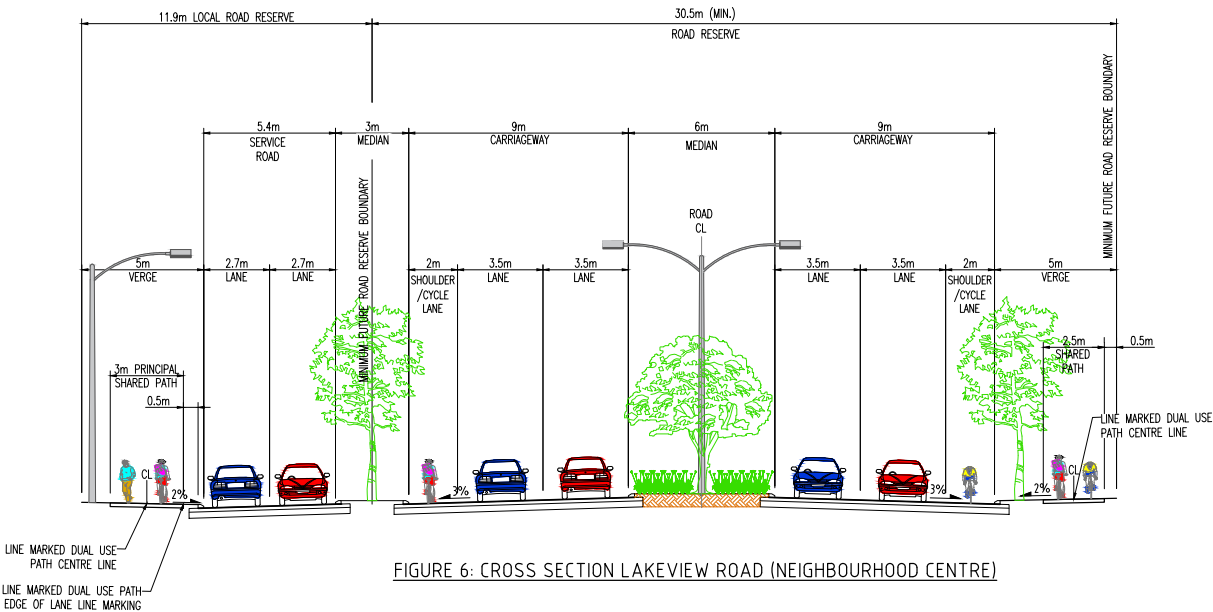


FIGURE 6: CROSS SECTION LAKEVIEW ROAD (NEIGHBOURHOOD CENTRE)

- NOTES:
- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 - 2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 - 3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
 - 4. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED
 - 5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

LAKEVIEW ROAD

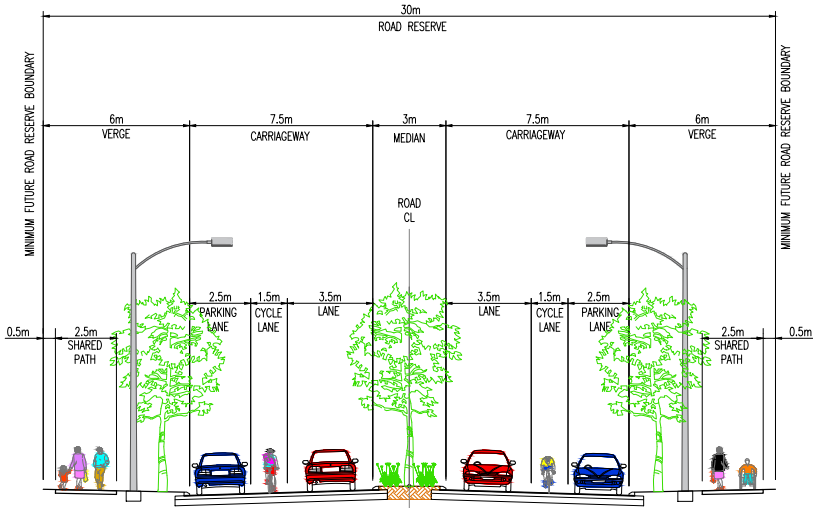


FIGURE 7: CROSS SECTION OF NEIGHBOURHOOD CONNECTOR A
(REAR LOADED) 30m WIDTH

NOTES:

1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
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5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES**

NEIGHBOURHOOD CONNECTOR A (REAR LOAD)

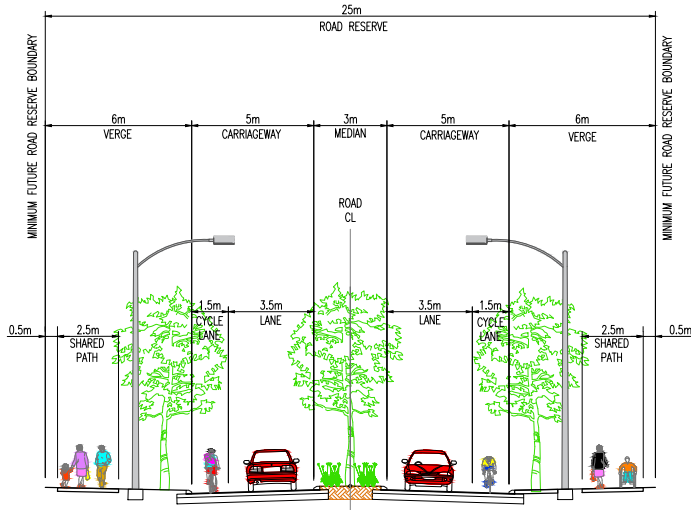


FIGURE 8: CROSS SECTION OF NEIGHBOURHOOD CONNECTOR A
(FRONT LOADED) 25m WIDTH

NOTES:

1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
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6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

NEIGHBOURHOOD CONNECTOR A (FRONT LOADED)

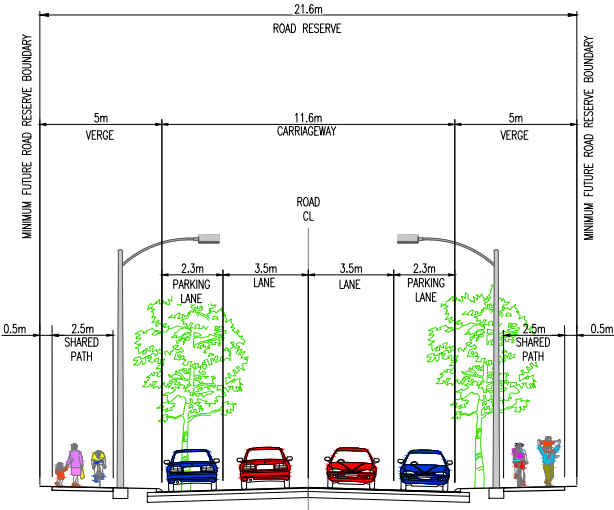


FIGURE 9: CROSS SECTION OF NEIGHBOURHOOD CONNECTOR B

- NOTES:
- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 - 2. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 3. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 4. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

NEIGHBOURHOOD CONNECTOR B

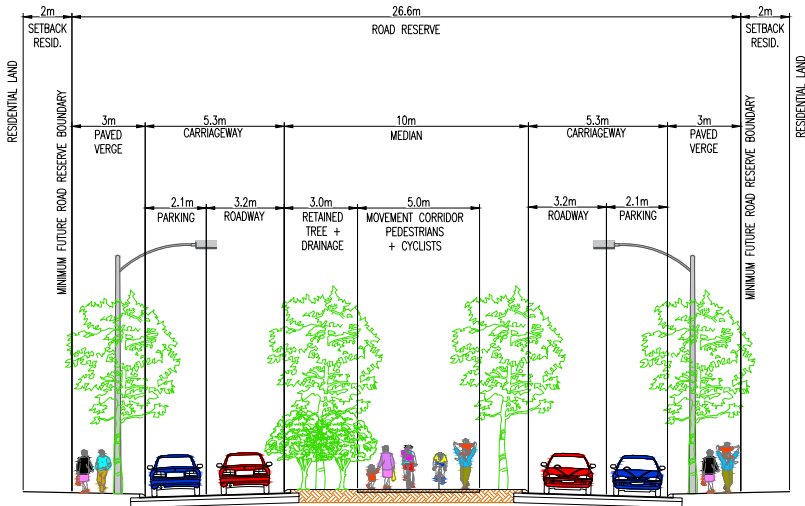


FIGURE 10: CROSS SECTION OF LANDSCAPE BOULEVARDS
THROUGH URBAN NEIGHBOURHOOD

- NOTES:
- 1. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
 - 2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 - 3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
 - 4. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED
 - 5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

LANDSCAPE BOULEVARDS THROUGH URBAN NEIGHBOURHOOD

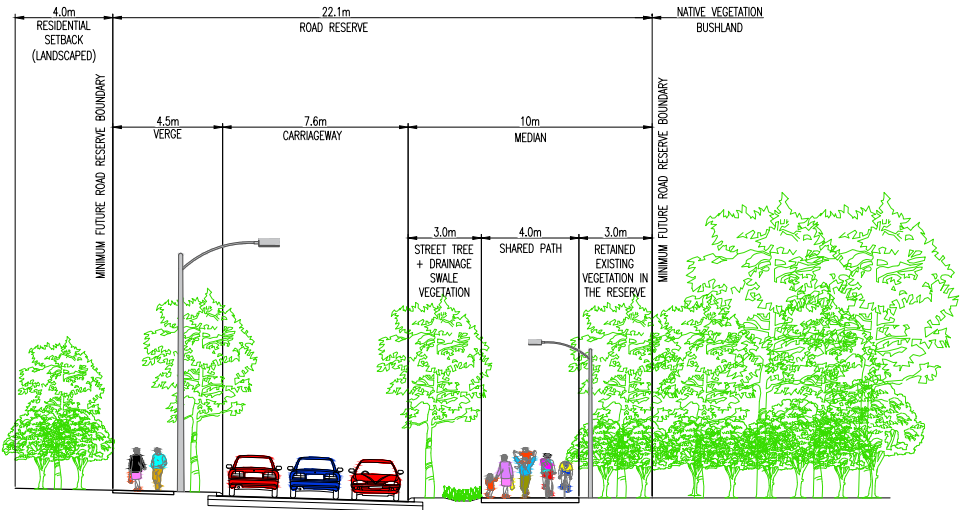


FIGURE 11: CROSS SECTION OF LANDSCAPE BOULEVARDS
IN SUBURBAN NEIGHBOURHOOD ADJOINING BUSHLAND

NOTES:

1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
2. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
3. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
4. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

LANDSCAPE BOULEVARDS IN SUBURBAN NEIGHBOURHOOD

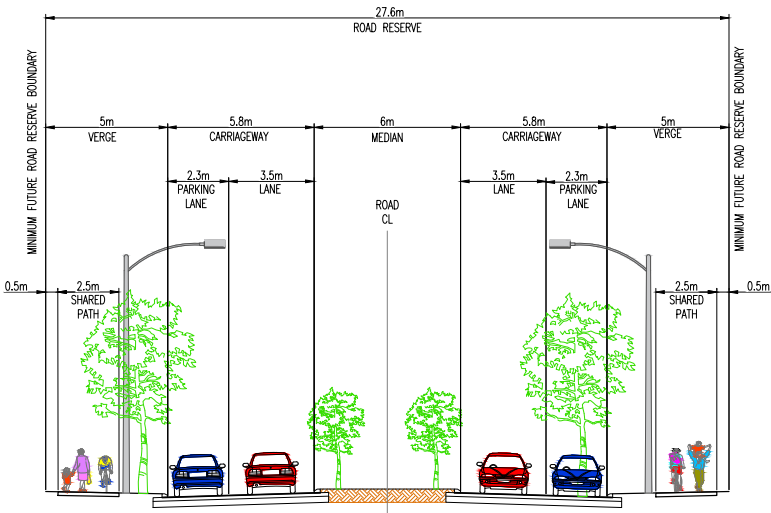


FIGURE 12: CROSS SECTION OF ACCESS STREETS A

- NOTES:
- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 - 2. FREQUENT MEDIAN BREAKS TO BE PROVIDED TO FACILITATE SAFE PEDESTRIAN AND CYCLIST ROAD CROSSING.
 - 3. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
 - 4. MEDIAN WIDTH SUFFICIENT FOR TURNING POCKETS, AS REQUIRED
 - 5. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 6. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 7. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

ACCESS STREET A

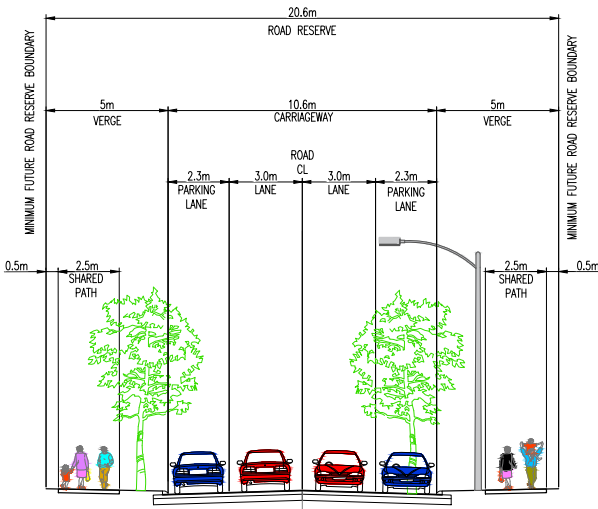


FIGURE 13: CROSS SECTION OF ACCESS STREETS B

- NOTES:
- 1. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
 - 2. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 3. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 4. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

ACCESS STREET B

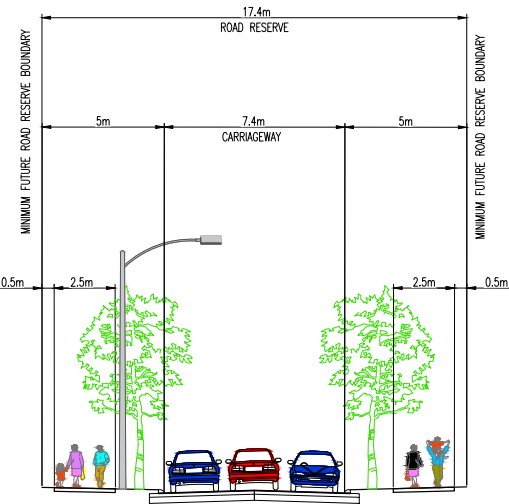


FIGURE 14: CROSS SECTION OF ACCESS STREETS C

- NOTES:
- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING..
 - 2. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 3. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 4. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

ACCESS STREET C

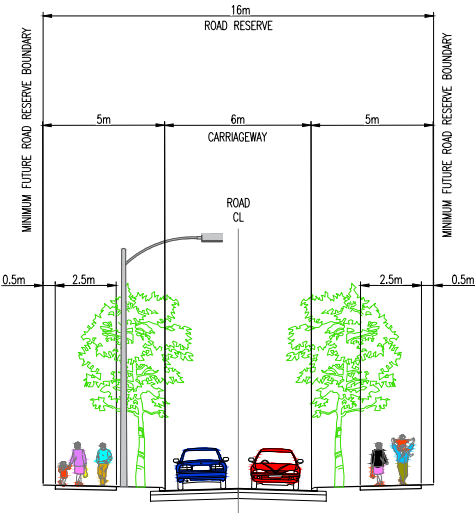


FIGURE 15: CROSS SECTION OF ACCESS STREETS D

- NOTES:
- 1. STREETSCAPE TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
 - 2. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
 - 3. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
 - 4. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

ACCESS STREET D

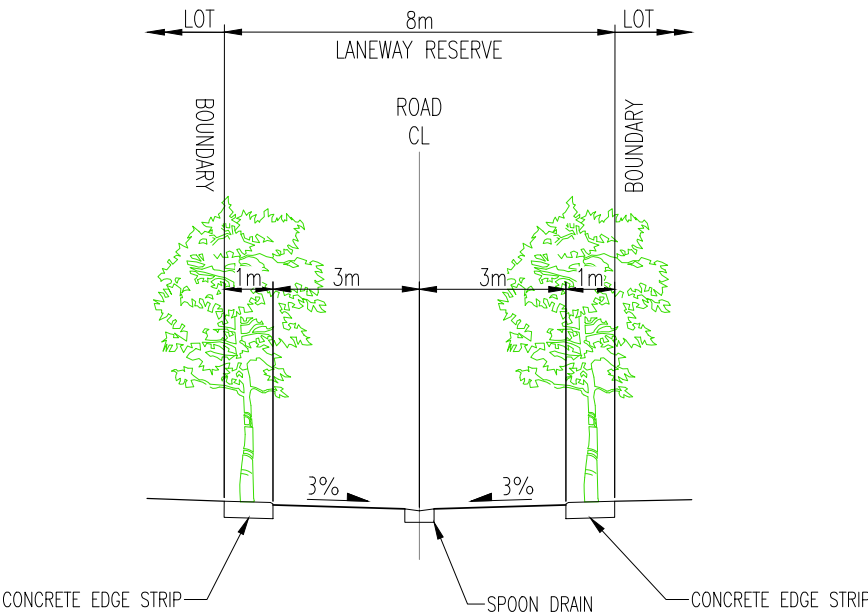


FIGURE 16: CROSS SECTION OF LANEWAYS

NOTES:

- 1. TO BE DESIGNED TO PROVIDE LANDSCAPING WHILST MAINTAINING SAFETY.
- 2. LANDSCAPING TO BE C.O.W SPECIFICATIONS.



EAST WANNEROO DISTRICT STRUCTURE PLAN
ROAD RESERVES

LANEWAYS

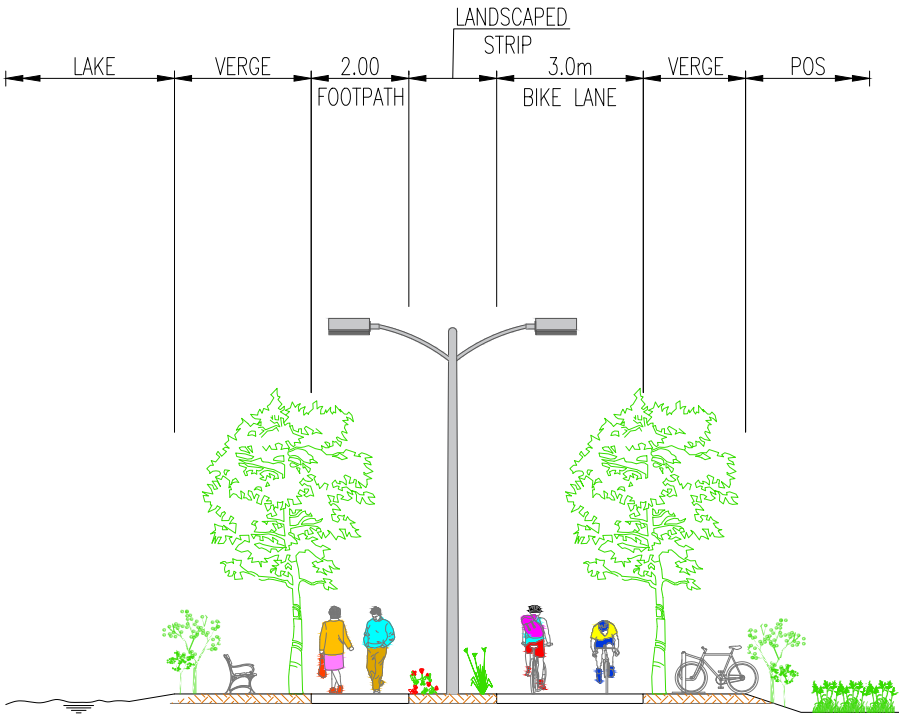


FIGURE 17: CROSS SECTION LINK ADJOINING A LAKE AND POS

NOTES:

1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
2. PAVED VERGE TO BE LANDSCAPED WITH MATURE TREES, TREE TO BE OFFSET TO STREETLIGHT LOCATIONS.
3. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
4. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
PARKLAND LINKS**

ADJOINING A LAKE AND POS

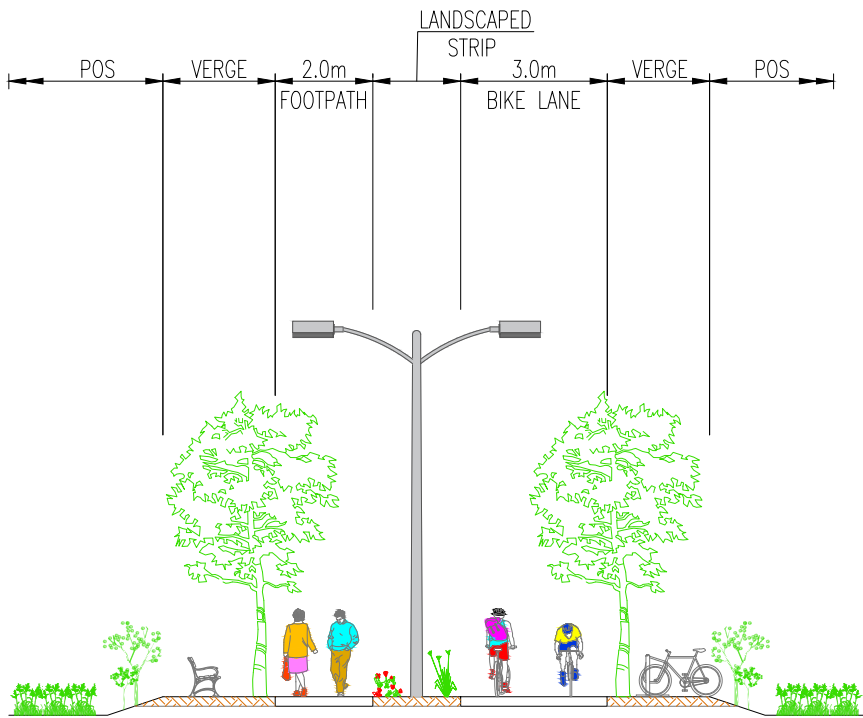


FIGURE 18: CROSS SECTION LINK ADJOINING POS BOTH SIDES

NOTES:

- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
- 2. PAVED VERGE TO BE LANDSCAPED WITH MATURE TREES, TREE TO BE OFFSET TO STREETLIGHT LOCATIONS.
- 3. VERGE LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
- 4. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.



EAST WANNEROO DISTRICT STRUCTURE PLAN
PARKLAND LINKS

ADJOINING POS ON BOTH SIDES

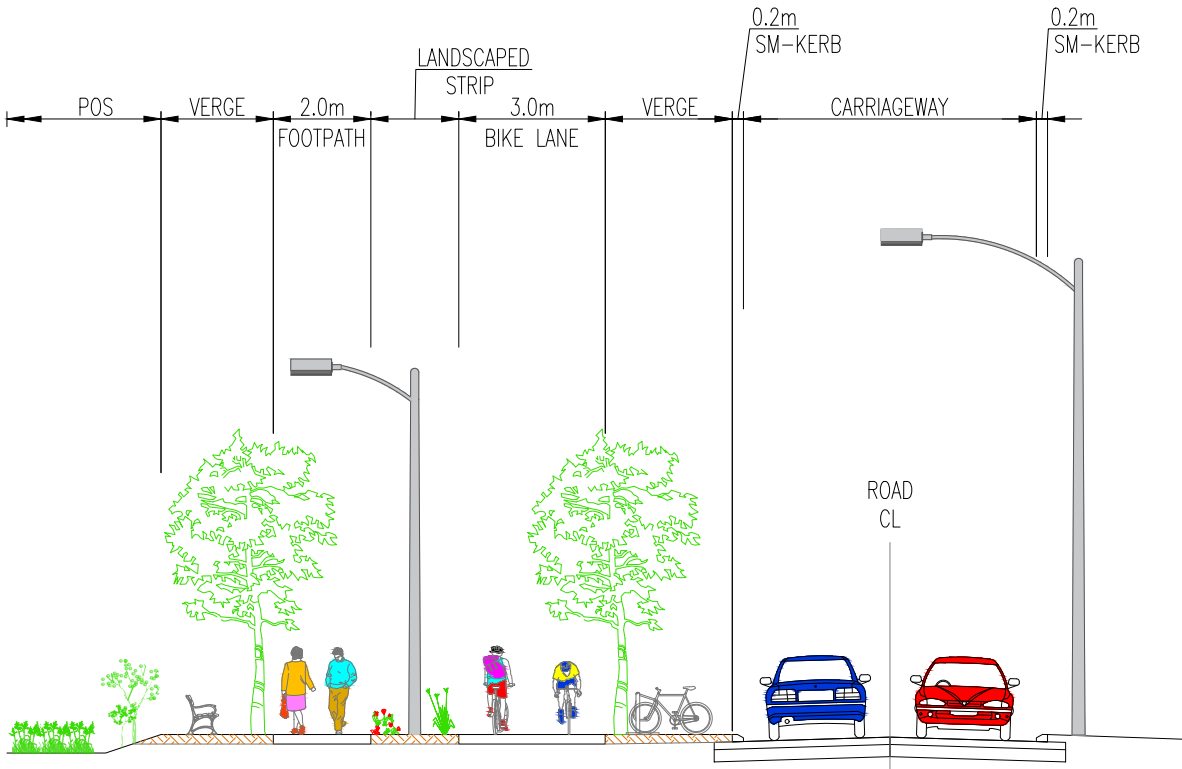


FIGURE 19: CROSS SECTION LINK ADJOINING POS AND A ROAD

NOTES:

- 1. STREETScape TO BE DESIGNED TO PROVIDE MAXIMUM TREE CANOPY WHILST MAINTAINING SAFE ROAD AND PATH LIGHTING.
- 2. CENTRAL MEDIAN TO BE LANDSCAPED WITH MATURE TREES, TREES TO BE OFFSET TO STREETLIGHT LOCATIONS.
- 3. VERGE AND MEDIAN LANDSCAPING TO CITY OF WANNEROO SPECIFICATIONS.
- 4. TREE SPECIES TO BE AS PER STREET TREE SCHEDULE.
- 5. SUBJECT TO SAFETY AND DESIGN STANDARDS, THE ROAD CAMBER IS REQUIRED TO FALL TOWARDS THE CENTRAL MEDIANS WHERE PROVIDED.



**EAST WANNEROO DISTRICT STRUCTURE PLAN
PARKLAND LINKS**

ADJOINING POS AND A ROAD

STREET TREE SCHEDULE			
Tree species list for East Wanneroo District Structure Plan area			
February 2023			
Notes	Minimum setbacks (unless stated otherwise)	Specific locations and functions	Irrigation requirements
<p>* Indicates species that are locally native to the City of Wanneroo.</p>	<p>1m from kerb (unless in a laneway where this can be varied by the City)</p> <p>1.5 m from crossovers</p> <p>2.5m from light poles</p> <p>2.5m from walls</p> <p>Standard verge widths</p> <p>Arterials and local streets without shared path: 4.5m</p> <p>Arterials and local streets with shared path: 6.5m</p>	<p>B Buffer zones: located on Primary Distributors and Integrator arterial A verges and medians. Function is for noise and wind attenuation + visual screening. Local species preferred to provide habitat green link.</p> <p>BRA Bio-retention area (verge) suitable.</p> <p>CP Car parks</p> <p>D Deciduous species</p> <p>FT Feature trees that are distinctive in size and appearance. Feature trees also improve legibility of the landscape.</p> <p>POS 1 Public Open Space: in turf (summer irrigation)</p> <p>POS 2 Public Open Space: in garden beds (dry initially or dry after establishment)</p> <p>RAB Roundabouts, medians and public access ways</p> <p>RC Retail + commercial precincts, (irrigation from mains)</p> <p>SB Stormwater basins</p>	<p>1 Able to survive after winter planting.</p> <p>2 Able to survive after 2 years establishment irrigation.</p> <p>3 Summer irrigation preferred after 2 years establishment irrigation.</p> <p>4 Requires summer irrigation long term.</p> <p>Tree Origin</p> <p>WA – Western Australia</p> <p>Brazil</p> <p>Madagascar</p> <p>Europe</p> <p>Aus - Australia</p> <p>ES – Eastern states (Australia)</p> <p>NE Aus – North east Australia</p> <p>Asia</p> <p>USA</p>

Botanical name	Common name	Height range (m)	Canopy spread (m)	Origin	Verge width		Specific locations										Irrigation	Comments
					6.5 m	4.5 m	B	BRA	CP	D	FT	POS 1	POS 2	RAB	RC	SB		
Integrator Arterial (Lenore/Franklin, Elliot Road, Lakeview Road, Badgerup Road, Sydney Road) Reserve Width: Refer to attached Road Reserve cross-sections																		
Corymbia callophylla	Marri	15m	8m	WA			√				√		√	√	√		2	Setback from kerbing and turf minimum 7m, as large fruit can be a trip and projectile hazard.
Jacaranda mimosifolia	Jacaranda	15m	12m	Brazil						√	√	√			√		4	Takes approx. 15 years to establish.
Eucalyptusgomphocephala	Tuart	20m	10m	WA	√		√				√	√	√	√			1	Ensure a minimum of 2m from footpaths and kerbs and minimum setback 6m from buildings.
Delonix regia	Poinciana	8m	6m	Madagascar						√	√	√			√		4	May not achieve significant canopy spread for some time. Good for urban centres for shading paved areas. Feature species
Erythrina sykesii	Coral Tree	15m	12m	ES	√	√		√		√	√	√	√	√	√		2	To limit sunburn ensure that 45l and above specimens are planted to same orientation as in nursery. Seasonal interest as tree is deciduous and has red flowers in winter/ spring. Feature species
Neighbourhood Connector A – predominantly residential street with target vehicle speed up to 50 km/hr and up to 7,000 vehicles per day. Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity, continuous canopy of shade over footpaths (urban neighbourhoods), shade over footpaths (suburban neighbourhoods)																		
Corymbia callophylla	Marri	15m	8m	WA			√					√	√	√			2	Setback from kerbing and turf minimum 7m, as large fruit can be a trip and projectile hazard.
Jacaranda mimosifolia	Jacaranda	15m	12m	Brazil						√	√	√			√		4	Takes approx. 15 years to establish.
Eucalyptusgomphocephala	Tuart	20m	10m	WA	√		√				√	√	√	√			1	Ensure a minimum of 2m from footpaths and kerbs and minimum setback 6m from buildings.
Delonix regia	Poinciana	8m	6m	Madagascar						√	√	√			√		4	May not achieve significant canopy spread for some time. Good for urban centres for shading paved areas. Feature species
Erythrina sykesii	Coral Tree	15m	12m	ES	√	√		√		√	√	√	√	√	√		2	To limit sunburn ensure that 45l and above specimens are planted to same orientation as in nursery. Seasonal interest as tree is deciduous and has red flowers in winter/ spring. Feature species
Neighbourhood Connector B – predominantly residential street with target speed up to 50km/hr and up to 3,000 vehicles per day Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity, continuous canopy of shade over footpaths (urban neighbourhoods), shade over footpaths (suburban neighbourhoods)																		

Botanical name	Common name	Height range (m)	Canopy spread (m)	Origin	Verge width		Specific locations										Irrigation	Comments
					6.5 m	4.5 m	B	BRA	CP	D	FT	POS 1	POS 2	RAB	RC	SB		
<i>Agonis flexuosa</i>	WA Peppermint	8m	6m	WA	√	√	√	√	√			√	√	√	√	√	2	
<i>Bauhinia blakeana</i>	Hong Kong Orchid Tree or Bauhinia	8m	6m	ASIA	√	√		√			√	√	√	√	√		2	
<i>Eucalyptus torquata</i>	Coral Gum, Coolgardie Gum	5-10m	4-8m	WA		√	√	√	√				√	√	√		2	Needs training to reach suitable shape. Shallow rooted, tend to blow over in karst areas.
Access Street A – predominantly residential street with target vehicle speed up to 50 km/hr and less than 3,000 vehicles per day Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity, continuous canopy of shade over footpaths (urban neighbourhoods), shade over footpaths (suburban neighbourhoods)																		
<i>Corymbia callophylla</i>	Marri	15m	8m	WA			√					√	√	√			2	Setback from kerbing and turf minimum 7m, as large fruit can be a trip and projectile hazard.
<i>Jacaranda mimosifolia</i>	Jacaranda	15m	12m	Brazil						√	√	√			√		4	Takes approx. 15 years to establish.
<i>Eucalyptus gomphocephala</i>	Tuart	20m	10m	WA	√		√				√	√	√	√			1	Ensure a minimum of 2m from footpaths and kerbs and minimum setback 6m from buildings.
<i>Delonix regia</i>	Poinciana	8m	6m	Madagascar						√	√	√			√		4	May not achieve significant canopy spread for some time.
<i>Corymbia ficifolia</i>	Red Flowering Gum	9m	4-6m	WA	√	√	√	√	√			√	√	√	√	√	2	When used as a street tree ensure is used in a mixed design, at a minimum of 1 in 3.
<i>Eucalyptus tottiana</i>	Pricklybark, Coastal Blackbutt	5-15m	5-10m	WA	√	√	√	√	√		√	√	√	√				Performs best on Bassendean soils.
<i>Eucalyptus woodwardii</i>	Lemon Flowered Gum	12m	8m	WA	√	√	√	√			√		√				2	Not common in the City. As it is drought tolerant it should do well.
Access Street B – predominantly residential street with target vehicle speed up to 40km/hr and less than 3,000 vehicles per day Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity, continuous canopy of shade over footpaths (urban neighbourhoods), shade over footpaths (suburban neighbourhoods)																		
<i>Callistemon citrinus</i> "Kings Park Special"	Bottle Brush	5m	3-4m	WA	√	√	√	√	√			√	√	√			2	
<i>Cupaniopsis anacardioides</i>	"Tuckeroo"	8m	6m	ES								√	√		√		4	

Botanical name	Common name	Height range (m)	Canopy spread (m)	Origin	Verge width		Specific locations										Irrigation	Comments
					6.5 m	4.5 m	B	BRA	CP	D	FT	POS 1	POS 2	RAB	RC	SB		
<i>Eucalyptus drummondii</i>	Drummond's Gum	8m	4m	WA		√	√	√				√	√	√			1	Mallee form.
<i>Eucalyptus erythrocorys</i>	Illyarrie	7m	5m	WA			√				√	√	√	√	√		1	Locate minimum 3m from paths, due to large fruit being potential trip hazard.
<i>Eucalyptus erythronema</i>	Red Flowered Mallee	4-9m	4-7m	WA			√				√	√	√	√	√		1	Low damage potential to infrastructure from roots.
<i>Callistemon viminalis</i>	Weeping Bottle Brush	8m	4m	ES	√	√	√	√	√			√	√	√			2	RAB: small roundabouts only so sightlines are maintained
<i>Eucalyptus forrestiana</i>	Fuchsia Gum	4m	4m	WA		√	√	√			√	√	√	√	√		1	Mallee. Formative pruning required.
<i>Eucalyptus lehmannii</i>	Bushy Yate	6m	4m	WA			√					√	√	√			1	Mallee. Needs training to reach suitable shape. Shallow rooted, tend to blow over in karst areas.
<i>Eucalyptus 'Torwood'</i>	Hybrid Coral Gum	5-8m	6-8m	WA		√	√	√	√			√	√	√	√		2	Attractive small tree.
Access Streets C & D – residential give-way streets with target vehicle speed between 30-40 km/hr up less than 3,000 vehicles per hour Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity, continuous canopy of shade over footpaths (urban neighbourhoods), shade over footpaths (suburban neighbourhoods)																		
<i>Eucalyptus victrix</i>	Coolibah	7m	6m	WA (Nth)	√	√	√	√			√	√	√	√	√		1	Attractive small tree with white trunk.
<i>Eucalyptus utilis</i> (prev <i>Eucalyptus platypus heterophylla</i>)	Coastal Moort	8m	5m	WA			√					√	√	√			1	Tends to blow over in karst areas. If adjacent to conservation areas it could seed.
<i>Melaleuca lanceolata</i> *	Rottneest Island Tea Tree	6m (single) 10m (clump)	5m	WA *	√	√	√	√				√	√	√		√	1	In natural habitat is multi-stemmed, is only suitable as street tree if single stem specimens are selected with formative pruning in early years.
Laneways – To service residential (rear loaded) lots. Target speed up to 30km/hr Reserve width: Refer to attached Road Reserve cross-sections Desired place outcome: amenity and aesthetically desirable with some shade																		
<i>Viburnum tinus</i>	Laurustinus	3m	2m	Europe			√	√				√	√					
<i>Syzygium australe</i> Straight and narrow	Lilly Pilly	5m	2m	Aus			√	√				√	√					
<i>Magnolia grandiflora</i> "Sweet Spire"	Southern magnolia	3m	1.2m	USA			√	√				√	√					

Botanical name	Common name	Height range (m)	Canopy spread (m)	Origin	Verge width		Specific locations										Irrigation	Comments
					6.5 m	4.5 m	B	BRA	CP	D	FT	POS 1	POS 2	RAB	RC	SB		
Templetonia retusa	Coral Bush	3m	1.2m	WA														
Olea europaea	Tolley's Upright Olive	7m	4m	Europe														
Hibiscus tiliaceus	Cottonwood Tree	8m	5m	North East Aus														
Grevillea olivacea	Olive Grevillea	4m	4m	WA														
Westringia Hybrid	Naringa	2.2m	1.5	Aus														

Approval Services

PS02-06/23 Preparation of Amendment No. 204 to District Planning Scheme No. 2 - Resolution of Scheme Anomalies Affecting Land in the East Wannon Cell 3 (Wannon) Agreed Structure Plan No. 5

File Ref: 40528 – 22/391252
Responsible Officer: Director Planning & Sustainability
Attachments: 6

Issue

To consider initiating Amendment No. 204 to District Planning Scheme No. 2 (DPS 2), to address inconsistencies between what is contained in DPS 2 and the East Wannon Cell 3 (Wannon) Agreed Structure Plan No. 5 (ASP 5).

Background

The land subject to proposed Amendment No. 204 to DPS 2 (Amendment No. 204) is located in the Wannon locality, where shown in **Attachment 1** (subject area).

The City's East Wannon Cell 3 (Wannon) Agreed Structure Plan No. 5 (ASP 5) was adopted in January 2001 to guide subdivision and development over the subject area. The current ASP 5 map is included as **Attachment 2**. The land in the subject area is mostly subdivided, with exception of four remaining lots.

The subject area is also zoned Residential under DPS 2 as shown on the plan included in **Attachment 3**. Although a density code (R-Code) is applied over all residential lots in ASP 5, R-Codes are only applied in DPS 2 for some of the residential lots. **Attachment 3** shows the lots which are coded R20 as well as lots which have no density code under DPS 2.

Amendment No. 204 proposes to apply an R-Code in DPS 2 to all lots in the subject area. These density codes will be consistent with those set out in ASP 5. ASP 5 will remain in place to guide further subdivision over the four undeveloped lots referred to above.

The plan in **Attachment 3** incorporates the recently gazetted Amendment No. 172 to DPS 2. Amendment No. 172 was a major amendment to bring DPS 2 in line with model provisions for local planning schemes (model provisions) provided in the *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations). That amendment was not designed to resolve any inconsistencies that exist between DPS 2 and ASP 5.

Detail

The purpose of Amendment No. 204 is to better align the provisions in DPS 2 with ASP 5. This is to be done by providing an R-Code over various lots that are already zoned Residential but lack an R-Code in DPS 2. Amendment No. 204 seeks to modify the DPS 2 map to the extent outlined in **Attachment 4**.

The amendments will also affect the 0.1 metre-wide pedestrian accessways listed in Recommendation 1(b) and 1(c). These pedestrian accessways were created through subdivision to prevent vehicular access to adjoining residential lots. These Crown Land parcels are known as 'spite strips' and are no longer used as an access control measure.

Amendments Required to ASP 5

The Regulations allow the WAPC to automatically amend a structure plan on approval of a local planning scheme amendment. Pursuant to the Regulations, a statement will be included in Amendment No. 204 to enable the WAPC to amend ASP 5 in the following manner:

- Modify the structure plan map to show how DPS 2 sets the zone and R-Code for land within the structure plan area. The proposed amendments to the structure plan map are shown in **Attachment 5**.
- Delete a provision in ASP 5 that prescribes the structure plan having the same “force and effect” of a local planning scheme. While this statement was accurate at the time ASP 5 was prepared, this provision is now contrary to the deemed provisions for local planning schemes (deemed provisions) contained in the Regulations. Structure plans can no longer have the force and effect of DPS 2 and are ‘due regard’ documents.
- Update the provisions in ASP 5 relating to the ‘Residential Precinct’, in light of the land being zoned Residential in DPS 2.

The extent of modifications proposed to the ASP 5 text is outlined in **Attachment 6**.

Amendment Type

Administration also considers that proposed Amendment No. 204 to DPS 2 meets the following criteria for ‘Standard Amendments’ in the context of Regulation 34 of the Regulations:

- *an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;*
- *an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.*

Consultation

Should Council resolve to prepare Amendment No. 204 to DPS 2, the amendment will need to be referred to the Environmental Protection Authority (EPA) pursuant to Section 81 and 82 of the *Planning and Development Act 2005*.

Subject to the EPA being satisfied with the standard amendment (with or without modifications), Amendment No. 204 to DPS 2 will then be advertised for public comment for a period of 42 days. Advertising is to occur in the following manner, pursuant to Regulations 47 and 76A of the Regulations:

- Publish a notice of the amendment on the City’s website – and upload the amendment documentation;
- Make a copy of the amendment document available for public inspection at a place within the district during normal business hours (City’s Civic Centre);
- Where appropriate, publish a notice in a newspaper circulating in the relevant locality;
- Notify public authorities likely to be affected by the amendment; and
- Advertise the amendment as directed by the WAPC and in any other way the local government considers appropriate.

In addition to the above, Administration will write to landowners and occupiers of land that it considers could be significantly affected by the DPS 2 amendment.

The process to prepare and amend structure plans is set out in the deemed provisions for local planning schemes (deemed provisions) contained in Schedule 2 of the Regulations. The deemed provisions do not specifically outline advertising requirements for the amendments to ASP 5 after the Minister for Planning’s approval of Amendment No. 204. However, when

Amendment No. 204 is advertised, Administration can ensure that potential submitters are also made aware of the City's intentions to also amend ASP 5.

Comment

Comment on Amendments to ASP 5

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

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

Amendment No. 204 will include a statement in accordance with Regulation 35A(b) of the Regulations that ASP 5 will be amended. The amendments to ASP 5 will then be undertaken by the WAPC pursuant to Clause 29A(2) of the deemed provisions, following approval of Amendment No. 204.

To facilitate the structure plan amendments, and as required under the Regulations, Amendment No. 204 is proposed to include the following statement:

"Upon approval of Amendment No. 204 to District Planning Scheme No. 2, the City of Wanneroo's East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 is to be amended by the Western Australian Planning Commission to the extent as follows:

- a) *The plan contained within Part 1 is to be replaced with the Structure Plan (Amendment) Map (included in **Attachment 5** of this report);*
- b) *Deletion of the following text immediately under the 'Statutory Planning Section' heading:*

As provided for under the provisions of the scheme, this part of the Structure Plan has the same force and effect as if it was a provision, standard or requirement of the scheme.

- c) *The text provisions of Section 3.1 for the Residential Precinct being deleted and replaced with the following:*

Following the approval of Amendment No. 204 to District Planning Scheme No. 2, this structure plan was amended to no longer identify a Residential Precinct. Zoning, density codings and land use permissibility for all residential lots in the structure plan area are provided for in the Scheme."

The modifications proposed to the ASP 5 text are demonstrated in **Attachment 6**.

Impact on Developer Contributions and Future of the Structure Plan

Proposed Amendment No. 204 (and the subsequent amendment to ASP 5) has been prepared to not interfere with the ability to collect or retain development contributions from owners within East Wanneroo Cell 3. The proposal does not seek to change the boundaries of the Cell, identify lots which are no longer part of the ASP 5 (and thereby the Cell), or modify Schedule 14 of DPS 2 which sets out the developer contribution arrangements. The proposal therefore has no effect on the developer contribution arrangements in place.

Extension of the ASP 5 Approval Duration Period

Under Clause 28 of the deemed provisions, a structure plan has effect for a period of ten years, unless another period of time is determined by the WAPC. For structure plans approved prior to 19 October 2015 (which ASP 5 was), the date of approval under the deemed provisions is taken to be from 19 October 2015.

Both the deemed provisions and the WAPC's Structure Plan Framework outline the possibility for the duration of a structure plan to be extended. In this case, Administration is recommending that the duration of ASP 5 be extended by a further five years, to 19 October 2030. This will allow additional time for the subdivision of the undeveloped areas to occur. Recommendations on actioning a request to the WAPC to extend the duration of ASP 5 will be presented in a future report to Council, prepared following public advertising of Amendment No. 204.

Statutory Compliance

Amendment No. 204 to DPS 2 is to be processed in accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Following the Minister for Planning's approval of Amendment No. 204 to DPS 2, amendments to East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 will then be undertaken by the Western Australian Planning Commission pursuant to Clause 29A(2) of the deemed provisions for local planning schemes, provided in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Strategic Implications

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

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

5.2 - Plan for and manage land use

Risk Management Considerations

Risk Title	Risk Rating
CO-O15 – Project Management	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

Amendment No. 204 has been prepared noting the guidance provided in the WAPC's Structure Plan Framework document in respect to the relationship between structure plans and local planning schemes.

Financial Implications

The costs of preparing Amendment No. 204 to DPS 2 – and providing any assistance to the WAPC in its undertaking of an amendment to ASP 5 – can be met from the City's operational budgets.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, PREPARES Amendment No. 204 to City of Wanneroo District Planning Scheme No. 2, to amend the local planning scheme by:
 - a) Applying the R20 and R40 Residential Density Coding over various residential land parcels within the East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 area, as shown on Scheme (Amendment) Map (included as Attachment 4 of this report);
 - b) Applying the R20 Residential Density Coding over the following 0.1m Pedestrian Accessway land parcels:
 - i. Lot 14705 (116P) Dundebur Road, Wanneroo (on: DP: 34830);
 - ii. Lot 21 (120P) Dundebur Road, Wanneroo (on DP: 29016);
 - iii. Lot 22 (122P) Dundebur Road, Wanneroo (on DP: 29016);
 - iv. Lot 14706 (128P) Dundebur Road, Wanneroo (on: DP: 34830);
 - v. Lot 15396 (146P) Dundebur Road, Wanneroo (on: DP: 38458);
 - vi. Lot 15395 (148P) Dundebur Road, Wanneroo (on: DP: 38458);
 - vii. Lot 14704 (8P) Burbanks Elbow, Wanneroo (on: DP: 34830);
 - viii. Lot 14701 (21P) Kurnalpi Turn, Wanneroo (on: DP: 34830);
 - ix. Lot 14702 (20P) Bonnievale Terrace, Wanneroo (on: DP: 34830);
 - x. Lot 14703 (19P) Bonnievale Terrace, Wanneroo (on: DP: 34830);
 - xi. Lot 2 (11P) Wyola Lane, Wanneroo (on DP: 29015); and
 - xii. Lot 1 (9P) Steven Street, Wanneroo (on DP: 29015); and
 - c) Applying the R40 Residential Density Coding over the 0.1m Pedestrian Accessway land parcel being Lot 3 (162P) Dundebur Road, Wanneroo (on DP: 29015);
2. Pursuant to Regulation 35A(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 204 to District Planning Scheme No. 2 include the following statement:

Upon approval of Amendment No. 204 to District Planning Scheme No. 2, the City of Wanneroo's East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 is to be amended by the Western Australian Planning Commission to the extent as follows:

- a) *The plan contained within Part 1 is to be replaced with the Structure Plan (Amendment) Map (included in Attachment 5 of this report);*

- b) ***Deletion of the following text immediately under the ‘Statutory Planning Section’ heading:***

As provided for under the provisions of the scheme, this part of the Structure Plan has the same force and effect as if it was a provision, standard or requirement of the scheme.

- c) ***The text provisions of Section 3.1 for the Residential Precinct being deleted and replaced with the following:***

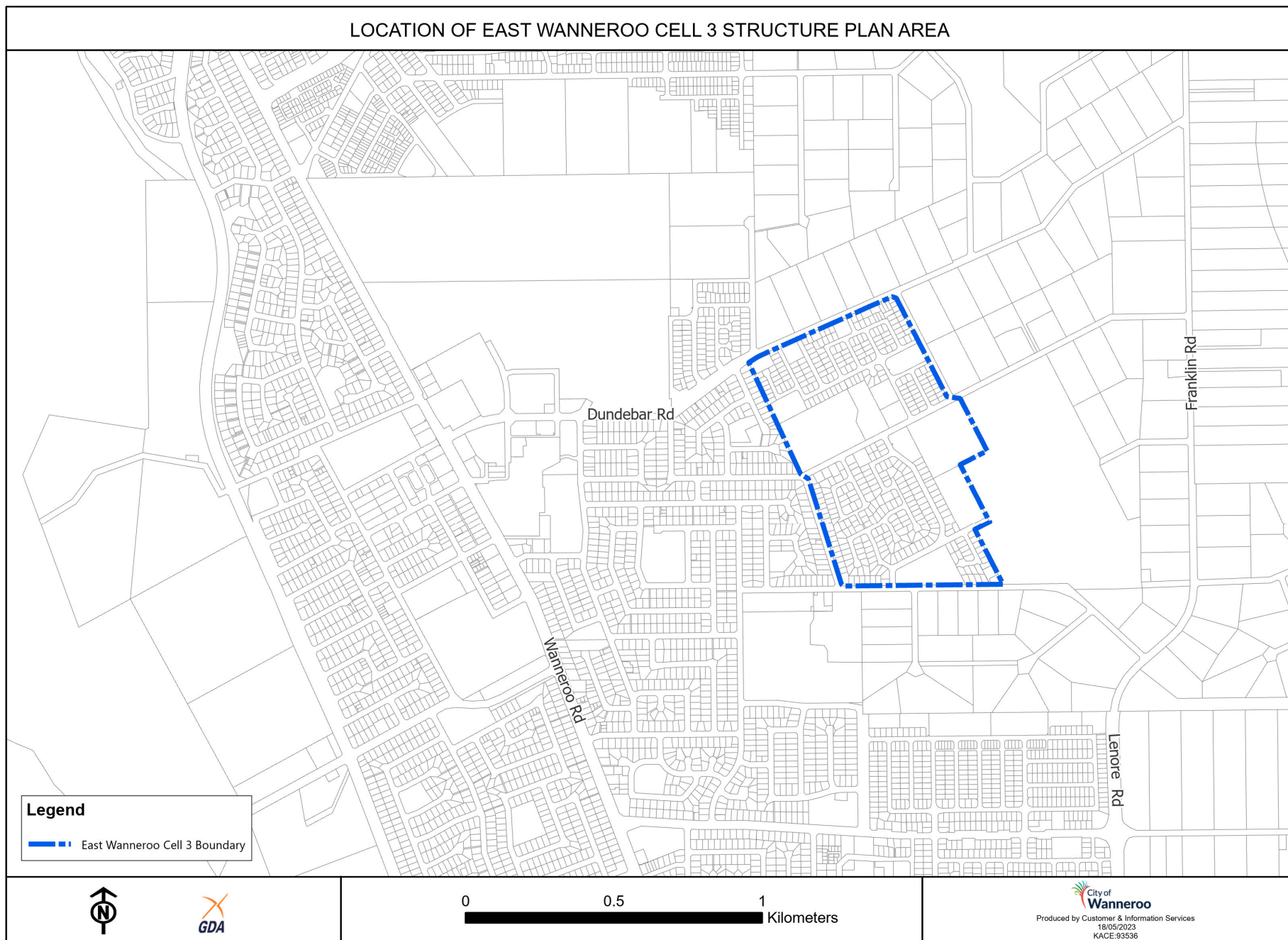
Following the approval of Amendment No. 204 to District Planning Scheme No. 2, this structure plan was amended to no longer identify a Residential Precinct. Zoning, density codings and land use permissibility for all residential lots in the structure plan area are provided for in the Scheme.

3. Pursuant to Regulation 34 and Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 204 to District Planning Scheme No. 2 is a standard amendment for the following reasons:
- a) ***an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment; and***
- b) ***an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;***
4. Pursuant to Sections 81 and Section 82 of the *Planning and Development Act 2005*, REFERS Amendment No. 204 to District Planning Scheme No. 2 to the Environmental Protection Authority;
5. Subject to the satisfaction of the Environmental Protection Authority, ADVERTISES Amendment No. 204 to District Planning Scheme No. 2 for a period of 42 days pursuant to Regulation 47 and Regulation 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, incorporating any amendments that the Environmental Protection Authority may require;
6. NOTES that prospective submitters will also be advised during the advertising process that following the approval of Amendment No. 204 to District Planning Scheme No. 2 by the Minister for Planning, the City of Wanneroo’s East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 will be amended in a manner consistent with the statement in Item 2 above; and
7. NOTES that a further report will be presented to a future Council Meeting, following advertising of Amendment No. 204 to District Planning Scheme No. 2, seeking resolution in respect to the following:
- a) ***Whether to support Amendment No. 204 to District Planning Scheme No. 2 (with or without modification) – or not support the amendment;***
- b) ***To provide the advertised Amendment No. 204 to District Planning Scheme No. 2 to the Western Australian Planning Commission;***

- c) **Subject to Council supporting Amendment No. 204 to District Planning Scheme No. 2 following advertising, requesting the Western Australian Planning Commission to amend the City of Wanneroo's East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5, pursuant to Clause 29A(2) of the District Planning Scheme No. 2 Deemed Provisions; and**
- d) **Forwarding a formal request to the Western Australian Planning Commission to extend the approval duration period for the City of Wanneroo's East Wanneroo Cell 3 (Wanneroo) Agreed Structure Plan No. 5 by a further five years, ending on 19 October 2030.**

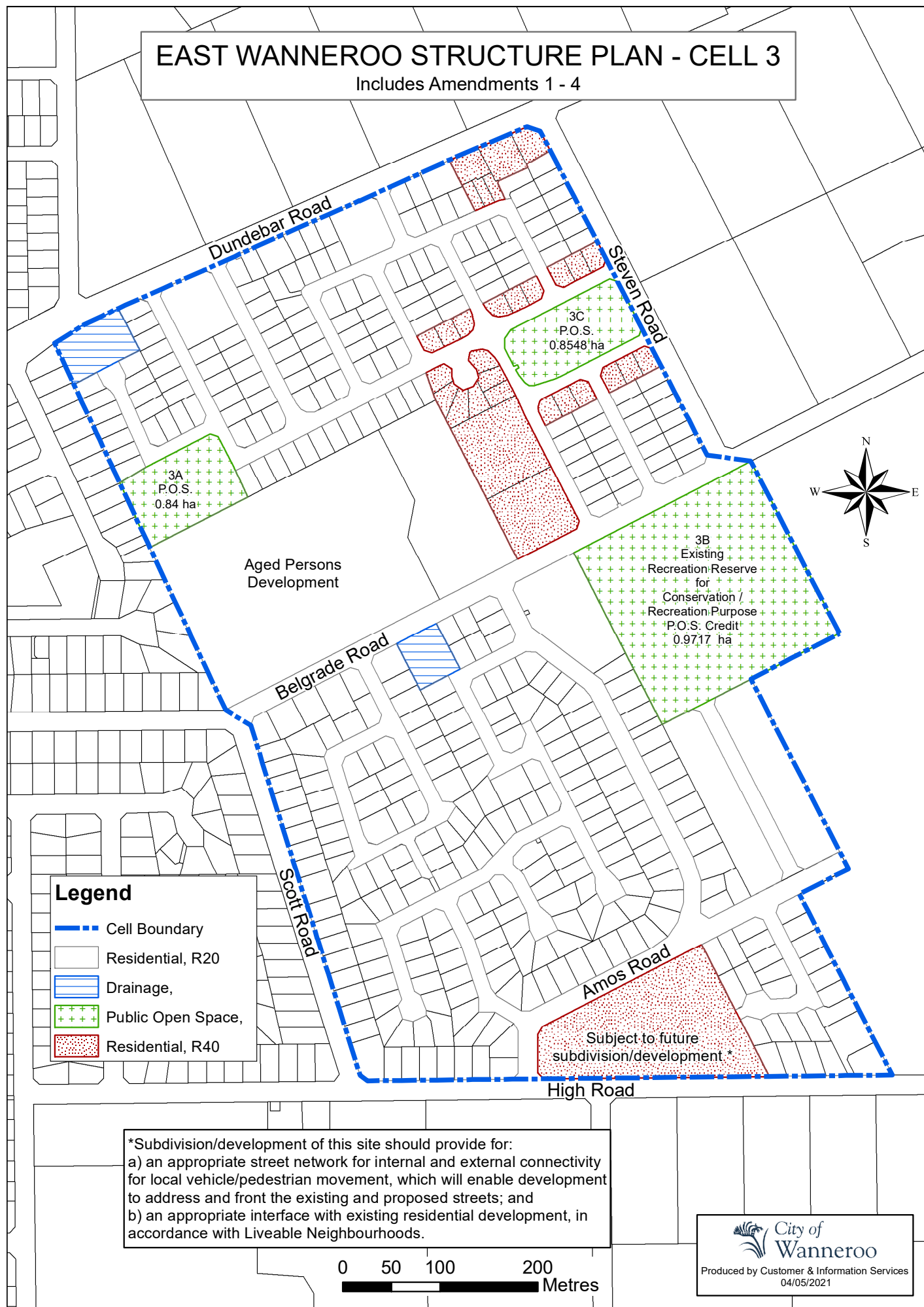
Attachments:

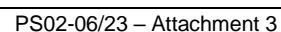
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|-----------------------------|--|-----------|
| 1. Download | Attachment 1 - Location Plan of East Wanneroo Cell 3 Area | 22/404283 |
| 2. Download | Attachment 2 - Current Agreed Structure Plan No. 5 (Cell 3) Map | 22/404287 |
| 3. Download | Attachment 3 - District Planning Scheme No. 2 Map Extract of East Wanneroo Cell 3 Area | 22/408506 |
| 4. Download | Attachment 4 - Scheme (Amendment) Map - Amendment No. 204 to District Planning Scheme No. 2 | 22/404293 |
| 5. Download | Attachment 5 - Structure Plan Amendment Map - To Support Amendment No. 204 to District Planning Scheme No. 2 | 22/404296 |
| 6. Download | Attachment 6 - Extent of Cell 3 Structure Plan No. 5 Text to be Modified | 22/404300 |



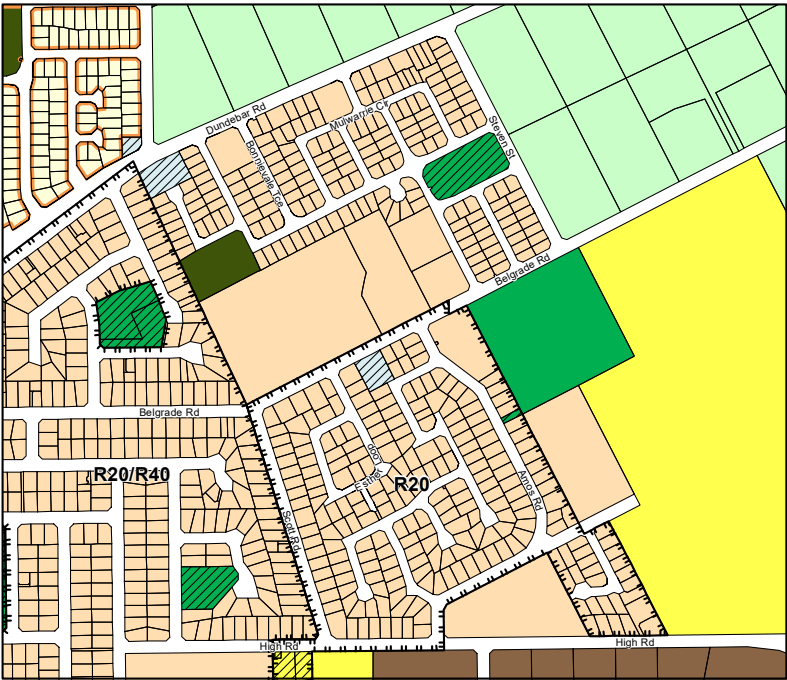
EAST WANNEROO STRUCTURE PLAN - CELL 3

Includes Amendments 1 - 4

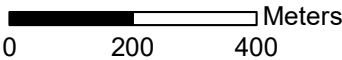




CITY OF WANNEROO
DISTRICT PLANNING SCHEME No. 2
AMENDMENT NO. 204



EXISTING ZONE



LEGEND

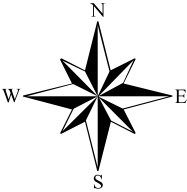
R-CODE

DPS2 ZONES & RESERVES

- DRAINAGE & WATERWAYS
- ENVIRONMENTAL CONSERVATION
- PUBLIC OPEN SPACE
- PUBLIC PURPOSES
- RESIDENTIAL
- RURAL
- RURAL RESIDENTIAL
- URBAN DEVELOPMENT

MRS RESERVES

- PUBLIC PURPOSES
- REGIONAL PARKS & RECREATION



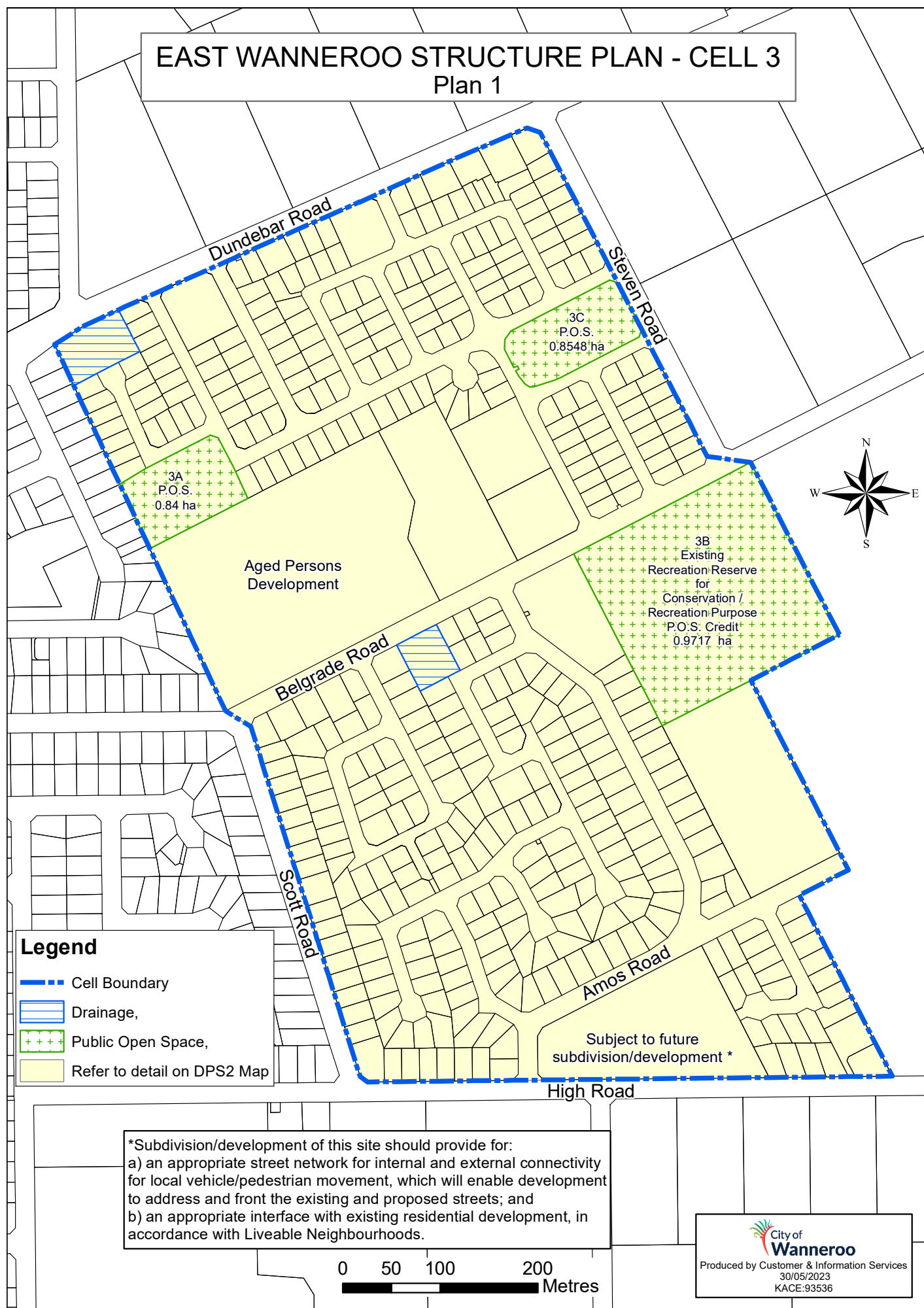
SCHEME (AMENDMENT) MAP

LEGEND

R-CODE

EAST WANNEROO STRUCTURE PLAN - CELL 3

Plan 1



AGREED STRUCTURE PLAN
EAST WANNEROO CELL 3
(WANNEROO)
(AS AMENDED)

Agreed Structure Plan No. 5
Adopted: 3 January 2001

This Structure Plan is prepared under the provisions of the City of
Wanneroo District Planning Scheme No.2

This structure plan is prepared under the provisions of the City of Wanneroo District Planning Scheme No. 3.

IT IS CERTIFIED THAT THIS STRUCTURE PLAN WAS ADOPTED BY RESOLUTION OF THE WESTERN AUSTRALIAN PLANNING COMMISSION ON:

03 January 2001

In accordance with Schedule 2, Part 4, Clause 28 (2) and refer to Part 1, 2. (b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Date of Expiry: 19 October 2025

Record of Amendments made to the Agreed Structure Plan
East Wanneroo Cell 3.

Amendment No.	Description of Amendment	Council Adopted	WAPC Adopted
1	Relocates the eastern public open space to front Steven Street	11.6.02	22.8.02
2	Recodes Lot 81 Dundobar Road, Wanneroo from R20 to R40	2.5.06	10.7.06
3	Recodes Lot 165 (83) Belgrade Road, Wanneroo from Residential R20 to Residential R40	22.9.09	19.11.09
4	Recodes Lot 68 (71) High Road, Wanneroo from R20 to R40; deleting the proposed road layout; and inserting a textual provision for the future subdivision/ development of the site.	N/A	29.03.21

PART 1

STATUTORY PLANNING SECTION

~~As provided for under the provisions of the scheme, this part of the Structure Plan has the same force and effect as if it was a provision, standard or requirement of the scheme.~~

Subject Area

The Structure Plan area includes approximately 12 private landholdings comprising approximately 50 hectares (ha) and 1 Crown Reserve.

1. AGREED LOCAL STRUCTURE PLAN

The 'Agreed Local Structure Plan'.

2. RETAIL FLOORSPACE (NLA)

The Cell 3 Local Structure plan does not propose any retail floorspace within the Cell, with the exception of the corner store on Lot 65 (48) Belgrade Road which has been approved by Council in accordance with Amendment 690 to Council's Town Planning Scheme No.1.

3. PROVISIONS

3.1 RESIDENTIAL PRECINCT:

Following the approval of Amendment No. 204 to District Planning Scheme No. 2, this structure plan was amended to no longer identify a Residential Precinct. Zoning, density codings and land use permissibility for all residential lots in the structure plan area are provided for in the Scheme.

~~The permissibility of uses is to be in accordance with the Residential Zone as specified under the scheme. Rural development involving high capital investment, offensive trades, mushroom farms and/or of a long-term nature will generally be discouraged. Other Rural uses may be considered. Unless otherwise identified on 'The Agreed Local Structure Plan', the residential density to apply to this precinct is R20.~~

Objectives

~~To promote residential development whilst allowing for rural uses and development if it is considered that such uses will not compromise the intention to develop the precinct for residential purposes in the medium and longer term.~~

~~In assessing a rural use application within this precinct, consideration will be given to:~~

- ~~a) referring the applicants to areas set aside for General Rural under the scheme;~~
- ~~b) imposing a time limit on the period for which the approved development may be carried out and the preparation and execution of a legal agreement, at the landowner/s expense, between the landowner/s and Council to the effect; and/or~~
- ~~c) refusing the application if it is considered likely to prejudice the future planned use of the land;~~
- ~~d) proximity of urban development to the subject land;~~
- ~~e) the ability of the land to be used for residential purposes in the immediate future in light of servicing and other constraints;~~
- ~~f) other appropriate factors.~~

3.2 ENVIRONMENTAL PROVISIONS

- a) Prior to undertaking any earthworks or development of the land, the landowners of Lots 4 to 9 Dundobar Road and Lots 30 and 31 Belgrade Road shall undertake a Soil Contamination Assessment of the land, at the landowners' cost, to determine the presence or absence of soil contamination to the satisfaction of the Department of Environmental Protection.
- b) Should any soil contamination be identified in the soil contamination assessment, a Site Remediation and Validation Report for the subject land shall be prepared at the landowners' cost by the developer/subdivider and remediation works shall be undertaken at the landowners' cost for all identified contamination and should be validated as being free of contamination above acceptance guidelines to the satisfaction of the Department of Environmental Protection, prior to undertaking any earthworks or development of the land.
- c) A road reserve shall be provided along the northern boundary of Lot 63 Anna Place abutting Crown Reserve 25489 and the developer or subdivider shall prepare a Vegetation Management Plan to ensure that the regionally significant vegetation on Crown Reserve 25489 is not detrimentally affected by the development or subdivision of the land, prior to the Commission granting subdivision approval for the land or the Local Government granting approval to commence development for the land.
- d) The subdivider/landowner shall complete any works required by the Vegetation Management Plan to the satisfaction of the Commission, prior to requesting the Local Government's clearance to any subdivision approval conditions, submission of any Diagram or Plan of Survey to the Commission for consideration for endorsement or the issue of a building licence by the Local Government, whichever is the earliest.

4. INFRASTRUCTURE CONTRIBUTIONS

- a) The contributions to be made by an owner for the implementation of the Cell Works shall be determined in accordance with the Scheme.
- b) Cell Costs shall be reviewed in accordance with the relevant Scheme provisions relating to the 'Revision of Cell Costs'.
- c) Current rate of contribution for Cell 3 and the associated breakdown of costs can be obtained from the City of Wannon Administration.

5. PUBLIC OPEN SPACE (POS) PROVISION

The following Schedule 3 details the Public Open Space (POS) which is to be provided by landholders for each lot within Cell 3. The POS allocation reflects the distribution of POS on the Agreed Local Structure Plan for Cell 3.

SCHEDULE 3 - PUBLIC OPEN SPACE (POS) PROVISION

Public Open Space (hectares)	Lot No.	Area (ha)
3A	Lot 4 Dundebur Road	0.6085
	Lot 5 Dundebur Road	0.2315
	Sub total	0.8400
3B	Res 25489 Credit	0.9717
	Sub total	0.9717
3C now identified as Lot 189	Lot 7 Dundebur Road	0.0653
	Lot 8 Dundebur Road	0.2885
	Lot 9 Dundebur Road	0.0917
	Lot 30 Belgrade Road	0.1255
	Lot 31 Belgrade Road	0.2838
	Sub total	0.8548
	TOTAL	2.6665

PS03-06/23 Preparation of Amendment No. 207 to District Planning Scheme No. 2 and Revocation of Hainsworth Local Structure Plan No. 98

File Ref: 47008 – 23/29761
Responsible Officer: Director Planning & Sustainability
Attachments: 3

Issue

For Council to consider:

- Initiating Amendment No. 207 to DPS 2 to normalise the zoning of the land affected by the Hainsworth Local Structure Plan No. 98 (ASP 98); and
- Requesting the WAPC consider revoking ASP 98 following the Minister for Planning's approval of Amendment No. 207.

Background

The City is progressively normalising the zoning of land that has been the subject of structure plans for a number of years. The term “normalising” refers here to the process of converting the zonings and provisions of structure plans into zonings and provisions within DPS 2. This is done via amendments to DPS 2 to introduce those zones and provisions and to amend or revoke the structure plan.

Structure plans are temporary documents that are used primarily to flexibly guide land subdivision and to a lesser degree initial development on the land. It is always intended by the planning framework that structure planned areas be “normalised”.

Many of the City's structure plans are necessary planning instruments to guide ongoing subdivision and development of land. However, the City has a growing number of structure plans where their subject areas are or becoming substantially subdivided and built out, such as the Hainsworth Local Structure Plan No. 98 (ASP 98).

Normalising is a process that ensures the planning framework remains consistent and simple by reducing layers of unnecessary documents. Furthermore, the City has a further need to review the necessity for its 65 structure plans, as 52 of which are due to expire in October 2025 under the deemed provisions for local planning schemes contained in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). In previous reporting to Council, Administration has advised that it is implementing a staged and proactive approach toward normalising and/or revoking structure plans.

Detail

Amendment No. 207 to DPS 2 (Amendment No. 207) proposes to normalise the zoning of the ASP 98 area. Amendment No. 207 will take the zones, reserves and residential density codes (R-Coding) set out within ASP 98 and insert them into DPS 2.

The change to the Scheme Map proposed through Amendment No. 207 to DPS 2 is shown on the Scheme (Amendment) Map included in **Attachment 1**. For comparison, the current ASP 98 map is provided in **Attachment 2**.

As discussed later in the Report, following the Minister for Planning's approval of Amendment No. 207 to DPS 2, the WAPC will also need to consider revoking ASP 98. To facilitate this, Amendment No. 207 to DPS 2 is proposed to include the following statement:

"Approval of the City of Wanneroo's Hainsworth Local Structure Plan No. 98 is to be revoked when this amendment is approved and takes effect".

Administration also considers that proposed Amendment No. 207 to DPS 2 meets the following criteria for 'Standard Amendments' in the context of Regulation 34 of the Regulations:

- *"an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment"; and*
- *"an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment".*

Consultation

Should Council resolve to prepare Amendment No. 207 to DPS 2, the amendment will need to be referred to the Environmental Protection Authority (EPA) pursuant to Section 81 and 82 of the *Planning and Development Act 2005*.

Subject to the EPA being satisfied with the standard amendment (with or without modifications), Amendment No. 207 to DPS 2 will then be advertised for public comment for a period of 42 days. Advertising is to occur in the following manner, pursuant to Regulations 47 and 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

- Publish a notice of the amendment on the City's website – and upload the amendment documentation;
- Make a copy of the amendment document available for public inspection at a place within the district during normal business hours (City's Civic Centre);
- Where appropriate, publish a notice in a newspaper circulating in the relevant locality;
- Notify public authorities likely to be affected by the amendment; and
- Advertise the amendment as directed by the WAPC and in any other way the local government considers appropriate.

In addition to the above, Administration will write to landowners and occupiers of land that it considers could be significantly affected by the DPS 2 amendment. This would include the landowners of all remaining vacant land parcels, as the built form planning requirements that they would need to adhere to when undertaking residential development would be subject to changes through the processes as outlined in the Comment section below.

The deemed provisions do not specifically outline advertising for the revocation of ASP 98 after the Minister for Planning's approval of Amendment No. 207 to DPS 2. However, when Amendment No. 207 to DPS 2 is advertised, Administration can ensure that potential submitters are made aware of the City's intentions to have ASP 98 revoked as well.

Comment

Administration has identified that subdivision has now been completed on the land within the ASP 98 area (noting that nine lots remain vacant); and as such normalisation of the structure plan can occur. To undertake the normalisation and revocation in an orderly manner, the WAPC would only be able to consider the revocation of ASP 98 should the Minister for Planning first approve Amendment No. 207.

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

- the approval of the structure plan is to be revoked; or
- the structure plan is to be amended in accordance with the statement; or
- the approval of the structure plan is not affected.

In this case, and in light of the Regulations, Amendment No. 207 should include a statement that on its approval, the WAPC's approval of ASP 98 will be revoked. The wording of the statement is outlined in the Detail section above.

Built Form Provisions, Gazettal of 2023 R-Codes and Amendment of LDP's

Currently, the residential lots have an R-Coding of R40 and R60 within ASP 98. Residential development on these lots is to conform with the provisions contained in State Planning Policy 7.3: Residential Design Codes (R-Codes). The WAPC has recently released significant changes to the R-Codes, particularly relating to medium density housing, which will come into effect in September 2023.

In this regard, Administration will separately update the four LDP's to reflect the outcome of this amendment and address the new R-Codes. The extent of the updates that will be undertaken to the LDP's is outlined in **Attachment 3**.

Statutory Compliance

Amendment No. 207 can be processed in accordance with the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Following the Minister for Planning's approval of Amendment No. 207, the WAPC will revoke the Hainsworth Local Structure Plan No. 98 pursuant to Clause 29A(1) of the deemed provisions for local planning schemes, provided in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This can occur if Council resolves to include a statement in the amendment to that effect, pursuant to Regulation 35A(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Strategic Implications

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

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

5.2 - *Plan for and manage land use*

Risk 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
CO-O15 – Project Management	Low
Accountability	Action Planning Option
Director Corporate Strategy and Performance	Manage

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

Policy Implications

The WAPC's Structure Plan Framework document acknowledges how structure plans are prepared with the view to future incorporation into a local planning scheme. What is proposed 'incorporates' the zoning and reservation of land as outlined in ASP 98 into DPS 2.

Financial Implications

Costs in preparing Amendment No. 207 to DPS 2, assisting the WAPC in revoking ASP 98 and amending the local development plans in the ASP 98 area can be met from the current Planning and Sustainability operational budget.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, PREPARES Amendment No. 207 to City of Wanneroo District Planning Scheme No. 2, to amend the local planning scheme by:
 - a) Rezoning various residential lots located within the City of Wanneroo's Hainsworth Local Structure Plan No. 98 from Urban Development to Residential (with residential density codes of R40 and R60), as shown on the Scheme (Amendment) Map (included as Attachment 1 of this Report); and
 - b) Reclassifying Lot 500 (2) Blossomwood Road, Girrawheen (on DP: 413837) from the Urban Development zone to Local Scheme Reserve – Public Open Space as shown on the Scheme (Amendment) Map (included as Attachment 1 of this Report);
2. Pursuant to Regulation 35A(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 207 to District Planning Scheme No. 2 include the following statement:

“Approval of the City of Wanneroo's Hainsworth Local Structure Plan No. 98 is to be revoked when this amendment is approved and takes effect”.
3. Pursuant to Regulation 34 and Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 207 to District Planning Scheme No. 2 is a standard amendment for the following reasons:

- a) ***an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;***
 - b) ***an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;***
- 4. Pursuant to Section 81 and Section 82 of the *Planning and Development Act 2005*, REFERS Amendment No. 207 to District Planning Scheme No. 2 to the Environmental Protection Authority;
- 5. Subject to the satisfaction of the Environmental Protection Authority, ADVERTISES Amendment No. 207 to District Planning Scheme No. 2 for a period of 42 days pursuant to Regulation 47 and Regulation 76A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, incorporating any amendments that the Environmental Protection Authority may require;
- 6. NOTES that in undertaking advertising of Amendment No. 207 to District Planning Scheme No. 2, prospective submitters will also be advised that:
 - a) The Hainsworth Local Structure Plan No. 98 will be revoked by the Western Australian Planning Commission following the approval of Amendment No. 207 to District Planning Scheme No. 2 by the Minister for Planning; and
 - b) The four local development plans within the Hainsworth Local Structure Plan No. 98 area will be amended following the revocation of that structure plan, to the extent generally as shown in Attachment 3; and
- 7. NOTES that a further report will be presented to a future Council Meeting, following advertising of Amendment No. 207 to District Planning Scheme No. 2, seeking resolution in respect to the following:
 - a) Whether to support Amendment No. 207 to District Planning Scheme No. 2 (with or without modification) – or not support the amendment;
 - b) To provide the advertised Amendment No. 207 to District Planning Scheme No. 2 to the Western Australian Planning Commission; and
 - c) Subject to Council supporting Amendment No. 207 to District Planning Scheme No. 2 following advertising, requesting the Western Australian Planning Commission revoke Hainsworth Local Structure Plan No. 98, pursuant to Clause 29A(1) of the District Planning Scheme No. 2 Deemed Provisions.

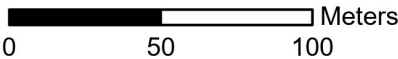
Attachments:

- | | | |
|----|---|----------|
| 1. | Attachment 1 - Scheme (Amendment) Map - Proposed Amendment No. 207 to District Planning Scheme No. 2 | 23/97012 |
| 2. | Attachment 2 - Hainsworth Local Structure Plan No. 98 Map | 23/29944 |
| 3. | Attachment 3 - Review of Local Development Plans and Extent of Amendments - Hainsworth Local Structure Plan No. 98 Area | 23/99541 |

CITY OF WANNEROO
DISTRICT PLANNING SCHEME No. 2
AMENDMENT NO. 207



EXISTING ZONE

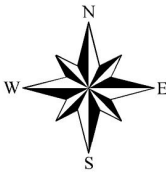


LEGEND

R-CODE

DPS2 ZONES & RESERVES

- PUBLIC OPEN SPACE
- RESIDENTIAL
- URBAN DEVELOPMENT



SCHEME (AMENDMENT) MAP 1

LEGEND

R-CODE

DPS2 ZONE

- RESIDENTIAL

LOCAL SCHEME RESERVE

- PUBLIC OPEN SPACE

Plan 1: Structure Plan Map



Scale 1:1000 @ A3
Revision: C - Date: 04.03.15 - Drawn: CA

Structure Plan Map - Former Hainsworth Primary School Site
Lot 14143 (16) Harford Way, Girrawheen - City of Wanneroo



Government of Western Australia
Department of Housing

Local Development Plan Provisions

1.0 GENERAL PROVISIONS

- 1.1 The requirements of the City of Wanneroo District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.12: Medium-Density Housing Standards (RMD-Codes) apply, unless otherwise provided below.
- 1.2 The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant Design Principles of the R-Codes.

2.0 RESIDENTIAL DESIGN CODE AND ZONE

LOTS APPLICABLE	R-CODE DENSITY AND ZONING
All Lots	RMD40

3.0 PROVISIONS FOR ALL LOTS

DESIGN REQUIREMENTS

Built Form	3.1 Building Orientation
	a) For Lots 133-140 at least one major opening to a habitable room shall overlook the public open space (POS).
	3.2 For corner lots, one third of the length of the boundary of the secondary street shall be visually permeable fencing with a major opening to provide surveillance opportunities.
	3.3 Visually permeable fencing shall be provided on the boundary of Lots 133-140 adjacent to the POS.
	3.4 For Lots 107 and 108, designated crossover and garage locations are to be provided as shown on the LDP to ensure the retention of trees within the verge.
	3.5 Lots 101-114, 120, 125-131 and 141 shall have a minimum garage setback of 4.0m from the primary street.
	3.6 For Lots 133-140, the location of stairs are to be designed as shown on the LDP to provide pedestrian frontage access onto lots facing POS.

New built form provisions:

- A minimum of 1.0 metre setback is to be provided to a lot boundary abutting a public open space
- Buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted.

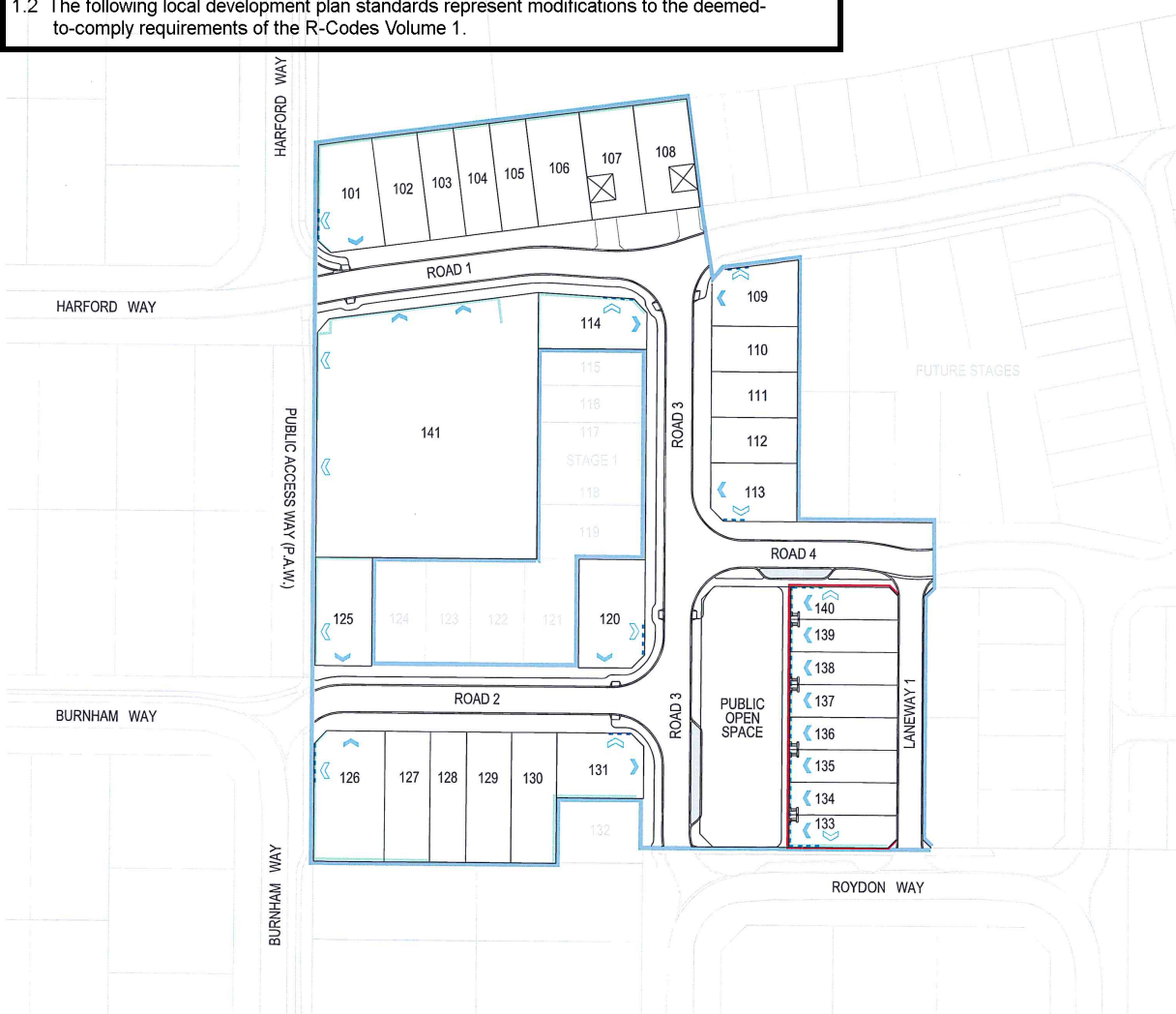
Legend

Extent of Local Development Plan	On-Street Parking
Building Orientation	Shared Paths / Footpaths
Primary Street	Stair Location
Secondary Street	No Vehicle Access Permitted
Designated Garage Locations	Visually Permeable Fencing (Subject to Detailed Design)
Designated Cross Over Locations (Subject to Detailed Design)	Retaining Walls (Subject to Detailed Design)

Modified General Provisions

- 1.1 The requirements of the City District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.
- 1.2 The following local development plan standards represent modifications to the deemed-to-comply requirements of the R-Codes Volume 1.

- Provision to be deleted
- Provision to be modified
- Provision to be retained/added



LOCAL DEVELOPMENT PLAN | STAGE 1

The Amble, Girrawheen
A Department of Communities Project

ENDORSEMENT TABLE
This Local Development Plan has been approved by Council under Clause 52(1)(a) of the Deemed Provisions of District Planning Scheme No. 2
Manager, Approval Services
City of Wanneroo
Date 10/5/23

Taylor Burrell Barnett Town Planning and Design
Level 7, 18015 Coopers Terrace, Perth WA 6000
p: (08) 9226 4276 f: (08) 9222 7879
e: admin@tbbplanning.com.au

Review of The Amble Local Development Plan Stage 1 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
1.1	<i>The requirements of the City of Wannon District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19: Medium Density Housing Standards (RMD Codes) apply, unless otherwise provided below.</i>	<p>Such a provision is typically found on local development plans where R-MD standards apply. The R-MD standards are contained in City's Local Planning Policy 4.19: Medium Density Housing Standards (LPP 4.19).</p> <p>Amendment No. 207 to DPS 2 and the revocation of ASP 98 will remove the effect that the R-MD standards would have over the structure plan (and LDP) area. Furthermore, the preparation and pending gazettal of the 2023 R-Codes is intended to make the R-MD standards that are in place within local planning frameworks redundant.</p> <p>The LDP provision can therefore be modified following the revocation of ASP 98 and gazettal of the 2023 R-Codes, to remove reference to LPP 4.19 and the effect of the R-MD standards have over the LDP area.</p>	<p>Reword the provision so that it reads as follows:</p> <p><i>The requirements of the City of Wannon District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.</i></p>
1.2	<i>The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant design principles of the R-Codes.</i>	<p>A provision such as this is also typically found on LDP's where the deemed-to-comply standards of the R-Codes are being amended, replaced and/or augmented.</p> <p>This provision needs to be amended to better align with the 2023 R-Codes.</p>	<p>This provision can be replaced with the following to reflect the retention of built form provisions in the LDP:</p> <p><i>The following local development plan standards represent modifications to the 'deemed-to-comply' requirements of the R-Codes Volume 1.</i></p>
2.0	All lots having an R-Code density and zoning of 'RMD 40'.	<p>The R40 density code is also currently prescribed in ASP 98 and is proposed to be incorporated into DPS 2 through proposed Amendment No. 207. The R-MD designation associated with the R40 density code will also be removed through this process.</p> <p>The LDP provision can therefore be deleted following the:</p> <ul style="list-style-type: none"> Approval of Amendment No. 207 to DPS 2, which seeks to apply the R40 density code into the scheme; and Revocation of ASP 98, which would remove the effect of the R-MD standards from this area. 	Delete LDP provision

Review of The Amble Local Development Plan Stage 1 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.1	<i>Building orientation a) For lots 133-140 at least one major opening to a habitable room shall overlook the public open space (POS).</i>	<p>Part C, Section 3.6 of the 2023 R-Codes makes provision in relation to streetscape.</p> <p>The deemed-to-comply requirement C3.6.1(ii) of the 2023 R-Codes make provision for a major opening of a dwelling to have an outlook to a 'street' (including 'rights-of-way'). The definition of 'right-of-way' in the 2023 R-Codes then include strips of land available for use by the general public and vested in the Crown – which could apply to the POS in which these lots provide frontage to.</p>	The LDP provisions are now redundant and can be deleted, as there are equivalent provisions in place within the 2023 R-Codes.
3.2	<i>For corner lots, one third of the length of the boundary of the secondary street shall be visually permeable fencing with a major opening to provide surveillance opportunities.</i>	<p>Part C, Section 3.6 of the 2023 R-Codes makes provision in relation to streetscape – including for fencing on secondary street boundaries.</p> <p>In relation to fencing on secondary street boundaries, C3.6.9 makes the following provision:</p> <p><i>For sites on street corners, street fences or walls within the secondary street setback area are to be designed in accordance with C3.6.7 and C3.6.8 for a minimum 50 per cent of the street boundary behind the primary street setback.</i></p> <p>C3.6.7 (mentioned in the provision above) prescribes that fencing is to be visually permeable above 1.2 metres in height.</p> <p>The deemed-to-comply provisions of the 2023 R-Codes aims to provide visually permeable secondary street fencing to a length that exceeds the LDP requirements. Therefore, the LDP provision will be redundant when the 2023 R-Codes take effect.</p>	This provision can be deleted from the LDP to allow the 2023 R-Code provisions to take precedent.
3.3	<i>Visually permeable fencing shall be provided on the boundary of Lots 133-140 adjacent to the POS.</i>	The fencing described in the LDP provision was constructed during subdivision and is considered to be a 'uniform fence' as defined in the City's Local Planning Policy 4.7: Uniform Fencing (LPP 4.7). The provisions of LPP 4.7 do not allow this fence to be altered without the City's approval.	Delete LDP provision

Review of The Amble Local Development Plan Stage 1 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.4	<i>For Lots 107 and 108, designated crossover and garage locations are to be provided as shown on the LDP to ensure the retention of trees on the verge.</i>	<p>Part C, Section 3.7 of the 2023 R-Codes makes provision in relation to access.</p> <p>The deemed-to-comply requirements of Part C, Section 3.7 of the 2023 R-Codes make general provision regarding access and driveways. There are no specific 'deemed-to-comply' provision in the 2023 R-Codes that requires the design of driveways (or crossovers) to consider existing trees on a verge (equivalent to this provision of the LDP).</p> <p>The garage locations depicted on the LDP for Lots 107 and 108 are designated to support a specific driveway alignment to avoid street trees. This specific design outcome has been achieved now that single houses (with garages and driveways) have been constructed on both Lots 107 and 108.</p>	As the crossovers and garages the subject of the LDP provision have been constructed, the provision can therefore be deleted.
3.5	<i>Lots 101-114, 120, 125-131 and 141 shall have a minimum garage setback of 4.0m from the primary street.</i>	<p>Part C, Section 3.3 of the 2023 R-Codes makes provision for street setback for dwellings and garages.</p> <p>The lots referred to in the LDP provision have a density code of R40. The deemed-to-comply requirements of Part C, Section 3.3 (C3.3.4 and Table 3.3b) of the 2023 R-Codes prescribe the setback of garages in areas coded R40 to be in accordance with the typical building setbacks – which is 3.0m for R40.</p> <p>This garage setback requirement in the LDP should be kept for the following reasons:</p> <ul style="list-style-type: none"> • With the structure plan requirement for a 2.0m minimum front setback requirement for other buildings (refer to Administration Comments further below), a 4.0 metre setback reduces garage dominance on the streetscape; and • Although less than the R-MD standard garage setback of 4.5 metres, a 4.0 metre setback for garages should not significantly affect pedestrian movement on adjoining footpaths – which are located against the road kerbs and not abutting street boundaries of residential lots. <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to street setbacks to be modified through an LDP.</p>	Retain LDP provision.
3.6	<i>For Lots 133-140, the location of stairs are to be designed as shown on the LDP to provide pedestrian frontage access onto lots facing POS.</i>	The stairs subject to the LDP provisions have already been constructed at subdivision stage, and therefore a specific requirement for the stairs in the LDP is no longer needed.	As the stairs are already constructed, this LDP provision is considered redundant and can therefore be deleted.

Review of The Amble Local Development Plan Stage 1 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
-	Depiction of primary and secondary street building orientations.	These depictions can be retained to clarify the orientation of primary and secondary street frontages.	LDP depictions to be retained.
-	Depiction of the following: <ul style="list-style-type: none"> Designated garage locations; Designated crossover locations. 	Depiction of these features relate to LDP provision 3.4 above.	The depiction of these features on the LDP can be deleted.
-	Depiction of the following: <ul style="list-style-type: none"> On-street parking Shared paths/footpaths Stair location No vehicle access permitted Retaining walls 	All these features were provided through the subdivision stage of planning. These features no longer need to be depicted on the LDP, which is now guiding future development on residential lots.	The depiction of these features on the LDP can be deleted.
-	Depiction of visually permeable fencing	Depiction of visually permeable fencing is no longer required on the LDP for the following reasons: <ul style="list-style-type: none"> Much of this fencing was provided through subdivision works; and The remainder of the depicted fencing is on secondary streets, which is covered under provisions in the 2023 R-Codes (refer to comment on LDP provision 3.3 above). 	The depiction of this feature on the LDP can be deleted.
-	N/A	For the LDP to retained, the following modifications to incorporate the following provisions from ASP 98 also need to be undertaken: <ul style="list-style-type: none"> From Clause 6.1.2 – A minimum 1.0 metre setback is to be provided to a lot boundary abutting a public open space. From Clause 6.1.3 – For lots coded R40... buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted). <p>Introducing the above as LDP provisions is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows deemed-to-comply provisions relating to the above to be modified through an LDP.</p>	Update the LDP as outlined in the 'Administration Comment' column.

Review of The Amble Local Development Plan Stage 2 Against State Planning Policy 7.3 – Residential Design Codes (R-Codes) Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
1.1	<i>The requirements of the City of Wanneroo District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19: Medium Density Housing Standards (RMD Codes) apply, unless otherwise provided below.</i>	<p>Such a provision is typically found on local development plans where R-MD standards apply. The R-MD standards are contained in City's Local Planning Policy 4.19: Medium Density Housing Standards (LPP 4.19).</p> <p>Amendment No. 207 to DPS 2 and the revocation of ASP 98 will remove the effect that the R-MD standards would have over the structure plan (and LDP) area. Furthermore, the preparation and pending gazettal of the 2023 R-Codes is intended to make the R-MD standards that are in place within local planning frameworks redundant.</p> <p>The LDP provision can therefore be modified following the revocation of ASP 98 and gazettal of the 2023 R-Codes, to remove reference to LPP 4.19 and the effect of the R-MD standards have over the LDP area.</p>	<p>Reword the provision so that it reads as follows:</p> <p><i>The requirements of the City of Wanneroo District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.</i></p>
1.2	<i>The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes or are deemed to meet the relevant design principles of the R-Codes.</i>	<p>A provision such as this is also typically found on LDP's where the deemed-to-comply standards of the R-Codes are being amended, replaced and/or augmented.</p> <p>This provision needs to be amended to better align with the 2023 R-Codes.</p>	<p>This provision can be replaced with the following to reflect the retention of built form provisions in the LDP:</p> <p><i>The following local development plan standards represent modifications to the 'deemed-to-comply' requirements of the R-Codes Volume 1.</i></p>
2.0	R-Code density and zoning is applicable for the following lots: Lots 142-158, 166, 174 and 177 - RMD40 Lots 159-165 – RMD60	<p>The R40 and R60 density codes are also currently prescribed in ASP 98 and are proposed to be incorporated into DPS 2 through proposed Amendment No. 207. The R-MD designation associated with the R40 and R60 density codes will also be removed through this process.</p> <p>The LDP provision can therefore be deleted following the:</p> <ul style="list-style-type: none"> • Approval of Amendment No. 207 to DPS 2, which seeks to apply the R40 and R60 density codes into the scheme; and • Revocation of ASP 98, which would remove the effect of the R-MD standards from this area. 	Delete LDP provision.

Review of The Amble Local Development Plan Stage 2 Against State Planning Policy 7.3 – Residential Design Codes (R-Codes) Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.1	<i>For corner Lots 165, 166 and 174 one third of the length of the boundary of the secondary street shall be visually permeable fencing with a major opening to provide surveillance opportunities.</i>	<p>Part C, Section 3.6 of the 2023 R-Codes makes provision in relation to streetscape – including for fencing on secondary street boundaries.</p> <p>In relation to fencing on secondary street boundaries, C3.6.9 makes the following provision:</p> <p><i>For sites on street corners, street fences or walls within the secondary street setback area are to be designed in accordance with C3.6.7 and C3.6.8 for a minimum 50 per cent of the street boundary behind the primary street setback.</i></p> <p>C3.6.7 (mentioned in the provision above) prescribes that fencing is to be visually permeable above 1.2 metres in height.</p> <p>The deemed-to-comply provisions of the 2023 R-Codes aims to provide visually permeable secondary street fencing to a length that exceeds the LDP requirements. Therefore, the LDP provision will be redundant when the 2023 R-Codes take effect.</p>	This provision can be deleted from the LDP to allow the 2023 R-Code provisions to take precedent.
3.2	<i>Lots 142-165 shall have a minimum garage setback of 4.0m from the primary street.</i>	<p>Part C, Section 3.3 of the 2023 R-Codes makes provision for street setback for dwellings and garages.</p> <p>The lots referred to in the LDP provision have a density code of R40. The deemed-to-comply requirements of Part C, Section 3.3 (C3.3.4 and Table 3.3b) of the 2023 R-Codes prescribe the setback of garages in areas coded R40 to be in accordance with the typical building setbacks – which is 3.0m for R40.</p> <p>This garage setback requirement in the LDP should be kept for the following reasons:</p> <ul style="list-style-type: none"> • With the structure plan requirement for a 2.0m minimum front setback requirement for other buildings (refer to Administration Comments further below), a 4.0 metre setback reduces garage dominance on the streetscape; and • Although less than the R-MD standard garage setback of 4.5 metres, a 4.0 metre setback for garages should not affect pedestrian movement on footpaths, which are located on the opposite side of the road to the lots referred to in the LDP provision. <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to garage setbacks to be modified through an LDP.</p>	Retain LDP provision.

Review of The Amble Local Development Plan Stage 2 Against State Planning Policy 7.3 – Residential Design Codes (R-Codes) Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
-	Depiction of primary and secondary street building orientations.	These depictions can be retained to clarify the orientation of primary and secondary street frontages.	LDP depictions to be retained.
-	Depiction of the following: <ul style="list-style-type: none"> Designated garage locations; Designated crossover locations. 	As the garages and crossovers the subject of these depictions have been constructed, they no longer need to be depicted on the LDP.	The depiction of these features on the LDP can be deleted.
-	Depiction of the following: <ul style="list-style-type: none"> Shared paths/footpaths Retaining walls Designated bin locations 	All these features were provided through the subdivision stage of planning. These features no longer need to be depicted on the LDP, which is now guiding any remaining future development on residential lots.	The depiction of these features on the LDP can be deleted.
-	Depiction of visually permeable fencing	Depiction of visually permeable fencing is no longer required on the LDP for the following reasons: <ul style="list-style-type: none"> Much of this fencing was provided through subdivision works; and The remainder of the depicted fencing is on secondary streets, which is covered under provisions in the 2023 R-Codes (refer to comment on LDP provision 3.1 above). 	The depiction of this feature on the LDP can be deleted.
-	N/A	For the LDP to retained, take Clause 6.1.3 from ASP 98: <i>Buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted).</i> Introducing the above as LDP provisions is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows deemed-to-comply provisions relating to the above to be modified through an LDP.	Update the LDP as outlined in the Administration Comment.

Local Development Plan Provisions

1.0 GENERAL PROVISIONS

- 1.1 The requirements of the City of Wanneroo District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19, Medium-Density Housing Standards (RMD-Codes) apply, unless otherwise provided below.
- 1.2 The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant Design Principles of the R-Codes.

2.0 RESIDENTIAL DESIGN CODE AND ZONE

LOTS APPLICABLE	R-CODE DENSITY AND ZONING
Lots 179-190	RMD40
Lots 191-206	RMD60

3.0 PROVISIONS FOR ALL LOTS

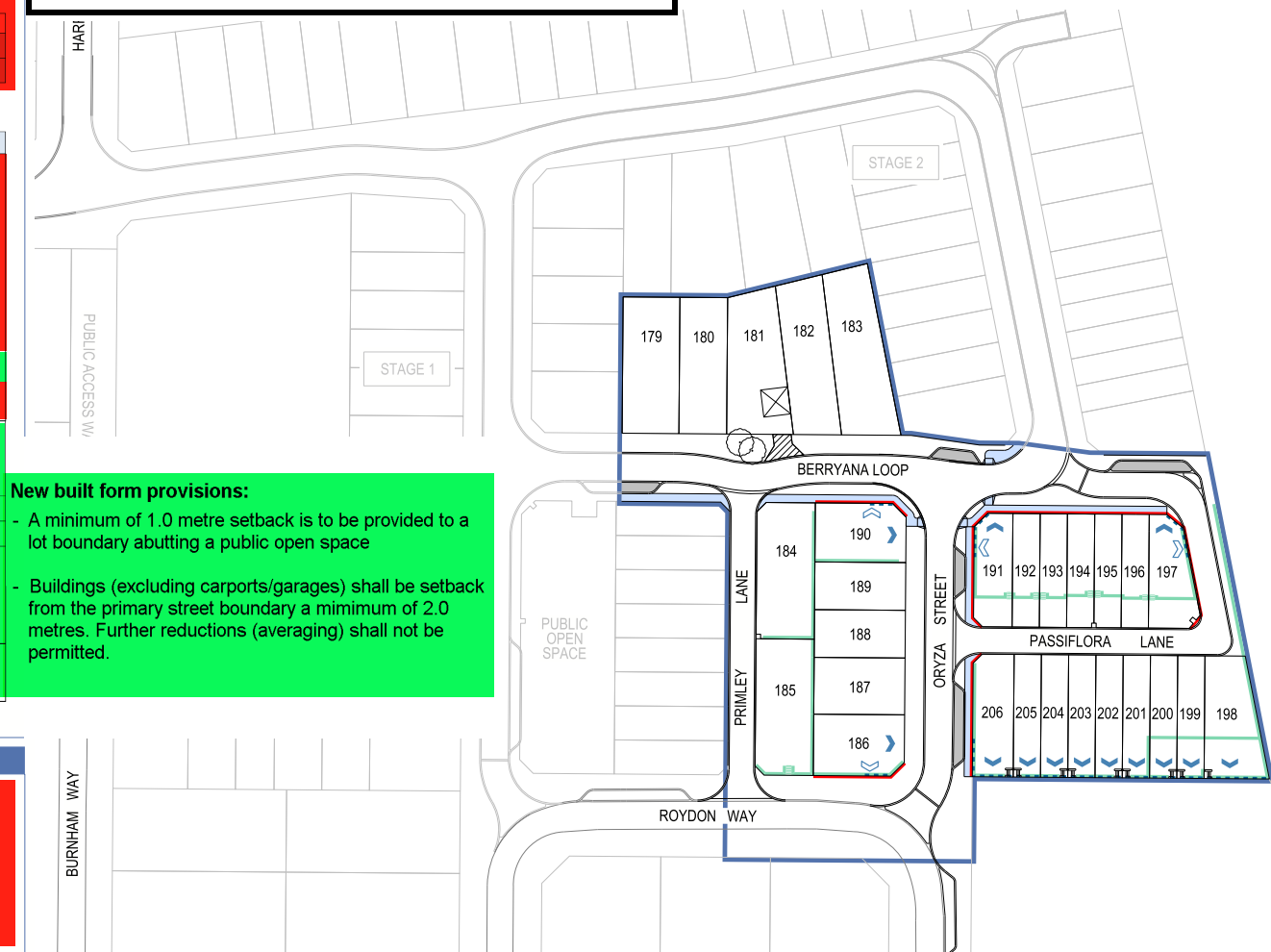
DESIGN REQUIREMENTS

Built Form	3.1	Building Orientation			
		(a) For Lots 198-206 at least one major opening to a habitable room shall overlook the public open space (POS).			
	3.2	For corner lots 186, 190, 191, 197 and 206 one third of the length of the boundary of the secondary street shall be visually permeable fencing with a major opening to provide surveillance opportunities.			
	3.3	Visually permeable fencing shall be provided on the boundary of Lots 198-206 adjacent to the POS.			
	3.4	For Lot 181, a designated crossover and garage location is to be provided as shown on the LDP to ensure the retention of trees within the verge.			
	3.5	Lots 179-190 shall have a minimum garage setback of 4.0m from the primary street.			
	3.6	For Lots 198-206, the location of stairs are to be designed as shown on the LDP to provide pedestrian frontage access onto lots facing POS.			
Lot Boundary Setback	4.1	Boundary Walls			
		For Lots 191-197 and 199-206 boundary walls are permitted to both side boundaries (excluding secondary street boundaries other than laneways), behind the minimum front setback, within the following limits:			
		Single Storey		Two Storey and Above	
		Maximum Height	3.5m	Maximum Height	6.5m
		Maximum Length	No Limit	Maximum Length	Up to 13m in length
		For dwellings with a pitched roof, the height of walls on side boundaries may be increased to the top of the ridge line where this runs parallel to the front boundary and abuts a similar configured wall or secondary street.			
	4.2	For Lot 198, the provisions of Clause 4.1 above apply only to the western lot boundary. Setbacks from the eastern lot boundary are to be in accordance with the applicable R-Code requirements.			

Modified General Provisions

- 1.1 The requirements of the City's District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.
- 1.2 The following local development plan standards represent modifications to the deemed-to-comply requirements of the R-Codes Volume 1.

- Provisions to be deleted
- Provisions to be modified
- Provisions to be retained/added



New built form provisions:

- A minimum of 1.0 metre setback is to be provided to a lot boundary abutting a public open space
- Buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted.

Legend

Extent of Local Development Plan	Designated Garage Locations
Primary Street	Designated Cross Over Locations (Subject to Detailed Design)
Secondary Street	On-Street Parking
No Vehicle Access Permitted	Shared Paths / Footpaths
Stair Location	Visually Permeable Fencing (Subject to Detailed Design)
	Retaining Walls (Subject to Detailed Design)



LOCAL DEVELOPMENT PLAN | STAGE 3
The Amble, Girrawheen
 A Department of Communities Project

ENDORSEMENT TABLE	
This Local Development Plan has been approved by Council under Clause 52(1)(a) of the Deemed Provisions of District Planning Scheme No. 2	
Manager, Approval Services	
City of Wanneroo	
Date	16 November 2021

Scale: 1:10000	0m 5m 10m
Drawn: 17/01/2022	Checked: [Signature]
Drawn: 24/08/2021	Checked: [Signature]
Drawn: 24/08/2021	Checked: [Signature]
Drawn: 24/08/2021	Checked: [Signature]

Review of The Amble Local Development Plan Stage 3 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
1.1	<i>The requirements of the City of Wanneroo District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19: Medium Density Housing Standards (RMD Codes) apply, unless otherwise provided below.</i>	<p>Such a provision is typically found on local development plans where R-MD standards apply. The R-MD standards are contained in City's Local Planning Policy 4.19: Medium Density Housing Standards (LPP 4.19).</p> <p>Amendment No. 207 to DPS 2 and the revocation of ASP 98 will remove the effect that the R-MD standards would have over the structure plan (and LDP) area. Furthermore, the preparation and pending gazettal of the 2023 R-Codes is intended to make the R-MD standards that are in place within local planning frameworks redundant.</p> <p>The LDP provision can therefore be modified following the revocation of ASP 98 and gazettal of the 2023 R-Codes, to remove reference to LPP 4.19 and the effect of the R-MD standards have over the LDP area.</p>	<p>Reword the provision so that it reads as follows:</p> <p><i>The requirements of the City of Wanneroo District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.</i></p>
1.2	<i>The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant design principles of the R-Codes.</i>	<p>A provision such as this is also typically found on LDP's where the deemed-to-comply standards of the R-Codes are being amended, replaced and/or augmented.</p> <p>This provision needs to be amended to better align with the 2023 R-Codes.</p>	<p>This provision can be replaced with the following to reflect the retention of built form provisions in the LDP:</p> <p><i>The following local development plan standards represent modifications to the 'deemed-to-comply' requirements of the R-Codes Volume 1.</i></p>
2.0	R-Code density and zoning is applicable for the following lots: Lots 179-190 – RMD40 Lots 191-206 – RMD60	<p>The R40 and R60 density codes are also currently prescribed in ASP 98 and are proposed to be incorporated into DPS 2 through proposed Amendment No. 207. The R-MD designation associated with the R40 and R60 density codes will also be removed through this process.</p> <p>The LDP provision can therefore be deleted following the:</p> <ul style="list-style-type: none"> • Approval of Amendment No. 207 to DPS 2, which seeks to apply the R40 and R60 density codes into the scheme; and • Revocation of ASP 98, which would remove the effect of the R-MD standards from this area. 	Delete LDP provision.

Review of The Amble Local Development Plan Stage 3 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.1	<i>Building orientation a) For lots 198-206 at least one major opening to a habitable room shall overlook the public open space (POS).</i>	<p>Part C, Section 3.6 of the 2023 R-Codes makes provision in relation to streetscape.</p> <p>The deemed-to-comply requirement C3.6.1(ii) of the 2023 R-Codes make provision for a major opening of a dwelling to have an outlook to a 'street' (including 'rights-of-way'). The definition of 'right-of-way' in the 2023 R-Codes then include strips of land available for use by the general public and vested in the Crown – which could apply to the POS in which these lots provide frontage to.</p>	The LDP provisions are now redundant and can be deleted, as there are equivalent provisions in place within the 2023 R-Codes.
3.2	<i>For corner lots 186, 190, 191, 197 and 206 one third of the length of the boundary of the secondary street shall be visually permeable fencing with a major opening to provide surveillance opportunities.</i>	<p>Part C, Section 3.6 of the 2023 R-Codes makes provision in relation to streetscape – including for fencing on secondary street boundaries.</p> <p>In relation to fencing on secondary street boundaries, C3.6.9 makes the following provision:</p> <p><i>For sites on street corners, street fences or walls within the secondary street setback area are to be designed in accordance with C3.6.7 and C3.6.8 for a minimum 50 per cent of the street boundary behind the primary street setback.</i></p> <p>C3.6.7 (mentioned in the provision above) prescribes that fencing is to be visually permeable above 1.2 metres in height.</p> <p>The deemed-to-comply provisions of the 2023 R-Codes aims to provide visually permeable secondary street fencing to a length that exceeds the LDP requirements. Therefore, the LDP provision will be redundant when the 2023 R-Codes take effect.</p>	This provision can be deleted from the LDP to allow the 2023 R-Code provisions to take precedent.
3.3	<i>Visually permeable fencing shall be provided on the boundary of Lots 198-206 adjacent to the POS.</i>	The fencing described in the LDP provision was constructed during subdivision and is considered to be a 'uniform fence' as defined in the City's Local Planning Policy 4.7: Uniform Fencing (LPP 4.7). The provisions of LPP 4.7 do not allow this fence to be altered without the City's approval.	As the fencing subject to this provision has been constructed, this LDP provision is redundant and can be deleted.

Review of The Amble Local Development Plan Stage 3 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.4	<i>For Lot 181, a designated crossover and garage locations is to be provided as shown on the LDP to ensure the retention of trees on the verge.</i>	<p>Part C, Section 3.7 of the 2023 R-Codes makes provision in relation to access.</p> <p>The deemed-to-comply requirements of Part C, Section 3.7 of the 2023 R-Codes make general provision regarding access and driveways. There are no specific 'deemed-to-comply' provision in the 2023 R-Codes that requires the design of driveways (or crossovers) to consider existing trees on a verge (equivalent to this provision of the LDP).</p> <p>The garage location depicted on the LDP for Lot 181 is designated to support a specific driveway alignment to avoid street trees. This specific design outcome has been achieved now that single houses (with garages and driveways) have been constructed on Lot 181.</p>	As the crossover and garage the subject of the LDP provision has been constructed, the provision can therefore be deleted.
3.5	<i>Lots 179-190 shall have a minimum garage setback of 4.0m from the primary street.</i>	<p>Part C, Section 3.3 of the 2023 R-Codes makes provision for street setback for dwellings and garages.</p> <p>The lots referred to in the LDP provision have a density code of R40. The deemed-to-comply requirements of Part C, Section 3.3 (C3.3.4 and Table 3.3b) of the 2023 R-Codes prescribe the setback of garages in areas coded R40 to be in accordance with the typical building setbacks – which is 3.0m for R40.</p> <p>This garage setback requirement in the LDP should be kept for the following reasons:</p> <ul style="list-style-type: none"> • With the structure plan requirement for a 2.0m minimum front setback requirement for other buildings (refer to Administration Comments further below), a 4.0 metre setback reduces garage dominance on the streetscape; and • Although less than the R-MD standard garage setback of 4.5 metres, a 4.0 metre setback for garages should not affect pedestrian movement on footpaths, which are not located where they cross driveways in the LDP area. <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to garage setbacks to be modified through an LDP.</p>	Retain LDP provision.

Review of The Amble Local Development Plan Stage 3 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.6	<i>The stairs subject to the LDP provisions have already been constructed at subdivision stage, and therefore a specific requirement is no longer needed.</i>	The stairs subject to the LDP provisions have already been constructed at subdivision stage, and therefore a specific requirement for the stairs in the LDP is no longer needed.	As the stairs are already constructed, this LDP provision is considered redundant and can therefore be deleted.
4.1	<p>Boundary Walls: For Lots 191-197 and 199-206 boundary walls are permitted to both side boundaries (excluding secondary street boundaries other than laneways), behind the minimum front setback, within the following limits:</p> <p><i>Single Storey</i> Maximum Height – 3.5m Maximum Length – No Limit</p> <p><i>Two Storey And Above</i> Maximum Height – 6.5m Maximum Length – Up to 13m in length</p> <p><i>For dwellings with a pitched roof, the height of walls on both side boundaries may be increased to the top of the ridge line where this runs parallel to the front boundary and abuts a similar configured wall or secondary street.</i></p>	<p>The deemed-to-comply requirements of the 2023 R-Codes relating to boundary walls are contained in Part C, Section 3.4 (refer C3.4.4 and Table 3.4b).</p> <p>The lots in which this LDP provision relates are coded R60. For R60 development, the deemed-to-comply requirements of the R-Codes prescribe a boundary wall length of 14m, at which point the wall is to be set back 3m measured from the lot boundary for a minimum length of 3m. This is applicable to all lot boundaries and to a maximum boundary wall height of 7.0m. This varies slightly where the lot has a frontage wider than 8.5m.</p> <p>There is no specific deemed-to-comply requirement in the R-Codes relating to walls on the boundary where dwellings have pitched roofs, as the LDP has provided.</p> <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to lot boundary setbacks (including walls on the boundary) to be modified through an LDP.</p>	Retain LDP provision.
4.2	<i>For Lot 198, the provisions of Clause 4.1 above apply only to the western lot boundary. Setbacks from the eastern lot boundary are to be in accordance with the applicable R-Code requirements.</i>	Refer to comments for LDP provision 4.1 above.	

Review of The Amble Local Development Plan Stage 3 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
-	Depiction of primary and secondary street building orientations.	These depictions can be retained to clarify the orientation of primary and secondary street frontages.	LDP depictions to be retained.
-	Depiction of the following: <ul style="list-style-type: none"> Designated garage locations; Designated crossover locations. 	Depiction of these features relate to LDP provision 3.4 above.	The depiction of these features on the LDP can be deleted.
-	Depiction of the following: <ul style="list-style-type: none"> On-street parking Shared paths/footpaths Stair location No vehicle access permitted Retaining walls 	All these features were provided through the subdivision stage of planning. These features no longer need to be depicted on the LDP, which is now guiding future development on residential lots.	The depiction of these features on the LDP can be deleted.
-	Depiction of visually permeable fencing	Depiction of visually permeable fencing is no longer required on the LDP for the following reasons: <ul style="list-style-type: none"> Much of this fencing was provided through subdivision works; and The remainder of the depicted fencing is on secondary streets, which is covered under provisions in the 2023 R-Codes (refer to comment on LDP provision 3.3 above). 	The depiction of this feature on the LDP can be deleted.
-	N/A	For the LDP to retained, the following modifications to incorporate the following provisions from ASP 98 also need to be undertaken: <ul style="list-style-type: none"> From Clause 6.1.2 – A minimum 1.0 metre setback is to be provided to a lot boundary abutting a public open space. From Clause 6.1.3 – For lots coded R40... buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted). <p>Introducing the above as LDP provisions is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows deemed-to-comply provisions relating to the above to be modified through an LDP.</p>	Update the LDP as outlined in the 'Administration Comment' column.

Local Development Plan Provisions

1.0 GENERAL PROVISIONS

- 1.1 The requirements of the City of Wanneroo District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19: Medium-Density Housing Standards (RMD-Codes) apply, unless otherwise provided below.
- 1.2 The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant Design Principles of the R-Codes.

2.0 RESIDENTIAL DESIGN CODE AND ZONE

LOTS APPLICABLE	R-CODE DENSITY AND ZONING
Lots 1 and 8	RMD40


3.0 PROVISIONS FOR ALL LOTS

DESIGN REQUIREMENTS	
Built Form	<p>3.1 For Lots 1 and 8 to have at least one major opening from a habitable room oriented to the public access way (PAW).</p> <p>3.2 Lots 1 and 8 shall have a minimum building setback of 1.0m from the PAW.</p> <p>3.3 For Lots 1 and 8 visually permeable fencing shall be provided above 1.2m on the boundary adjacent to the PAW as indicated.</p>

New built form provision:

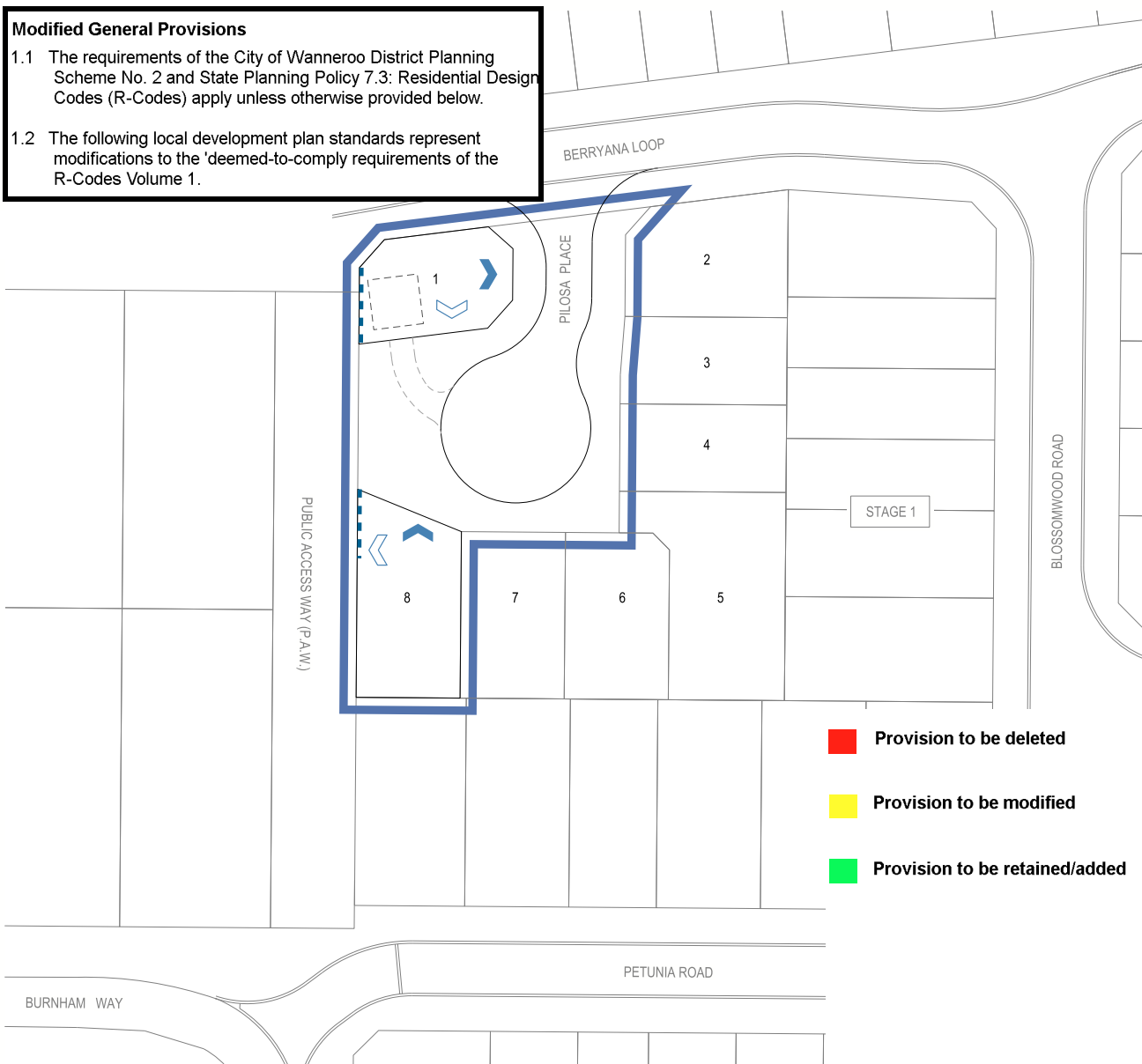
Buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted).




Legend

 Extent of Local Development Plan	 Visually Permeable Fencing above 1.2m (Subject to Detailed Design)
Building Orientation	 Indicative crossover location
 - Primary Street	 Indicative garage location
 - Secondary Street	

Modified General Provisions

- 1.1 The requirements of the City of Wanneroo District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.
- 1.2 The following local development plan standards represent modifications to the 'deemed-to-comply requirements of the R-Codes Volume 1.



-  Provision to be deleted
-  Provision to be modified
-  Provision to be retained/added

LOCAL DEVELOPMENT PLAN | STAGE 4

The Amble, Girrawheen
A Department of Communities Project

ENDORSEMENT TABLE
This Local Development Plan has been approved by Council under Clause 52(1)(a) of the Deemed Provisions of District Planning Scheme No. 2
Manager, Approval Services 
City of Wanneroo
Date 2 February 2021

17/01/2021

Review of The Amble Local Development Plan Stage 4 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
1.1	<i>The requirements of the City of Wannon District Planning Scheme No. 2, the Residential Design Codes (R-Codes) and Local Planning Policy 4.19: Medium Density Housing Standards (RMD Codes) apply, unless otherwise provided below.</i>	<p>Such a provision is typically found on local development plans where R-MD standards apply. The R-MD standards are contained in City's Local Planning Policy 4.19: Medium Density Housing Standards (LPP 4.19).</p> <p>Amendment No. 207 to DPS 2 and the revocation of ASP 98 will remove the effect that the R-MD standards would have over the structure plan (and LDP) area. Furthermore, the preparation and pending gazettal of the 2023 R-Codes is intended to make the R-MD standards that are in place within local planning frameworks redundant.</p> <p>The LDP provision can therefore be modified following the revocation of ASP 98 and gazettal of the 2023 R-Codes, to remove reference to LPP 4.19 and the effect of the R-MD standards have over the LDP area.</p>	<p>Reword the provision so that it reads as follows:</p> <p><i>The requirements of the City of Wannon District Planning Scheme No. 2 and State Planning Policy 7.3: Residential Design Codes (R-Codes) apply unless otherwise provided below.</i></p>
1.2	<i>The following standards represent variations to the deemed-to-comply provisions of the R-Codes and constitute new deemed-to-comply provisions pursuant to the R-Codes, or are deemed to meet the relevant design principles of the R-Codes.</i>	<p>A provision such as this is also typically found on LDP's where the deemed-to-comply standards of the R-Codes are being amended, replaced and/or augmented.</p> <p>This provision needs to be amended to better align with the 2023 R-Codes.</p>	<p>This provision can be replaced with the following to reflect the retention of built form provisions in the LDP:</p> <p><i>The following local development plan standards represent modifications to the 'deemed-to-comply' requirements of the R-Codes Volume 1.</i></p>
2.0	R-Code density and zoning is applicable for the following lots: Lots 1 and 8 – RMD40	<p>The R40 density code is also currently prescribed in ASP 98 and is proposed to be incorporated into DPS 2 through proposed Amendment No. 207. The R-MD designation associated with the R40 density code will also be removed through this process.</p> <p>The LDP provision can therefore be deleted following the:</p> <ul style="list-style-type: none"> • Approval of Amendment No. 207 to DPS 2, which seeks to apply the R40 density code into the scheme; and • Revocation of ASP 98, which would remove the effect of the R-MD standards from this area. 	Delete LDP provision.

Review of The Amble Local Development Plan Stage 4 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.1	<i>For Lots 1 and 8 to have at least one major opening from a habitable room orientated to the public access way (PAW).</i>	<p>Part C, Section 3.6 of the 2023 R-Codes relates to streetscape.</p> <p>The deemed-to-comply requirement C3.6.1(ii) of the 2023 R-Codes make provision for a major opening of a dwelling having an outlook to a primary frontage or 'street'. There are no specific provisions requiring habitable room windows being orientated to adjoining PAW's for example.</p> <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to building orientation to a street/public space to be modified through an LDP.</p>	Retain LDP provision.
3.2	<i>For Lots 1 and 8 shall have a minimum building setback of 1.0m from the PAW.</i>	<p>Part C, Section 3.4 of the 2023 R-Codes relates to lot boundary setbacks.</p> <p>Under the deemed-to-comply provisions of C3.4.1 (Table 3.4a) of the 2023 R-Codes, single storey buildings are to be set back 1.0 metre from the boundary. This increases to 1.5m for the second storey.</p> <p>The LDP prescribes a minimum building setback of 1.0m, regardless of building height. It is considered that the impact of setback on the adjoining PAW will not be prevalent as would a setback to an adjoining residential lot.</p> <p>The deemed-to-comply provisions C3.4.4 also allows boundary walls to the PAW boundaries; however, the intent of the LDP is to now allow this.</p> <p>Retaining this LDP provision is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows all deemed-to-comply provisions relating to lot boundary setbacks to be modified through an LDP.</p>	Retain LDP provision.

Review of The Amble Local Development Plan Stage 4 Against State Planning Policy 7.3 – Residential Design Codes Volume 1 (2023 Version)

LDP Prov.	LDP Requirement	Administration Comment	Recommended Modification
3.3	<i>For Lots 1 and 8 visually permeable fencing shall be provided above 1.2m on the boundary adjacent to the PAW as indicated.</i>	The fencing described in the LDP provision was constructed during subdivision and is considered to be a 'uniform fence' as defined in the City's Local Planning Policy 4.7: Uniform Fencing (LPP 4.7). The provisions of LPP 4.7 do allow this fence to be altered without the City's approval.	As the fencing subject to this provision has been constructed, this LDP provision can be deleted.
-	Depiction of primary/secondary street and PAW building orientations.	These depictions can be retained to clarify the orientation of primary and secondary street frontages – as well as how dwellings are to orientate toward the adjoining PAW.	LDP depictions to be retained.
-	Depiction of the following: <ul style="list-style-type: none"> Indicative garage location; Indicative crossover location. 	As the garages and crossovers the subject of these depictions have been constructed, they no longer need to be depicted on the LDP.	The depiction of these features on the LDP can be deleted.
-	Depiction of visually permeable fencing	The visually permeable fencing is depicted adjoining PAW's and relates to LDP provision 3.3 above.	The depiction of this feature on the LDP can be deleted.
-	N/A	For the LDP to retained, take Clause 6.1.3 from ASP 98: <i>Buildings (excluding carports/garages) shall be setback from the primary street boundary a minimum of 2.0 metres. Further reductions (averaging) shall not be permitted).</i> Introducing the above as LDP provisions is supported by Part A, Section 3.0 (Table 3.2.4a) of the 2023 R-Codes, which allows deemed-to-comply provisions relating to the above to be modified through an LDP.	Update the LDP as outlined in the Administration Comment.

PS04-06/23 Consideration of Development Application for an Amendment to DA2018/736 Child Care Centre at 103 Greenvale Place, Banksia Grove - DA2022/1439

File Ref: DA2022/1439 – 23/140925
 Responsible Officer: Director Planning & Sustainability
 Attachments: 5

Issue

To consider a development application to amend the current approval for the Child Care Centre at 103 Greenvale Place, Banksia Grove (subject site) to increase the capacity from 92 children and 17 staff to 130 children and 21 staff and increase the number of car parking bays from 30 to 36.

Applicant	Gianni Da Rui - Meyeshircore and Associates
Owner	Bob Hindle - Atlantis Group
Location	Lot 400 (103) Greenvale Place, Banksia Grove
Site Area	5003m ²
DPS 2 Zoning	Residential (R2)

Background

Site

The subject site is currently developed with an approved Child Care Centre development consisting of the related building with associated landscaping, parking and outside play areas. The site is bound by Harbour Elbow to its north-west and Greenvale Place to the south-east. Vehicular access to the parking area is gained off Greenvale Place.

The site forms part of a row of properties zoned Residential R2 that form a buffer between Rural Residential zoned land to the south-east and Residential R20 zoned land to the north-west.

A location plan of the subject site is included in **Attachment 1**.

Original application

The original application for the Child Care Centre was submitted to the City of Wanneroo in June 2018 (DA2018/736). At the time, the land use was Discretionary ('D'). This original proposal comprised the following:

- Demolition of the existing building and construction of a single storey Child Care Centre building;
- A maximum of 120 children and 21 staff;
- 37 car parking bays; and
- Operating hours of 7:00am – 7:00pm Monday to Friday.

The original application was considered at the 16 October 2018 Council meeting (PS04-10/18), where Council resolved to refuse the proposal for the following reasons:

1. The proposed Child Care Centre is not considered to be compatible with the surrounding Residential and Special Rural land uses and is therefore not considered to be consistent with the objectives of the Special Residential zone;

2. The proposal does not comply with Clause 67(m) of the City of Wanneroo DPS 2 as the proposal may have a negative impact on the amenity of the surrounding residents by way of increased noise and increased traffic generation;
3. The proposal does not comply with Clause 67(n) of the City of Wanneroo DPS 2 as it will have a negative impact on the natural environment and character of the area by removal of 20 trees;
4. The proposal does not comply with Clause 67(t) of the City of Wanneroo DPS 2 as it will generate traffic that will negatively impact the efficiency and safety of the road system in the locality; and
5. The proposed Child Care Centre does not meet the requirements of the Child Care Centres Local Planning Policy, specifically the following clauses:
 - a) Location – Road Hierarchy
 - b) Location – Neighbouring Uses
 - c) Amenity – Residential areas

State Administrative Tribunal (SAT)

In response to Council's decision of 16 October 2018, an application for review was lodged with the SAT which resulted in mediation being held between the applicant and the City in January 2019. The applicant subsequently prepared a revised proposal for reconsideration which was submitted in March 2019. This revised proposal entailed:

- Reduction in the maximum occupancy numbers to 92 children and 17 staff;
- Modifications to the building elevations to make it more in keeping with the residential character of the area;
- Revised building envelope in response to the revised building layout. The overall building envelope remained at 1,000 square metres, however the floor area was reduced by 114 square metres;
- Modifications to the car parking layout and a reduction in the number of bays from 37 to 29, in response to the reduced children and staff numbers. This in turn reduced the amount of car park hardstand by 226 square metres, from 941 square metres to 715 square metres; and
- Improved identification and designation of the outdoor play spaces to assist with managing potential noise impacts on adjoining residents.

The revised application was reconsidered at an Ordinary Council Meeting held on 7 May 2019 (PS02-05/19), where Council resolved to approve the Application for a Child Care Centre subject to conditions (DA2018/736). The planning approval is included as **Attachment 2** and comprised the following:

- A maximum of 92 children and 17 staff are permitted on-site at any one time;
- A building envelope of 1,000m²;
- Operating hours of 7:00am – 7:00pm Monday to Friday; and
- A total of 30 car parking bays.

Detail

Proposal

On 14 November 2022 the City received a development application to amend the current approval relating to the existing Child Care Premises located at 103 Greenvale Place, Banksia Grove at the subject site. The application proposes to:

- Increase the maximum capacity of the approved Child Care Centre from 92 children and 17 staff to 130 children and 21 staff; and
- Increase the number of car parking spaces from 30 bays to 36 bays.

The application does not propose any extensions or alterations to the existing building. The works component of the proposal involves an increase in the size of the outdoor play area (to the east), installation of a 1.8m high acoustic colorbond fence (on the southern boundary), and the construction of an additional 6 car parking spaces to service the increased capacity.

The development plans under consideration are included in **Attachment 3**.

Zoning and permissibility

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and 'Residential' with a density coding of R2 under the City of Wanneroo District Planning Scheme No.2 (DPS2).

At the time of its approval, 'Child Care Centre' was a 'D' use. However, amendment No.180 to DPS2 was gazetted on 14 August 2020, which changed the permissibility of a Child Care Centre use from discretionary ('D') to not permitted ('X') in the Special Residential zone.

Subsequently, on 5 May 2023, Amendment 172 to DPS2 was gazetted which aligned DPS2 with the model scheme provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). Amendment 172 inter alia replaced 'Child Care Centre' with 'Child Care Premises' and the subject site was rezoned from 'Special Residential' to 'Residential' with a density coding of R2. In order to retain the Special Residential Zone's initial purpose as a transitional zone, Restricted Use provisions have been applied to the zone under Schedule 3 of DPS 2 also. 'Child Care Premises' is not included in the list of permitted uses specified in Schedule 3 of DPS2. Therefore, it remains a non-permitted ('X') use within the zone.

Consequently, the existing Child Care Premises benefits from the non-conforming use rights provisions under DPS2.

Pursuant to DPS2 clause 3.8, Council can consider the application seeking approval to modify existing operations of a non-conforming use (i.e. number of children and staff, and construct additional car parking spaces):

3.8 Changes to non-conforming use

- (1) *A person must not, without development approval —*
 - (a) *alter or extend a non-conforming use of land; or*
 - (b) *erect, alter or extend a building used for, or in conjunction with, a non-conforming use; or*
 - (c) *repair, rebuild, alter or extend a building used for a non-conforming use that is destroyed to the extent of 75% or more of its value; or*
 - (d) *change the use of land from a non-conforming use to another use that is not permitted by the Scheme.*
- (2) *An application for development approval for the purposes of this clause must be advertised in accordance with clause 64 of the deemed provisions.*
- (3) *A local government may only grant development approval for a change of use of land referred to in subclause (1)(d) if, in the opinion of the local government, the proposed use —*
 - (a) *is less detrimental to the amenity of the locality than the existing non conforming use; and*
 - (b) *is closer to the intended purpose of the zone in which the land is situated.*

The City can also consider this amendment to DA2018/736 pursuant to Schedule 2, clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which

stipulates that development approval can be granted for development that is an 'X' use if the development relates to land that is already being used for a non-conforming use:

67. Consideration of application by local government

- (1) *Development approval cannot be granted on an application for approval of —*
- (a) *development that is a class X use in relation to the zone in which the development is located, unless —*
- (i) *the development relates to land that is being used for a non-conforming use; and*
- (ii) *the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;*

The property has current non-conforming use rights for Child Care Premises and the proposed development constitutes an alteration to this approved non-conforming use. Therefore cl. 3.8(1) in DPS2 and cl. 67 (1)(a)(i) of the Regulations apply.

Consultation

Advertising was undertaken by way of a notice placed in the Perth Now - Wanneroo, a sign erected on site and landowners within a 200 metre radius of the subject site notified in writing. At the conclusion of the comment period (14 days) 12 submissions were received, with 7 objecting to the proposal, 4 in support and one providing comments only. A further 3 submissions in support of the proposal were received after the advertising period had concluded.

A plan showing the location of those properties that made a submission are included in **Attachment 4**. A summary of the issues raised in the submissions and Administration's response is included in **Attachment 5**.

The main issues raised by objectors relate to:

- Land use: there will be a loss of amenity - the land use goes against the zoning being inappropriate development in an Equestrian Rural Residential area;
- Noise: there will be an unacceptable increase in noise;
- Traffic: there will be an unacceptable increase in traffic which will be felt by residents, also causing safety risks for horse riders;
- Parking: here is insufficient parking along Greenvale Place; and
- Other: doubt if existing facilities will be adequate to cope with an increase in staff and children.

Supporting comments received raised the following points:

- This service is needed as many day care centres within local areas are at capacity;
- This is a highly sought after centre with a long waitlist; and
- This is currently a well maintained property and the changes will benefit those to whom the service caters.

Discussion of the issues raised in submissions and the assessment is provided in the Comment section below.

Comment

The proposed development will result in an additional potential 38 children and 4 staff at the premises. There are no changes proposed to the existing building, only an additional 6 parking bays. From a planning perspective consideration needs to be given to the intensification of the existing operation and whether this will detrimentally impact the amenity of the area.

Proposed extension of existing non-conforming land use

The primary issue that this proposal raises is the impact that the proposed intensification of the use might have on the amenity of the surrounding area. This is considered in terms of factors such as noise, traffic and parking which relate to the planning framework. The scale of the land use in terms of numbers of staff and children can now be reviewed and assessed in light of the fact that the Child Care Premises has now been in operation for almost two and a half years since opening on 22 February 2021.

In considering whether the proposed intensification of the existing non-conforming Child Care Premises use is appropriate, it should be noted that Amendment 180 to DPS2 was initiated as a result of and in response to the original application for Child Care Centre in the (then) Special Residential zone, as well as concerns relating to the potential future establishment of a range of discretionary non-residential land uses in the zone. As noted earlier in this report, 'Child Care Premises' remains a non-conforming use under the current Residential R2 zoning of the site as it does not form part of the Restricted Uses listed under Schedule 3 of DPS 2 which apply to the subject site. This will mean no new Child Care Premises will be permitted in the Residential R2 zoning.

As outlined earlier in this report, Council can consider and approve extensions and alterations to the Child Care Premises, notwithstanding the Child Care Premises being a non-conforming use.

Noise

The proponent provided an Environmental Acoustic Assessment (EAA) in support of the application which concludes that noise emissions from the increase in capacity will comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* provided that a 1.8m high fence adjacent to the chicken run and coop, and adjacent to the car parking area near the south-eastern corner is installed.

The acoustic assessment has a high degree of accuracy as it was based on actual noise readings and data taken from various points around the site and as such was not based solely on noise predictions as would be the case with a completely new development. In this regard the findings and recommendation of the report are accepted.

Traffic

The Traffic Impact Statement (TIS) submitted with the application, states that:

- Existing roads and intersections adjacent to the existing Centre, includes Viridian Drive, Turquoise Loop, and Malachite Fairway. Under Liveable Neighbourhoods, Viridian Drive would be classified as a Neighbourhood Connector B road (with an indicative maximum traffic flow of 3,000 vehicles per day), while Turquoise Loop would be an Access Street C (also suitable for up to 3,000 vehicles per day), and Malachite Fairway would be classified as Access Street D (with an indicative maximum traffic flow of 1,000 vehicles per day).
- Traffic counts carried out by Uloth and Associates in February 2019 (prior to the approval of the existing Early Learning Centre) showed that Viridian Drive carried an estimated 1,450 vehicles per day south of Joondalup Drive and 870 vehicles per day south of Turquoise Loop, while Turquoise Loop carried 630 vehicles per day east of Viridian Drive. It is then also estimated that Malachite Fairway carried 100 to 200 vehicles per day, while Greenvale Place carried a maximum of 20 to 30 vehicles per day north of Malachite Fairway and therefore only around 180 vehicles per day south of Malachite Fairway.
- Traffic generation for the currently approved maximum of 92 children at the existing Tall Tree Early Learning Centre equates to a total of 370 vehicle trips per day (at a rate of 4.0 trips per child enrolled), with 64 vehicle trips during the AM peak hour and 70 vehicle trips during the PM peak hour.

- With the proposed increase in capacity to 130 children, the overall traffic generation will increase to 520 vehicle trips per day (an increase of 150 vehicle trips per day), with a total of 90 vehicle trips during the AM peak hour and 99 vehicle trips during the PM peak hour.
- The peak hour increases in vehicles as a result of the proposed increase in staff and children equate to less than 1 vehicle every 2 minutes, which will have no impact on the operation of adjacent roads and intersections.

The conclusions of the TIS are supported by Administration.

Parking

Under The City's parking requirements prescribed by the City's Local Planning Policy (LPP) 2.3 - Child Care Centres, a total of 40 car parking bays is required. A parking survey has been carried out as part of the TIS to assess the difference between parking demand and supply. With the proposed increase in capacity, the TIS concludes that the expected peak parking demand will increase to a total of 34 vehicles and therefore recommends that a minimum car park capacity of 36 parking spaces be provided. Administration is satisfied that the methodology used is valid and concurs with the conclusions.

Visual amenity

The visual impact of the proposed changes on the streetscape are considered to be minimal. The additional 6 parking bays require the removal of four semi-mature trees. These trees were planted as part of the landscaping works undertaken as part of construction of the centre and were not trees that were identified for retention under the original approval (DA2018/736). The additional 6 parking bays remain partially obscured by existing trees toward Greenvale Place. Significant vegetation is retained across the site and therefore the development is supported as there is minimal impact on visual amenity.

Complaints

The Administration has received no complaints in relation to the Child Care Premises since it commenced normal operations in February 2021.

Summary

The proposed extension to the non-conforming use can be supported on the basis that:

- The proposed intensification of the Child Care Premises will not have a significant impact on the amenity of the area by way of visual appearance, noise, traffic and parking; and
- The Child Care Premises has been in operation for almost two and a half years without complaints being received.

It is suggested that, should Council resolve to approve the application, modifications are to be made to the existing conditions imposed by DA2018/738, dealing with the number of children and staff, landscaping, acoustic screening and parking.

Conclusion

This development application to amend the current approval relating to the existing Child Care Premises has been assessed against the relevant provisions of DPS 2 and the City's Local Planning Policy 2.3 Child Care Centres. The application is considered to meet all relevant requirements. Notably the additional capacity and staffing will not result in a parking or traffic problem. The external works will have little or no external impact on the visual amenity of the

area and the modifications to the fencing suitably address the acoustic privacy of the neighbouring properties.

The proposal satisfies the Scheme and Local Planning Policy objectives as it will not create amenity or road safety issues given the surrounding road network can accommodate the minimal increase in traffic.

The issues raised during the advertising period have been responded to and addressed as discussed above and in the Schedule of Submissions (**Attachment 4**). Therefore, it is recommended that Council approve the proposed amendment to the terms and conditions of the development approval as set out in the recommendation.

Statutory Compliance

The application has been assessed in accordance with the City of Wanneroo's District Planning Scheme No. 2 and Local Planning Policy 2.3 Child Care Centres.

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-S12 Economic Growth	Medium
Accountability	Action Planning Option
Chief Executive Officer	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 issues contained within this report have been identified and considered within the City's Strategic and Corporate risk registers. Concerns in regards to traffic have been addressed in detail within the body of this report.

Policy Implications

This application has been assessed against the relevant provisions of the following:

- City of Wanneroo DPS 2
- LPP2.3: Child Care Centres

Financial Implications

Nil

Voting Requirements

Simple Majority

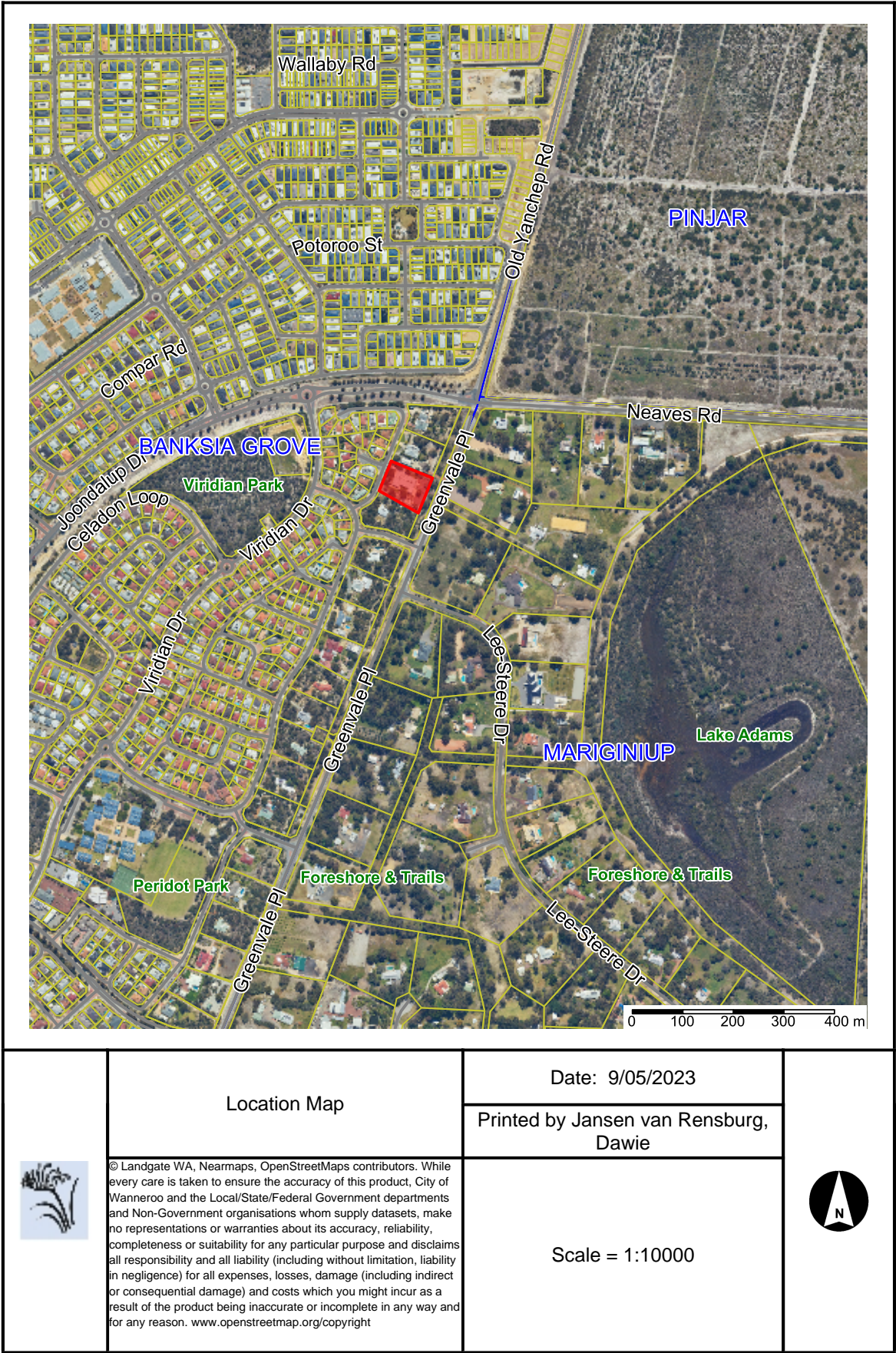
Recommendation

That Council:-

1. Pursuant to Clause 68 (2)(b) of the Deemed Provisions of District Planning Scheme No. 2, **APPROVES** the Development Application (DA2022/1439), as shown in Attachment 3, for an Amendment to DA2018/736 Child Care Centre at 103 Greenvale Place, Banksia Grove, subject to compliance with the conditions contained within the original letter of approval (DA2018/738, refer Attachment 2) with exception of the below conditions which are to be amended to state:
 - a) *The use of the development subject to this approval shall only be for the purpose of a Child Care Premises as defined in the City of Wannon's District Planning Scheme No. 2.*
 - b) *A maximum of 130 children and 21 staff are permitted on-site at any one time.*
 - e) *The operation of the Child Care Premises use is to comply at all times with the Herring Storer Environmental Acoustic Assessment dated February 2022 to the satisfaction of the City, including implementation and compliance with the following recommendation which is in addition to the required 1.8 metre high solid screens along the northern and southern boundaries of the lot that were previously approved under DA2018/738 (Drawing No. LC-04):*
 - i). *Installation of a 1.8m high metal fence on the southern boundary in accordance with Drawing No. A102.*
 - g) *The twelve tandem car parking bays as shown on the approved plans are to be set aside as staff parking only and shall include appropriate signage and pavement marking for identification as staff parking bays, to the satisfaction of the City.*
 - i) *The Landscape Plan Drawing No. LC-03 Rev D approved under DA2018/738 is to be updated to reflect the new parking area layout and approved prior to the commencement of works and thereafter maintained to the satisfaction of the City.*
2. **ADVISES** the submitters of its decision.

Attachments:

1	Attachment 1- Location Map	23/164366
2	Attachment 2 - Existing Approval	23/164367
3	Attachment 3 - Development Site Plan	23/164368
4	Attachment 4 - Objectors Map	23/177486
5	Attachment 5 - Schedule of submissions	23/164369





LOCKED BAG 1
WANNEROO WA 6946
TELEPHONE: (08) 9405 5000
FACSIMILE: (08) 9405 5499

File Number : DA2018/736
 Application Number : DA2018/736
 Enquiries Officer : Alex Jarvis
 9405 5476

17 May 2019

MW Urban
 PO Box 214
 NORTH FREMANTLE WA 6159

**CITY OF WANNEROO PLANNING APPROVAL
 METROPOLITAN REGION SCHEME
 FORM 2**

Land Parcel Details:	Lot: 400 P: 24258
Property Details:	10 Harbour Elbow BANKSIA GROVE
Registered Owner(s):	Hindle Properties Pty Ltd
Application Date:	14 June 2018
Application Received:	14 June 2018
Development Description:	Child Care Centre

The City advises that that this application was reconsidered at the meeting of Council on 7 May 2019, where it was resolved that Council **approves** this application under the provisions of the City of Wanneroo District Planning Scheme No. 2 and the Metropolitan Region Scheme. This Approval requires the development to be undertaken in accordance with the enclosed approved plans and is subject to compliance with the following conditions:

- a) The use of the development subject to this approval shall only be for the purpose of a Child Care Centre as defined in the City of Wanneroo's District Planning Scheme No. 2.
- b) A maximum of 92 children and 17 staff are permitted on-site at any one time.
- c) This approval does not relate to any advertising signage, which is subject to separate approval from the City should it not satisfy the development standards of the City's Local Planning Policy 4.6: Signs.
- d) The hours of operation of the Child Care Centre shall be between the hours of 7:00am and 7:00pm Monday to Friday only, excluding public holidays.
- e) The operation of the Child Care Centre use is to comply at all times with the Herring Storer Environmental Acoustic Assessment included as **Attachment 1** dated March 2019 to the satisfaction of the City, including implementation and compliance with the following recommendation:

- Installation of a 1.8 metre high solid screen along the northern and southern boundaries of the lot as shown on the attached plan, Drawing No. LC-04.
- f) The Child Care Centre use is to be operated in accordance with the Atlantis Group Noise Management Plan included as **Attachment 2** dated April 2019, to the satisfaction of the City.
- g) The eight tandem car parking bays as shown on the approved plans are to be set aside as staff parking only, and shall include appropriate signage and pavement marking for identification as staff parking bays, to the satisfaction of the City.
- h) The postal address of 10 Harbour Elbow, Banksia Grove shall be changed from Harbour Elbow to Greenvale Place prior to a building license being issued.
- i) Planting and Landscaping shall be carried out in accordance with the approved Landscape Plan Drawing No. LC-03 Rev D prior to the occupation of the building and thereafter maintained to the satisfaction of the City.
- j) The development is to be implemented in accordance with the Bushfire Management Plan and Bushfire Emergency Evacuation Plan dated March 2019 prepared by Bushfire Safety Consulting.
- k) Parking areas, driveways and points of ingress and egress shall be designed and constructed in accordance with the Australian Standard for Offstreet Carparking (AS 2890) and shall be drained, sealed, marked and maintained to the satisfaction of the Council prior to occupation of the development.
- l) The parking areas and associated access indicated on the approved plans shall not be used for the purpose of storage or obstructed in any way at any time, without the prior approval of the City.
- m) Stormwater and any other water run-off from buildings or paved areas shall be collected and retained on site.
- n) All waste shall be stored within the designated bin enclosure and collected from the site by a private contractor between the hours of 9:00am and 3:00pm Monday to Friday (excluding public holidays) at the cost of the owner/occupier.
- o) A construction management plan shall be submitted for approval when application is made for a building licence. This plan is to detail how construction will be managed to minimise disruption in the area and shall include as a minimum:
- i) The delivery times for materials and equipment to the site;
 - ii) Adequate measures being undertaken during construction to minimise the impacts caused by dust and sand drift from the site;
 - iii) Storage of materials and the location and type of equipment on site;
 - iv) Parking arrangements for contractors and sub-contractors;
 - v) Construction times;
 - vi) Measures to minimise noise impacts on surrounding residents; and
 - vii) Any other matter required by the City.

FOOTNOTES

1. This is a Development Approval only and is issued under District Planning Scheme No. 2 and the Metropolitan Region Scheme. It is the applicant's responsibility to comply with all other applicable legislation and obtain all the required approvals, licenses and permits prior to commencement of the development.
2. In regards to Condition o), the management of dust and sand drift shall be in accordance with the requirements contained in the Department of Environmental Regulation's *'A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities'*.
3. If the development has not substantially commenced within two (2) years of the date of approval, the approval will lapse and have no further effect. Where the approval has lapsed, no development can be carried out without the further approval of the Council.
4. If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application to the Tribunal must be made within twenty eight (28) days of the date of the determination.

Unless otherwise specified, all conditions shall be complied with, by and at the cost of the owner, to the specification and satisfaction of the City, before the development is occupied. Thereafter, maintenance and compliance with conditions of approval shall continue to the City's satisfaction.

Should you have any queries relating to this advice or the formal notice of approval as attached, please contact Alex Jarvis from the City of Wanneroo's Planning and Sustainability Directorate on 9405 5476.

Regards,



Tim Dawson
SENIOR PLANNER, APPROVAL SERVICES

CITY OF WANNEROO
PLANNING APPLICATION APPROVED
Subject to the endorsement hereon and compliance
with the conditions of the Planning Approval
Application No: 2019/736
Date Approved: 17/05/19
Page 1 of 10
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information




main entry



north elevation



east elevation

 BUILDING DESIGN & VISUALISATION 1/1201 HWY, SU. 04B 523 28F BANKSIA GROVE, VIC 3176 03 9555 5555 www.johnchisholm.com.au	 NATIONAL ASSOCIATION OF BUILDING DESIGNERS 1/1201 HWY, SU. 04B 523 28F BANKSIA GROVE, VIC 3176 03 9555 5555 www.johnchisholm.com.au	Project Childcare Centre 10 Harbour Elm, Banksia Grove	Drawing Perspectives	Issued for planning	1/10/2019	Approved for planning	19/03/2019	Drawn	JC
				Issued for planning	1/10/2019	Approved for planning	19/03/2019	Check	P1
				Issued for planning	1/10/2019	Approved for planning	19/03/2019	Scale	K
				Issued for planning	1/10/2019	Approved for planning	19/03/2019	Notes	

CITY OF WANNEROO

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information



south east pedestrian entry



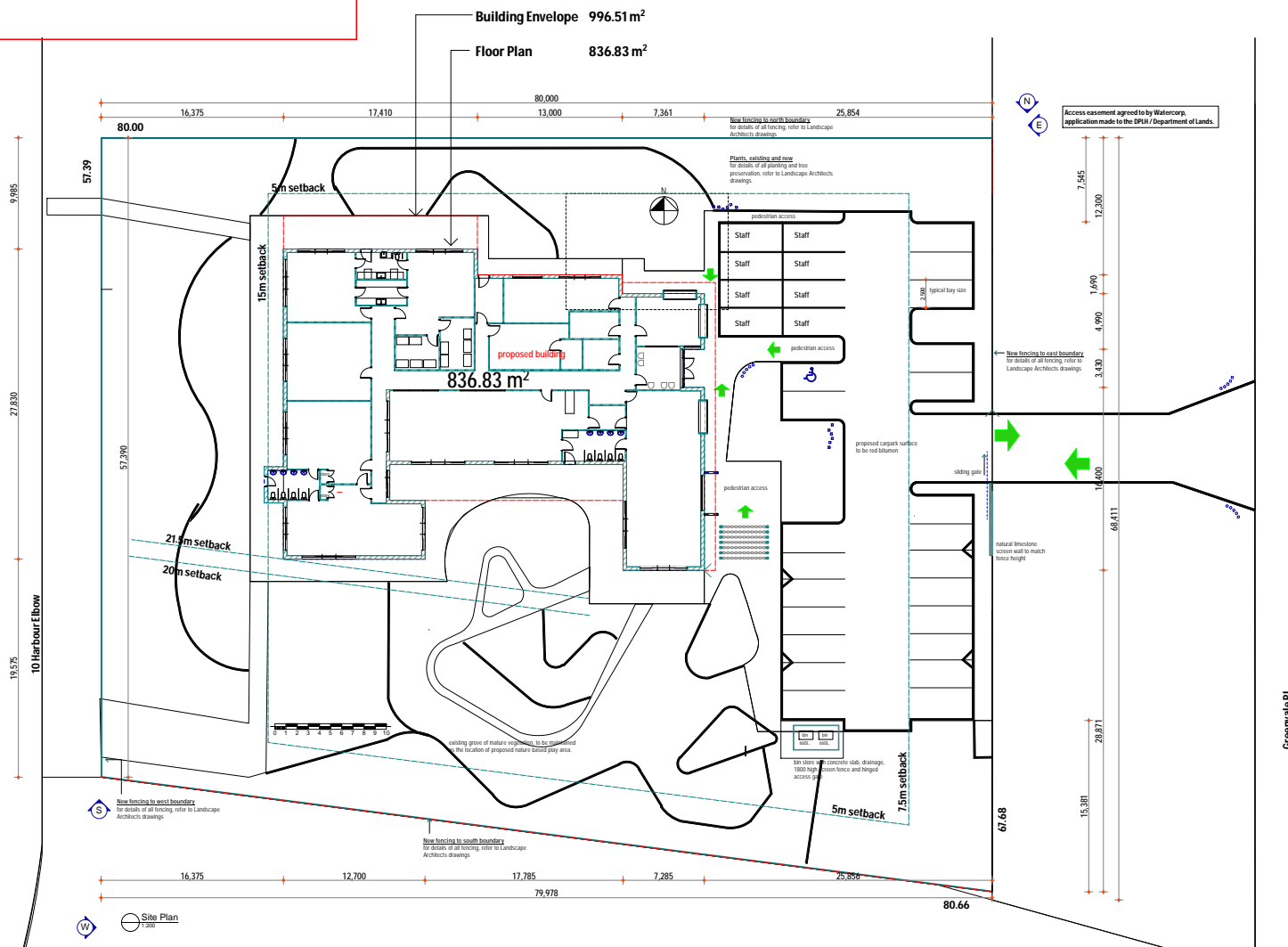
south elevation



west elevation

 john chisholm design BUILDING DESIGN & VISUALISATION 1/1201 HWY, SU. 04B 820 281 © Copyright johnchisholm.com.au www.johnchisholm.com.au	 NATIONAL ASSOCIATION OF ARCHITECTS 1/1201 HWY, SU. 04B 820 281 © Copyright johnchisholm.com.au www.johnchisholm.com.au	Page Childcare Centre 10 Harbour Eib. Banksia Grove	Viewing Perspectives	Issued for planning	1/03/2019	19/03/2019	19/03/2019	JC
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information



Site Plan

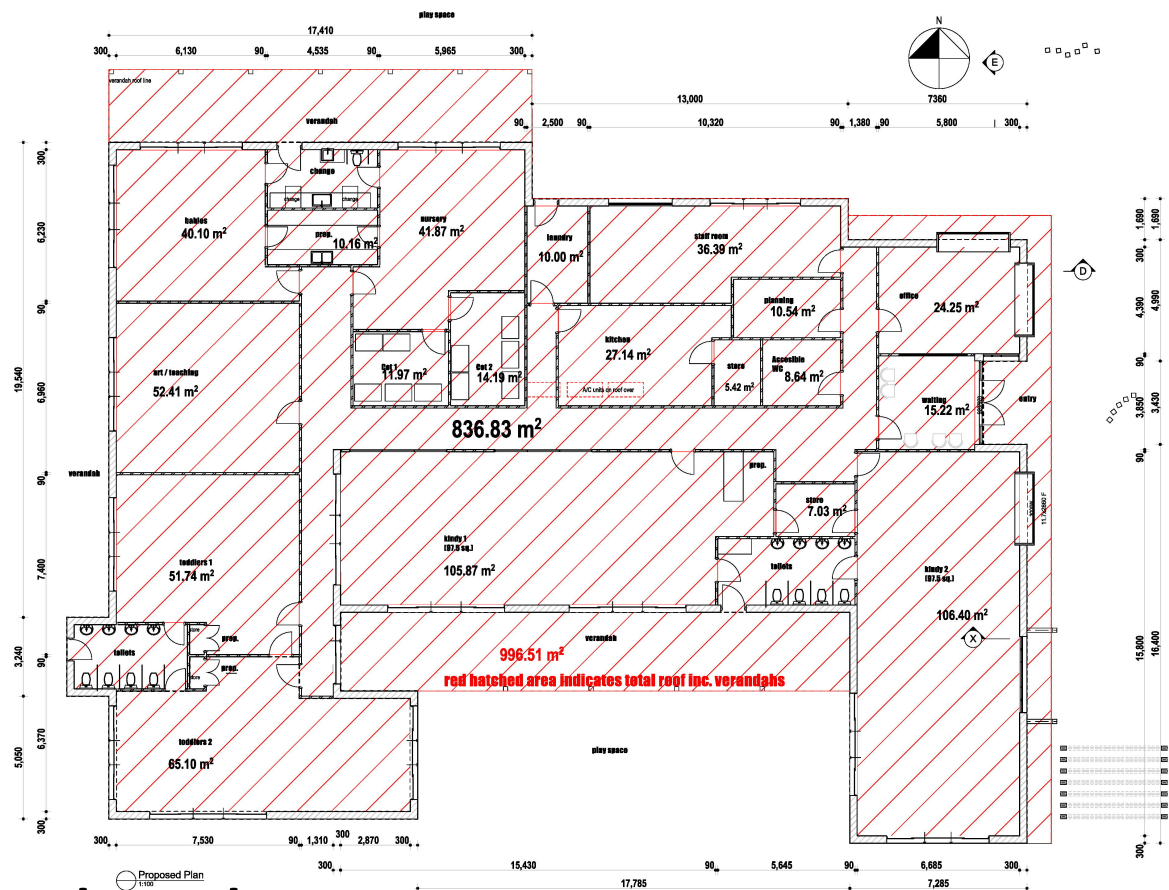
CITY OF WANNEROO

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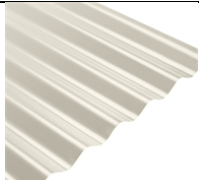

Application No: 2019/736
Date Approved: 17/05/19

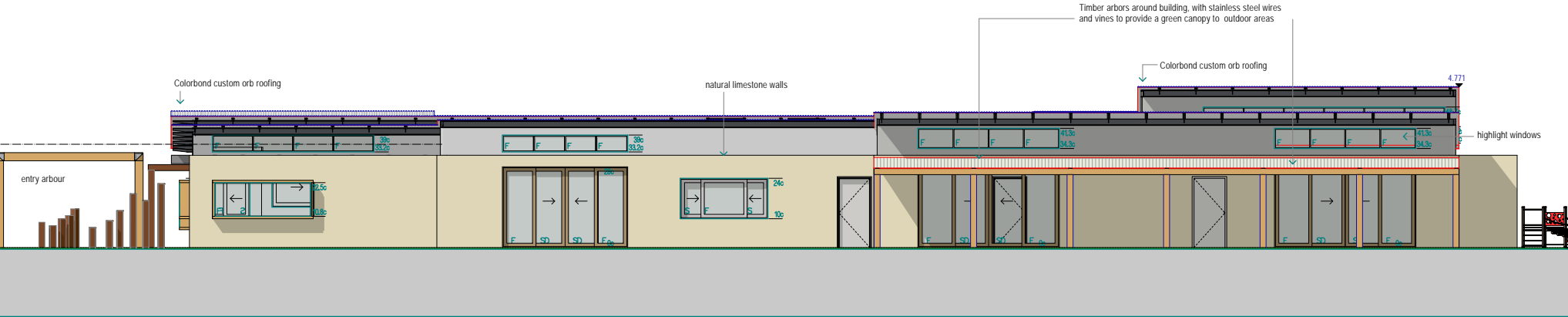
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Floor Plan

<div><div>john chisholm design</div><div>BUILDING DESIGN & VISUALISATION</div><div>1/200 DRYDEN ST, WARREROO SA 5114</div><div>08 8551 1000</div><div>www.johnchisholm.com.au</div></div>		<div><div>NATIONAL ASSOCIATION OF BUILDERS</div><div>1/200 DRYDEN ST, WARREROO SA 5114</div><div>08 8551 1000</div><div>www.nab.org.au</div></div>		<div>Project</div> <div>Childcare Centre</div> <div>10 Harbour Elb,</div> <div>Banksia Grove</div>	<div>Drawing</div> <div>Proposed Floor Plan</div>	<table><tr><td>Issued for planning</td><td>14/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr><tr><td>Issued for planning</td><td>19/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr><tr><td>Issued for planning</td><td>14/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr><tr><td>Issued for information</td><td>14/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr><tr><td>Issued for information</td><td>14/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr><tr><td>Issued for information</td><td>14/05/2019</td><td>Issued for information</td><td>19/03/2019</td></tr></table>	Issued for planning	14/05/2019	Issued for information	19/03/2019	Issued for planning	19/05/2019	Issued for information	19/03/2019	Issued for planning	14/05/2019	Issued for information	19/03/2019	Issued for information	14/05/2019	Issued for information	19/03/2019	Issued for information	14/05/2019	Issued for information	19/03/2019	Issued for information	14/05/2019	Issued for information	19/03/2019	<div>Scale</div> <div>1:100</div>	<div>Drawn</div> <div>JC</div>
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BROWN ASPHALT	CRÈME LIMESTONE	and Root Beams Natural Timber – LVL beams with clear sealer	CFC Sheeting - Painted Finish	Colorbond - Surfmist	Timber/ Steel – Painted Finish
					



CITY OF WANNEROO

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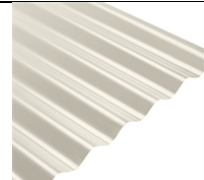

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NORTH ELEVATION



E2
@ A4



BROWN ASPHALT	CRÈME LIMESTONE	and Roof Beams Natural Timber – LVL beams with clear sealer	CFC Sheeting - Painted Finish	Colorbond - Surfmist	Timber/ Steel – Painted Finish
					



CITY OF WANNEROO

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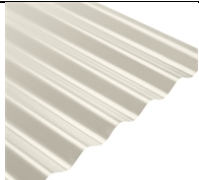

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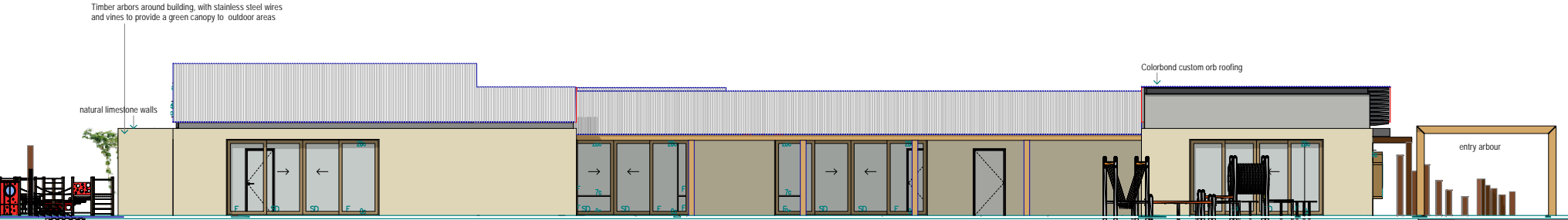
EAST ELEVATION



E1
@ A4



BROWN ASPHALT	CRÈME LIMESTONE	and Root Beams Natural Timber – LVL beams with clear sealer	CFC Sheeting - Painted Finish	Colorbond - Surfmist	Timber/ Steel – Painted Finish
					



CITY OF WANNEROO

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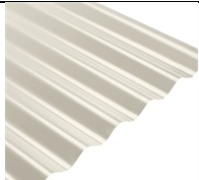

Page 7 of 10
**NOTE: THIS APPROVAL DOES NOT CONSTITUTE A
BUILDING PERMIT**

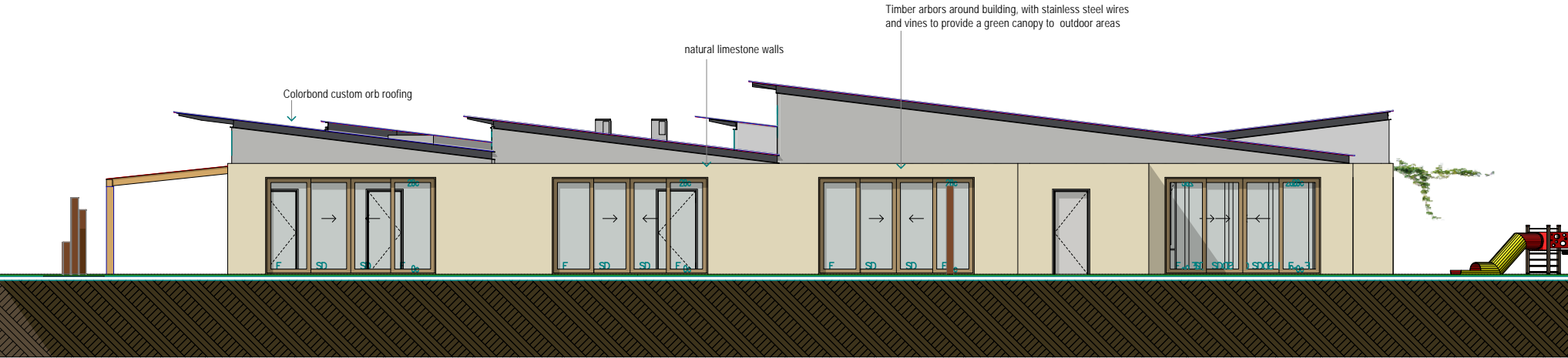
SOUTH ELEVATION



E3
@ A4



BROWN ASPHALT	CRÈME LIMESTONE	and Roof Beams Natural Timber – LVL beams with clear sealer	CFC Sheeting - Painted Finish	Colorbond - Surfmist	Timber/ Steel – Painted Finish
					



CITY OF WANNEROO

PLANNING APPLICATION APPROVED

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Date Approved: 17/05/19

Page 8 of 10
NOTE: THIS APPROVAL DOES NOT CONSTITUTE A
BUILDING PERMIT

WEST ELEVATION



E4
@ A4





Fencing Plan





ATTACHMENT 1

PROPOSED CHILD CARE CENTRE 10 HARBOUR ELBOW BANKSIA GROVE

ENVIRONMENTAL ACOUSTIC ASSESSMENT

MARCH 2019

OUR REFERENCE: 23079-3-18086



DOCUMENT CONTROL PAGE

ENVIRONMENTAL ACOUSTIC ASSESSMENT
PROPOSED CHILD CARE CENTRE
10 HARBOUR ELBOW, BANKSIA GROVE

Job No: 18086

Document Reference : 23079-3-18086

FOR

THE ATLANTIS GROUP

DOCUMENT INFORMATION				
Author:	Tim Reynolds	Checked By:	George Watts	
Date of Issue :	11 May 2018			
REVISION HISTORY				
Revision	Description	Date	Author	Checked
1	Revised plan	15/03/19	TR	GH
2	Correction to hours of operation	19/03/19	TR	-
DOCUMENT DISTRIBUTION				
Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	The Atlantis Group Attn : Bob Hindle Email: bob@atlantisonline.com.au		✓
1	2	The Atlantis Group Attn : Bob Hindle Email: bob@atlantisonline.com.au		✓
1	3	MW Urban Attn: Tony Watson (tonyw@mwurban.com.au) CC: Bob Hindle (bob@atlantisonline.com.au)		✓

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

Herring Storer Acoustics

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1.	INTRODUCTION	1
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3.	CRITERIA	1
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6.	ASSESSMENT	5
7.	CONCLUSION	6

APPENDICIES

A	PLAN
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1. INTRODUCTION

Herring Storer Acoustics were commissioned by The Atlantis Group to undertake an acoustic assessment of noise emissions associated with the proposed child care centre located at 10 Harbour Elbow, Banksia Grove.

The report considers noise received at the neighbouring premises from the proposed development for compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997*. This report considers noise emissions from :

- Children playing within the outside play areas of the child care centre; and
- Mechanical services.

For information, a plan of the proposed development is attached in Appendix A.

2. SUMMARY

We understand that it is proposed that the proposed child care centre would only operate between 6:30am and 6:00pm, Monday to Friday and would cater for up to 92 children.

It is noted that although the proposed child care centre would open before 7 am (ie during the night period), the outdoor play area would not be used until after 7am. Thus, noise received at the neighbouring residences from the outdoor play area needs to comply with the assigned day period noise level. However, other noise sources would need to comply with the assigned night period noise levels.

Noise received at the neighbouring premises from children playing in the outdoor areas would, with the inclusion of the 1.8 metre high fences to the northern and southern boundaries, as shown on the landscape plan attached in Appendix A comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*, for the proposed hours of operation.

Noise from the mechanical services has been assessed to also comply with the relevant assigned noise levels.

Thus, noise emissions from the proposed development would be deemed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation.

3. CRITERIA

The allowable noise level at the surrounding locales is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 & 8 stipulate maximum allowable external noise levels. For highly sensitive area of a noise sensitive premises this is determined by the calculation of an influencing factor, which is then added to the base levels shown below in Table 3.1. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. For other areas within a noise sensitive premises, the assigned noise levels are fixed throughout the day, as listed in Table 3.1.

TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80

Note:
 L_{A10} is the noise level exceeded for 10% of the time.
 L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.
 IF is the influencing factor.

Under the Regulations, an highly sensitive area means that area (if any) of noise sensitive premises comprising –

- (a) A building, or a part of a building, on the premises that is used for a noise sensitive purpose; and
- (b) Any other part of the premises within 15 m of that building or that part of the building.

It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

“impulsiveness” means a variation in the emission of a noise where the difference between L_{Apeak} and L_{Amax(Slow)} is more than 15 dB when determined for a single representative event;

“modulation” means a variation in the emission of noise that –

- (a) is more than 3 dB L_{Afast} or is more than 3 dB L_{Afast} in any one-third octave band;
- (b) is present for more at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible;

“tonality” means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as L_{Aeq,T} levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L_{ASlow} levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

For this development, the closest neighbouring residences are located around the proposed development, as shown on Figure 01.

**FIGURE 01 – NEIGHBOURING PREMISES**

At the neighbouring residence, the influencing factor has been determined to be 0 dB for the residence to the east (R2) and +1 dB for the other neighbouring residences. Thus, the assigned noise levels would be as listed in Tables 3.3 and 3.4.

TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL (RESIDENCE R2)

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45	55	65
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40	50	66
	1900 - 2200 hours all days (Evening)	40	50	55
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35	45	55
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80

Note: L_{A10} is the noise level exceeded for 10% of the time.
L_{A1} is the noise level exceeded for 1% of the time.
L_{Amax} is the maximum noise level.

TABLE 3.4 - ASSIGNED OUTDOOR NOISE LEVEL (RESIDENCES R1, R3-R6)

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	46	56	66
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	41	51	66
	1900 - 2200 hours all days (Evening)	41	51	56
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	36	46	56
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80

Note: L_{A10} is the noise level exceeded for 10% of the time.
L_{A1} is the noise level exceeded for 1% of the time.
L_{Amax} is the maximum noise level.

4. PROPOSAL

From information supplied, we understand that the child care centre normal hours of operations would be between 0630 and 1800 hours, Monday to Friday (closed on Saturday, Sundays and public holidays). It is understood that the proposed childcare centre will cater for a maximum of 92 children, with the following breakdown of children :

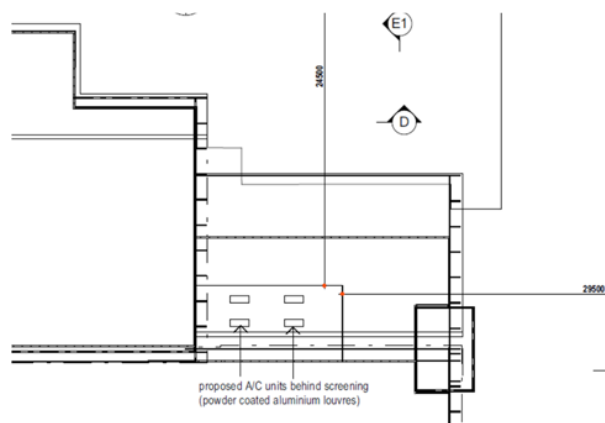
Babies / Nursery	-	16
Toddlers	-	36
Kindy	-	40

It is noted that although the proposed child care centre would open before 7 am (ie during the night period), the outdoor play area would not be used until after 7am. Thus, noise received at the neighbouring residences from the outdoor play area needs to comply with the assigned day period noise level. However, other noise sources would need to comply with the assigned night period noise levels.

A sketch of the proposed floor plan is attached in Appendix A for information.

As part of the development, 1.8 metre high boundary fences will be installed along the northern and southern boundaries, as shown on the landscape plan attached in Appendix A.

The air condensing units will be located on the roof of the child care centre, as shown in Figure 02.

**FIGURE 02 – LOCATION OF AIR CONDITIONING CONDENSING UNITS**

5. MODELLING

To assess the noise received at the neighbouring premises from the proposed development, noise modelling was undertaken using the noise modelling program SoundPlan.

Calculations were carried out using the DER standard weather conditions as stated in the Department of Environment Regulation *"Draft Guidance on Environmental Noise for Prescribed Premises"*.

Calculations were based on the sound power levels used in the calculations are listed in Table 5.1.

TABLE 5.1 – SOUND POWER LEVELS

Item	Sound Power Level, dB(A)
Children Playing	83 (per 10 children)
Air conditioning condensing Unit	4 @ 72

6. ASSESSMENT

Given the number and breakdown of children, acoustic modelling of outdoor play noise was made, based on 60 children playing outside within the outdoor play areas at the one time, utilising 6 groups of 10 children sound power levels distributed as plane sources. The resultant noise levels at the neighbouring residence from children playing outdoors are tabulated in Table 6.1.

The resultant noise levels from the air conditioning at the neighbouring residence are also listed in Table 6.1.

From previous measurements, noise emissions from children playing is a broadband noise and does not contain any annoying characteristics. Noise emissions from the mechanical services would be tonal and a +5 dB(A) penalty would be applied, as shown in Table 6.1.

**TABLE 6.1 - ACOUSTIC MODELLING RESULTS FOR L_{A10} CRITERIA
OUTDOOR PLAY AREAS AND MECHANICAL PLANT**

Neighbouring Premises	Calculated Noise Level (dB(A))	
	Children Playing	Air Conditioning
R1	43	29(34)
R2	37	22(27)
R3	45	28(33)
R4	45	19(24)
R5	44	19(24)
R6	43	18(23)

() Includes +5 dB(A) penalty for tonality

Tables 6.2 and 6.3 summarise the applicable Assigned Noise Levels, and assessable noise level emissions for each identified noise.

**TABLE 6.2 – ASSESSMENT OF L_{A10} NOISE LEVEL EMISSIONS
OUTDOOR PLAY (DAY PERIOD)**

Location	Assessable Noise Level, dB(A)	Applicable Assigned Noise Level (dB(A))	Exceedance to Assigned Noise Level
R1	43	46	Complies
R2	37	45	Complies
R3	45	46	Complies
R4	45	46	Complies
R5	44	46	Complies
R6	43	46	Complies

**TABLE 6.3 – ASSESSMENT OF L_{A10} DAY PERIOD NOISE LEVEL EMISSIONS
ALL AIR CONDITIONING (NIGHT PERIOD)**

Location	Assessable Noise Level, dB(A)	Applicable Assigned Noise Level (dB(A))	Exceedance to Assigned Noise Level
R1	34	36	Complies
R2	27	35	Complies
R3	33	36	Complies
R4	24	36	Complies
R5	24	36	Complies
R6	23	46	Complies

7. CONCLUSION

It is proposed that the proposed child care centre would only operate between 6:30am and 6pm, Monday to Friday (ie closed on Saturday, Sunday and Public Holidays) and would cater for up to 92 children, including 16 babies / nursery.

Noise received at the neighbouring residential premises from children playing in the outdoor play area would, with the inclusion of the 1.8 metre high fences to the northern and southern boundaries, as shown on the landscape plan attached in Appendix A, comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed operating hours.

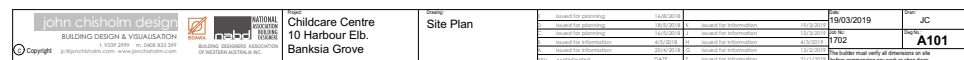
Note : Use of the outdoor play areas, to be restricted to the day period (ie after 7am).

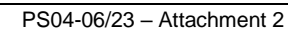
Noise from the mechanical services has also been assessed to comply with the relevant criteria.

Thus, noise emissions from the proposed development, would be deemed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation.




APPENDIX A

PLANS







  		Childcare Centre 10 Harbour Ell. Banksia Grove		Perspectives		19/03/2019 1702		JC P1	
BUILDING DESIGN & VISUALISATION 1100/1101 Stirling Highway, Perth WA 6006 Copyright © 2019 John Chisholm Design www.johnchisholm.com.au		NATIONAL INSURANCE BROKERS 1100/1101 Stirling Highway, Perth WA 6006 Copyright © 2019 John Chisholm Design www.johnchisholm.com.au		Perspectives		19/03/2019 1702		JC P1	



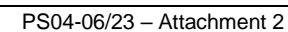
south east pedestrian entry

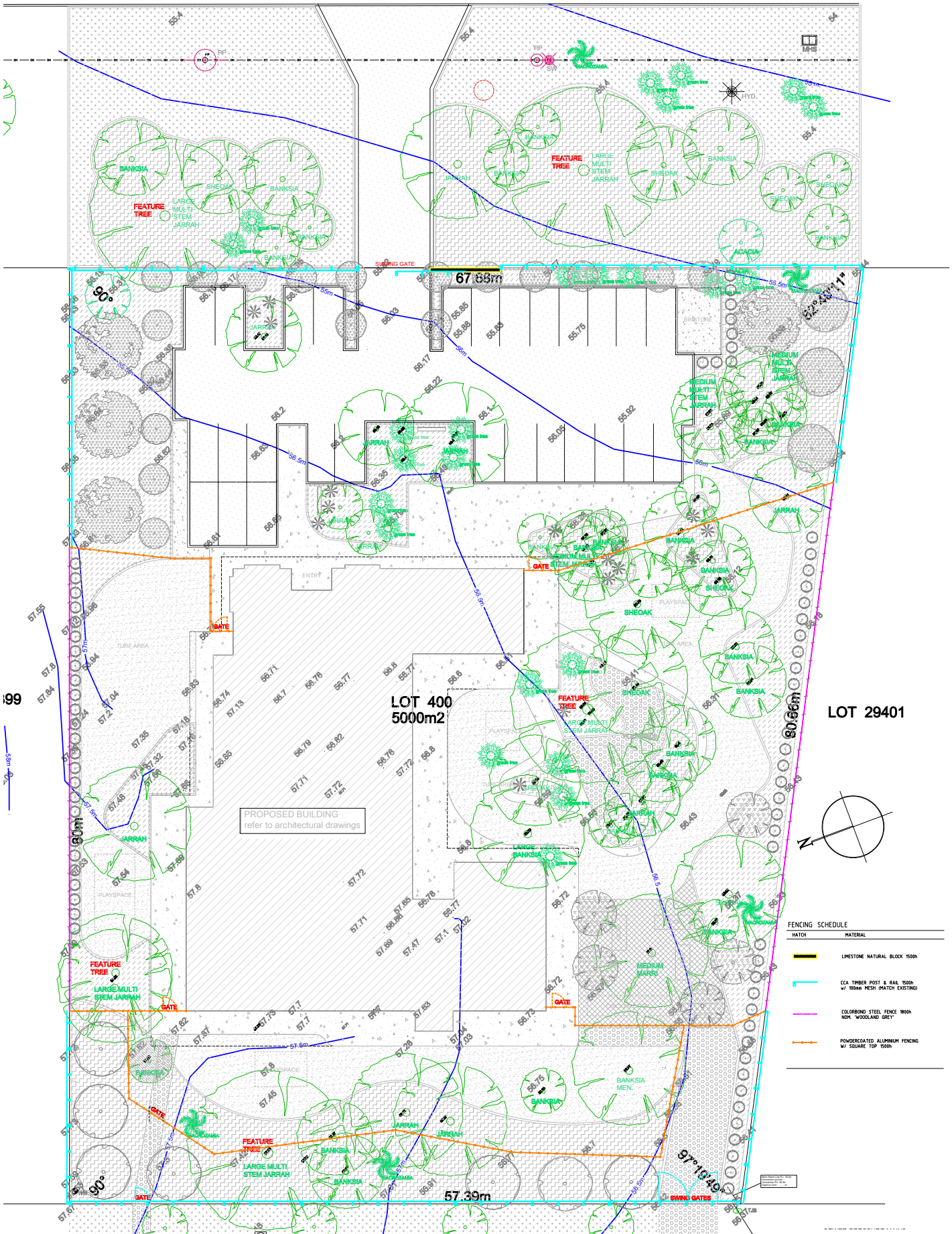


south elevation



west elevation





NOTES:

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2. CONTRACTORS TO CHECK ALL MEASUREMENTS ON SITE PRIOR TO COMMENCEMENT OF WORKS.

3. CONTRACTORS TO CONFIRM DESIGN CHANGES & DISCREPANCIES WITH THE SUPERINTENDENT PRIOR TO COMMENCEMENT OF WORKS.



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DRAWN	N.CROWE	NO.	VARIATION	DRN	DATE	AUTH	PROJECT
SCALE	1:200 @ A2	A	ISSUED FOR REVIEW	CA	12.03.19	NC	ATLANTIS CHILDCARE CENTRE 10 HARBOUR ELBOW BANKSIA GROVE
DATE	12.03.19						TITLE
CLIENT	ATLANTIS CHILDCARE						LANDSCAPE - FENCING LAYOUT ISSUED FOR REVIEW
LANDSCAPE ARCHITECT							SIZE
							A2
							DRAWING NO.
							I C-04
							REV
							-

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ATTACHMENT 2

Atlantis Group's Noise Management Plan

for

the facility located at 10 Harbour
Elbow, Banksia Grove

April 2019

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- Appendix 1 – Atlantis’ Family Handbook
 - Appendix 2 – Atlantis’ Supervision of Children Policy
 - Appendix 3 – Regulatory assigned noise levels (Herring Storer)

Introduction

Atlantis Group’s Noise Management Plan has been constructed to provide clarity regarding how the behavior of children and consequetioal noise produced within the childcare facility, located at 10 Harbour Elbow, Banksia Grove will be managed. This document has been prepared in accordance with the findings highlighted by the Acoustic Consultant Herring Storer, along with the following documents prepared by The Atlantis Group:

- Atlantis’ Family Handbook
- Atlantis’ Supervision of Children Policy



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Herring Storer's Findings

The following findings have been complied by the Acoustic Consultant Herring Storer, along with the Regulatory assigned noise levels (Appendix 3) to provide guidance and recommendations in the construction of this Noise Mangement Plan.

CHILDREN WITH EACH PLAY AREA

Noting that the total number of children playing outside is limited to 60 (excluding babies), we provide the following breakdown, as shown on Figure 01 with regards to the number of children in each outside area. Although, the total number exceeds 60, the maximum number of children can be in any combination, as shown on Figure 01.

BABIES

The L_{A10} noise level associated with babies is considerably less than for children playing. Additionally, due to the height of the babies, the boundary fence provides a better barrier. Hence, noise from babies would be contained within the boundaries of the child care centre and would not contribute to the overall noise received at the neighbours. Finally, the time that babies spend outside is limited. Therefore, there is no limitation with regards to the babies outdoors.



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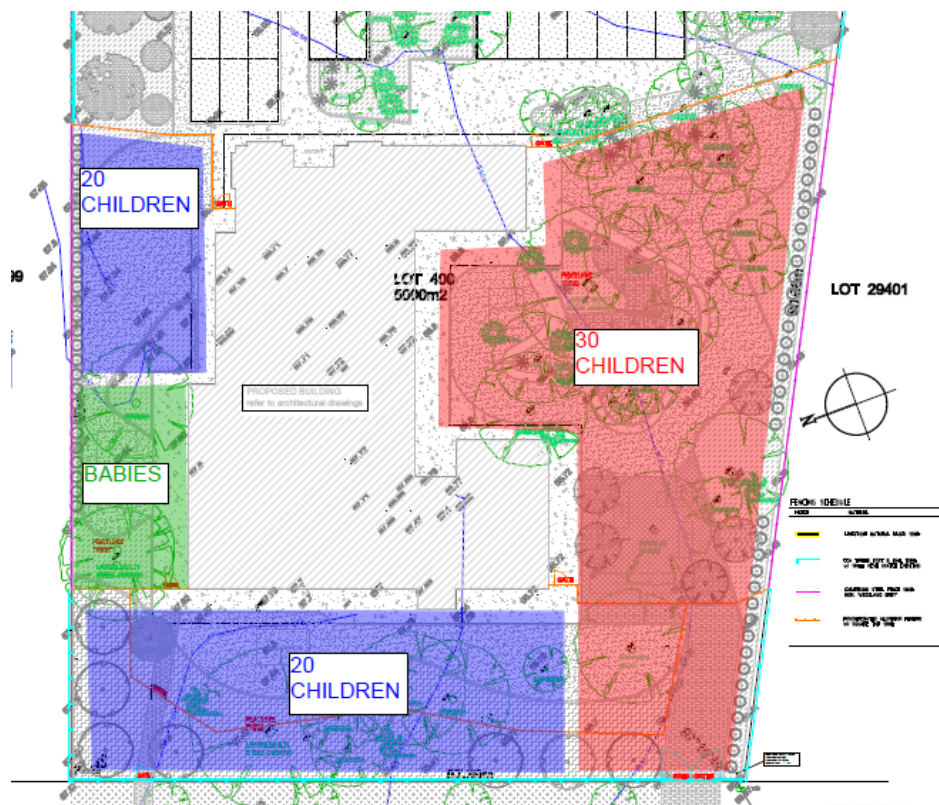


FIGURE 01 – NUMBER OF CHILDREN ALLOWED IN OUTSIDE AREA

CHILDREN CRYING OUTSIDE

The noise level of a child crying is around 87 dB(A), which would be only a few dB(A) higher than for the sound power used for a group of 10 children. We understand that when a child cries, they are in a timely manner taken inside to be comforted / assisted. Thus, the noise would only need to comply with the L_{A1} criteria. Additionally, with the other noise associated with outdoor play, noise received at the neighbouring premises would not contain any annoying characteristics. Thus, noise associated with children crying will comply with the Regulations.



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It is noted that the noise level used for children playing outside, being an L_{A10} , contains "boisterous behaviour". Thus, the management plan requires supervisors to warn children first, and if it continued, they will be removed from the outdoor play area and taken inside, and we believe this would not lead to an exceedance of the regulations.

Supervision of Children

Atlantis Childcare has a policy relating to the supervision of children, which includes the supervision of children when playing outdoors. The following is extracted from the Supervision of Children Policy.

"All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods throughout the day when children may, for example, be changing rooms or groups, moving between outdoor and indoor environments, arriving or leaving the service, moving from service vehicles to the service premises, leaving or returning from excursions, moving to meal areas, washing their hands, or using the toilet or nappy change facilities. To achieve this outcome educators will be alert, aware and in sight and sound of all children for whom they are responsible. They will also actively engage with children and not stand back and watch."

Outdoor Play Times

The following information lays out when the children will be playing outside during both the Summer and Winter months to ensure that the number of children playing outside at any one time are in line with the recommendations of the Acoustic Consultant (Herring Storer). Times will vary slightly due to UV levels on any given day. The number of children playing in each area at any one time has also been presented.



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All rooms and age groups are encouraged but not forced to participate in outdoor play. Outdoor play is run with a free flow philosophy, whereby the children can flow between indoor and outdoor areas. Educators are in place to monitor the number of children accessing both areas to ensure that the maximum number of children allowed outside at any one time is not exceeded.

Site 1: Nursery and Babies

Summer

7.00am to 8.00am - Nursery children will be permitted outside.

8.00am to 9.00am - Babies will access the outdoor play area.

Typically, after 9:00am the UV levels get too high and all children are brought indoors.

2.30pm to 3.30pm - Nursery will access outside area from

3.30pm to 5.30pm - Babies will access the outdoor area.

Winter

7.00am to 8.00am - Nursery children will be permitted outside.

8.00am to 9.00am - Babies will access the outdoor play area.

Typically, after 9:00am the UV levels get too high and all children are brought indoors.

2.00pm to 3.00pm - Nursery will access outside area from

3.00pm to 4.30pm - Babies will access the outdoor area.

Site 2: Toddler 1 and Toddler 2

Summer

7.00am to 8.00am – Toddler 1 children will be permitted outside.

8.00am to 9.00am – Toddler 2 will access the outdoor play area.

Typically, after 9:00am the UV levels get too high and all children are brought indoors.



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2.30pm to 4.30pm – Toddler 1 will access outside area from

4.30pm to 6.00pm – Toddler 2 will access the outdoor area.

Winter

7.00am to 8.00am – Toddler 1 children will be permitted outside.

8.00am to 9.00am – Toddler 2 will access the outdoor play area.

Typically, after 9:00am the UV levels get too high are all children are brought indoors.

2.30pm to 3.30pm – Toddler 1 will access outside area from

3.30pm to 5.00pm – Toddler 2 will access the outdoor area.

Site 3: Kindy 1 and Kindy 2

Summer

7.00am to 8.00am – Kindy 1 children will be permitted outside.

8.00am to 9.00am – Kindy 2 will access the outdoor play area.

Typically, after 9:00am the UV levels get too high are all children are brought indoors.

2.30pm to 4.30pm – Kindy 1 will access outside area from

4.30pm to 6.00pm – Kindy 2 will access the outdoor area.

Winter

7.00am to 8.00am – Kindy 1 children will be permitted outside.

8.00am to 9.00am – Kindy 2 will access the outdoor play area.

Typically, after 9:00am the UV levels get too high are all children are brought indoors.

2.00pm to 3.30pm – Kindy 1 will access outside area from

3.30pm to 5.00pm – Kindy 2 will access the outdoor area.



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Management of External Noise

The outdoor play area has been designed with key play equipment located close to the building, to encourage children to play away from the boundary fences. Whilst we encourage free play, groups of children playing close to the boundary fences will be redirected away from the fences. Staff supervision points will include the outer perimeter of the play areas to ensure noise levels at the boundary are kept to a minimum.

Children's behavior will be closely managed when on the Northern and Southern boundaries to avoid potential noise caused by children interacting with the boundary fences. Any child interacting with the fence will be immediately redirected to another area of the play area and encouraged to participate in an alternative activity. The use of loud musical instruments such as drums, bells, whistles etc. is prohibited from the outdoor play spaces. Any children bringing instruments outside will be requested to return them to inside immediately.

Educating Parents

Upon enrolment with Atlantis Childcare's Banksia Grove centre, parents will be educated in regards to the importance and adherence to the minimalisation of noise that could potentially effect neighbouring properties. The following is an extract from Atlantis' Family Handbook:

"FAMILY RESPONSIBILITIES

There are a few things that we ask of you as a Parent or Caregiver in order to create and maintain a safe and positive environment for all stakeholders, at all times.

We ask that you:



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- Encourage positive behaviour in your children and a positive attitude towards their time in Care
- When arriving to and departing from the service, we request that you be considerate of the neighbouring properties by keeping noise levels to a minimum.
- Provide feedback to our Educators if there is something important you would like us to focus on or improve, at a mutually convenient time.
- Treat our Educators and Coordinators with respect and courtesy
- Understand and adhere to the Policies and Procedures outlined in this Handbook and the accompanying document
- Enjoy your time with us and use our Family Support services to ensure a positive Family Experience."



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Appendix 1 – Atlantis' Family Handbook



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Family Handbook

We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Atlantis Childcare are advocates. Advocates for the rights of all children, to experience a sense of Belonging. An environment in which they can grow, in every sense of the word.

We are early childhood experts, a local WA family, who have been running early learning facilities for the past 20-years. We have grown, along with the children in our care, to a place of profound appreciation and understanding for the magic that is early childhood.

A time of so much potential, that serves great purpose for laying the foundation from which these wonderful individuals will grow.

Creativity, freedom of expression and child-led explorative play are at the centre of everything we do. We believe the minds of children are wonderful and need little in the way of moulding.

We learn the ABC and we learn our 1, 2, 3, but never at the expense of the natural or creative world. We appreciate the role a developed sense of curiosity has in a lifelong love of learning, and so, work to expand on the ideas, interests and dreams of even the smallest of little ones in our care.

We have come from the place of a parent, we have walked the same path, faced the same emotions and challenges, and so are here as advocates of you – the family and caregivers – as much as we are advocates for your children. We work with an open door, open mind, and open heart. We are a shoulder or a confidant.

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YOUR FAMILY HANDBOOK

This Handbook contains all of the most important and most regularly required information we believe you will need as an Atlantis Family.

There is an accompanying Policies & Procedures Document, which includes the finer detail surrounding our Standard Practices and some more sensitive and serious matters. You should have received a copy with this Handbook.

You should also have received our Service Brochure at your time of initial enquiry, which has some important information for your little one's first day. If you have not received either the Brochure or Policies and Procedures, please contact your Centre Coordinator and we will email you an electronic copy.

ENVIRONMENTS

The environment in which your little one spends their day is vitally important to the way in which they build relationships and their ability to learn. The Learning Environment is considered the third teacher, playing a central role in making learning meaningful for your little one.

We create functional, interactive and responsive environments in which child-led interests come to the fore. Environments must initiate self-discovery and intrigue.

Inside environments include items of interest, changed daily, to create conversation and catalysts for learning. Outside environments are designed to allow your little one to run, discover and play. Safety is always considered, but with room for the adventurous at heart to explore and build all-important gross motor skills.

Breakout areas create a safe, quiet space for those who need time away from sensory input. Other areas include a variety of textures and tactile experiences for little ones who seek greater sensory input.

We will always work with you to ensure their environment is both inspiring and nurturing. To be the third teacher and help your little one on their path to a lifelong love of learning and discovery.

LEARNING AND PROGRAMMING

We believe children are intuitive learners and so, prefer to engage in child-led learning opportunities based around genuine interest.

We have Daily Room Routines to allow for continuity and we do create activities for children to choose to engage with; however, they always have a choice and planned activities will never take precedence over genuine interest and curiosity. For an example of your Daily Room Routine, please refer to your Service Brochure.

Programming and curriculum are based around the Early Years Learning Framework (EYLF) and the National Quality Standards (NQS). We aim to facilitate Healthy Bodies, Healthy Minds and Healthy Hearts in everything we do.



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We encourage group learning to develop social skills and interaction, as children learn from their peers as much as Adults. Our aim is for little ones to have a sense of Belonging, Being and Becoming.

School Readiness is a consideration, especially in our Kindy Room, as we try to introduce routine and early numeracy and literacy skills to assist in a smooth transition into conventional schooling.

We work with you at all times to ensure you and your little one is comfortable with the learning environment, routine and curriculum. Should you have any concerns, please discuss them with your Room leader at a mutually beneficial time.

NUTRITION

Nutrition is a core fundamental of the Atlantis ethos and something we consider of utmost importance. Ensuring your little one is healthy, satiated and nourished is a passion for our Educators and so, Food Education is an essential component in each and every day.

Our menus are based around Australian Dietary Guidelines, but with informed input from Nutritionists and our on-staff Health Coach. We work from a base of vegetable-laden meals, fruits, legumes and cereals, with lean protein added on occasion.

Snacks are seen as an opportunity to offer whole ingredients in the way of fruit and vegetable platters. We focus on eating from the rainbow as a way to encourage a varied and nutrient-dense diet. Little ones respond to colour and creativity, so we focus on these aspects in our food.

All of our meals are cooked in-house by professional Cooks and our menus are seasonal and based around locally and responsibly sourced produce.

We encourage further learning opportunities through our Food Education curriculum, especially in the Toddler and Kindy Rooms, as little ones start to express eating preference and develop their own palate. We create conversation around food preference and use group meal times as a way of gently encouraging through peer imitation and positive reinforcement.

We are a nut and kiwi fruit aware centre and will ensure all food allergies are respected and given paramount importance. The safety of your little one is always our first and foremost concern.

If you have dietary preferences or religious considerations, every effort will be made to work with you on these. Food should be exciting and fun, informed and delicious. Something to be respected and enjoyed. Our aim is to create a lifelong love of healthy eating in your little one.

ENROLMENT

By now, you will have enrolled your little one into Atlantis via our online enrolment management system QK Enrol. This is the central hub where you can view and edit the details of your Enrolment.

ORIENTATION

Starting care in a new setting can be very daunting for most little ones and an emotional time for families. We will work with your family to minimise distress and to help your little one to settle in as quickly as possible.



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Following the confirmation of your little one's place, we will ask you to come in for an Orientation.

Orientations are a wonderful way for little ones to settle in to the room routine and for you to get a gauge on how they will go before the big day of full care arrives.

Orientation One

For the introduction, we ask that you come in and experience our Care Room with your little one for an hour, where you stay for the entire time and create a positive, lasting experience for them to reflect upon.

Talking to your little one and being very positive about their experience is a wonderful way of creating positive associations and assisting our Educators to build relationships with your little one from day one.

Orientation Two

For the second orientation, we ask you stay with your little one for fifteen minutes to assist them with settling and then, we ask that you leave for up to two-hours, dependant on how your little one goes.

When you leave, we encourage you to say goodbye and allow your little one to see you leave and acknowledge the separation. Sneaking out may result in your little one having less trust in the environment and Educators.

This can be extremely upsetting and challenging for both little ones and the person dropping them off. We completely understand and are there for your family. We can assist with settling techniques and strategies.

We would also love to know more about your little one's interests and activities from home, as this encourages both a love of learning through child-led learning opportunities and assists with settling into the room.

PRIORITY OF ACCESS

We offer placements based on the Priority of Access outlined by the Federal Government:

1. A child at risk of serious abuse or neglect
2. A child of a single parent who satisfies or of parents who both satisfy the work / training / study test
3. Any other child

PERMANENT BOOKING

A permanent booking is confirmed, regular days of care every week which provides the best way to ensure your little one's place in our Care Rooms

CHANGE OF DAYS

If you need to change the permanent days your little one comes to us, please send an email to your Centre Coordinator first and foremost, before lodging a new Booking Request in QK Enrol.



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Your Centre Coordinator will then be able to confirm availability for your new requested days.

We kindly ask that a minimum two weeks' notice is provided for changes to Permanent Bookings, as this requires time and thought to ensure continuity of care.

WITHDRAWAL OF CARE

If your little one will no longer be attending Atlantis, we ask for a minimum two-weeks notification period. This notification needs to be submitted in writing to your Centre Coordinator.

Your little one is more than welcome to continue attending during your notification period. It is always appreciated when our Educators have an opportunity to say goodbye, as strong bonds are formed.

If, however, your child does not attend our service during the two-week cancellation period, you will be required to pay Full Fees for those care days, as Child Care Subsidy (CCS) is not applied to this sort of absence.

CASUAL BOOKINGS

We appreciate that many of our families are working to a roster or swing shift routine and need to rely on Casual Bookings.

We will always try to accommodate all casual bookings but need to let you know that in the event the Care Room is full, or we are faced with staffing shortages, we may need to refuse a Casual Booking at times in the interests of child and staff welfare and licensing regulations.

We will always work with your family to try and find a suitable alternative in the event this happens. We therefore kindly ask for a minimum notice period of 48-hours prior to a casual booking or cancellation.

ABSENCES

You are allocated 42 absences per financial year for medical, holidays, Public Holidays or other family matter absences, in which CCS is applied for your benefit. This applies to Casual Bookings as well.

If your little one is absent for more than 42 days, no CCS will be applied to those additional days and you will be required to pay the fees in full.

Please let your Centre Coordinator know at your earliest convenience if your little one won't be attending. We can then mark them as absent and let their Care Room and Educators know. You can let us know by calling or emailing.

FEES AND PAYMENTS

The fees charged by Atlantis are reviewed every year with families notified of any changes at all times in a transparent and timely manner. Current fees for your Service are included in your Service Brochure.

Statements are provided to you every Friday and show the previous week, the current week and the coming week of care.



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We ask that you check your statement every week so we can answer any queries before payments are processed on Monday morning. Payments are processed by a Direct Debit provider called DebitSuccess.

We appreciate that circumstances can sometimes be outside of your control and that finances are a cause of great stress for many, so in the event of financial hardship, please speak to your Coordinator.

Any dishonoured payments will attract a fee from DebitSuccess and possibly your financial provider as well. We do not charge a dishonour fee.

A one-off Enrolment Fee of \$30 is payable at the time of enrolment as well as an advance payment of two-weeks of fees, prior to Care commencing.

CHILD CARE SUBSIDY

The Child Care Subsidy (CCS) is a means-tested form of financial assistance provided by the Federal Government to families.

The level of CCS families are eligible for depends on the combined family income and the number of hours in which they undertake activity such as working, job hunting, studying etc.

CCS is expressed as a percentage (i.e. 69% of Care Fees covered) and the number of hours per fortnight this percentage of assistance is able to be applied.

Once you have generated a Claim in Centrelink for CCS, you will then need to provide your Centre Coordinator with your Customer Reference Number (CRN) so they can validate your CCS eligibility and offer you a formal placement. This placement must be accepted by you for Care and CCS to commence.

As previously stated, you are allocated 42 absence days where CCS will be applied. This does not include any missed days during a two-week cancellation period, however. In this instance, full fees will be billed to you.

At first, this process can be confusing so please contact your Coordinator who will be able to assist you with the process. This is important, as if your CCS details have not been received, you will be required to pay the fees in full.

Families who are eligible to receive additional JET funding must present their letter of approval, as legally we cannot enter JET without it.

Your Coordinator will not be able to provide you with information on your CCS entitlements. If you need assistance with that, please visit or contact Centrelink.

PUBLIC HOLIDAYS

If your little one is booked in on a day that falls on a Public Holiday, you are required to still pay the fees for that day. This is standard practice across the Childcare Industry and your CCS entitlements are still applied.



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ILLNESS AND INFECTION

During their first few months of Care, we often let Parents know little ones are likely to catch a few minor viruses as they develop a stronger immune system from coming into regular contact with so many other little people.

We are sure you will have experienced the sharing of germs at Playgroup, parks, play dates and more. Keep in mind, this tends to be an unavoidable part of early childhood.

We do however take some precautions to try and minimise the spread of infectious diseases and illnesses and make every effort to ensure the safest and cleanest environments possible.

We ask that you respect the health of other families by not bringing your little one to care with:

- A fever (body temperature exceeding 37.2°C)
- Yellow or green mucus
- Severe coughing
- Vomiting and/or Diarrhoea
- Skin eruptions or rash of any kind
- Stomach ache or headaches
- Any condition contagious through normal social contact
- Head lice

If any of the above symptoms develop while your little one is in care, the Room Leader will assess the situation and may contact you to collect them.

Whilst we can appreciate that disruptions to your work may be difficult and unwelcome, we ask that you consider the health of other families and support us in our efforts to avoid the spreading of anything infectious. If we call you to collect your little one, we expect this to be carried out within the hour.

In the event of a suspected or confirmed case of a reportable communicable disease, we will inform Parents by placing the required information sheet, as set by regulation, around the Centre in visible locations. This then assists you with making an informed decision about whether you wish to potentially expose little ones to anything slightly more serious.

In the event your little one is diagnosed with something, please let your Centre Coordinator know so they are able to keep track of any potential outbreaks and inform others in the Care Room. Identities are never included in these notifications, as we respect the privacy of your family a great deal.

You may be asked to obtain Medical Clearance from a licensed General Practitioner before your little one is admitted back into care. Your compliance with this is greatly appreciated and limits the number of significant illnesses.

A full list of infectious and communicable diseases and the associated exclusion periods (period they must be excluded from care) is provided in the Policy and Procedures document.



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INCIDENT AND INJURY

We always strive to provide safe environments for your little ones to play in however; at times, incidents may occur that require attention.

In the event of a minor incident or injury, an Educator will attend the incident and complete an Accident and Injury Form.

We will then provide you with a copy of the form when you collect your little one and the Room Leader will ask you to sign a copy.

In the unlikely event of a more serious incident or injury you, or the nominated authorities on your little one's enrolment, will be contacted immediately.

A Qualified Educator will administer basic First Aid only. If deemed necessary, and in the event we can't get hold of you, an ambulance will be called and the child will be taken to hospital. Ambulance, hospital and associated expenses will be your financial responsibility.

MEDICATION

If your little one has been prescribed medication, please complete a Medication Form and submit to your Room Leader.

Our Educators will only be able to administer prescribed medications as per the label instructions from your Health Practitioner and it must be your little one's name on the prescription. We cannot administer prescriptions under the name of another family member.

Our Educators will only administer over the counter medications, not requiring a prescription, once, according to your written instructions.

Non-prescription cough and cold medications cannot be administered to children under the age of 2-years and will only be administered to children over the age of 2 once.

For any medication to be administered, prescription or non-prescription, we ask that you please complete a Medication Form, as Educators have the right to refuse if they feel the instructions are not clear.

Please, for the safety of your little one and others, never leave medications in a bag. Please hand the medication and the required dosage equipment (i.e. eye dropper or syringe) to your Room Leader along with your Medication Form.

IMMUNISATION

In an effort to keep serious illness and disease from our Centres and to protect all little ones, we ask to sight your little one's immunisation record upon enrolment.

Immunisations must be up-to-date before we are able to approve care. CCS and other Family Benefit may be withheld by Centrelink in the event immunisations are deemed to be behind.



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We do not judge different parenting beliefs or paradigms and respect your right to refuse care offers based on this. We cannot offer exceptions on this policy and therefore kindly ask for your understanding in return.

CHILD COLLECTION

As the safety of your little one is absolutely paramount, it is necessary to have some strict guidelines around dropping off and picking up, particularly when it comes to who can pick your little one up.

The Contacts listed in your QK Enrol are the people you can nominate to have various permissions. We ask that you consider these carefully, as anyone with permission to collect your little one, will be able to do so upon sighting of identification if our Educators don't know them by face and name.

All of our facilities are secure with either Codes or push-button entry governed by staff. When dropping off or collecting your little one, please never hold the door for another person or allow them to walk through with you.

Whilst this may seem awkward at the time, ensuring everyone either knows the codes or gains access through recognition / identification keeps our little ones safe.

We understand that sometimes families go through difficult times and custody arrangements. This is a very sad and complicated time, so we want to support your family as best we can. Please refer to our Policies and Procedures document for more information surrounding this.

We cannot accept little ones before Centre opening time or keep them after closing time due to licensing restrictions and insurance. Late collection after 6pm therefore attracts a fee of \$5 for every minute past closing.

SIGNING IN AND OUT

Signing your little one in and out is essential to ensure CCS is correctly applied to the care day and for licensing purposes.

We need to know exactly who is in attendance and how many we have in the unlikely event of an emergency situation, so please make sure you take the time to correctly sign in and out every day.

FAMILY RESPONSIBILITIES

There are a few things that we ask of you as a Parent or Caregiver in order to create and maintain a safe and positive environment for all stakeholders, at all times.



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We ask that you:

- Encourage positive behaviour in your children and a positive attitude towards their time in Care
- When arriving to and departing from the service, we request that you be considerate of the neighbouring properties by keeping noise levels to a minimum.
- Provide feedback to our Educators if there is something important you would like us to focus on or improve, at a mutually convenient time
- Treat our Educators and Coordinators with respect and courtesy
- Understand and adhere to the Policies and Procedures outlined in this Handbook and the accompanying document
- Enjoy your time with us and use our Family Support services to ensure a positive Family Experience.

In the unlikely event our Educators feel the need, we will kindly ask you to leave the premises if aggressive or inappropriate behaviour is displayed.

We are confident it will never come to this though and ask that calm communication is your first port of call in the event of a misunderstanding or grievance.

FAMILY INVOLVEMENT

Our program and curriculum are based largely around child-led interest. We believe children learn best when they are genuinely engaged and invested in a topic or activity.

For this reason, we ask that you keep us informed of your child's interests and passions, as these provide the best catalyst for learning opportunities and encourage a lifelong love of learning.

Learning becomes far more meaningful with Parental or Caregiver involvement and encouragement. By including you in their learning and time in care, we are better able to bridge the gap between home and their Care Room.

We hold numerous social events and Family Information Seminars throughout the year that you will be invited to attend. We really look forward to seeing you there.

FAMILY RIGHTS

Our families are very important us and so, it is important that we also let you know what we have a responsibility to provide to you.

As a Parent or Caregiver, you have a right to:

- Be respected and recognised as a major influence in your child's development
- Be able to express yourself on matters of Policy and Procedure should you feel the need
- Meet with Educators and/or Coordinators at a mutually convenient time
- Be offered the same courtesy and respect we ask you to display to our Educators

If at any time you feel your rights are not upheld, please speak to your Coordinator and we will work with you to find a solution and positive outcome.



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COMMUNICATION

We aim to maintain consistent and transparent communication with all of our families. We want to involve you in the amazing things your little ones are engaged with throughout their day.

We take photos in our Care Rooms to use in our daily communications. If this is a concern for you, we will absolutely respect your privacy. Please see the MEDIA section (pg. X) for more information on photo permissions.

There are four ways we primarily communicate with our Parents:

The Atlantis App

This is our secure App designed specifically for Atlantis Parents. Each service and Care Room has its own secure section. Here we share daily updates on the magical day your little one has had, the activities they engaged in and the associated learning outcomes.

Only Parents from your Care Room are able to see photos and information. Permissions are locked and managed by your Coordinator to ensure security and to respect privacy at all times.

Social Media

Each of our Services has their own Public Facebook Page.

Please ask your Coordinator for details so you can receive timely updates on what your little one is up to and for a chance to engage with other Families from your Care Room.

We also have a Public [Atlantis Childcare and After School](#) Facebook Page for all families within Atlantis Group Services. This is where we share major highlights and updates from across all of our Services.

Our Atlantis Childcare Instagram is used to convey educational tips and tools for every stage of the Parenting Journey from 0-12 years; covering topics from toileting, to fussy eating, to change management and more. Our username is @atlantis.childcare so be sure to follow.

Parent Letters

Occasionally, when there is a matter that we feel needs close and urgent attention, we will send you a letter outlining whatever it is in detail.

These will be emailed to you, so please ensure your email address is correct and up-to-date in QKENrol at all times.

In-Centre Communications

Important information, such as Policy changes or reporting of confirmed or suspected cases of communicable diseases, will be displayed within the Centre in a prominent location for you to read. We do this in an effort to keep your little ones as safe and healthy as possible.



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PHOTOS AND MEDIA

Our Educators use photographs to document what your little ones have been up to and to assist with tracking their development in key developmental areas. A picture is always worth 1000 words and we love to share the achievements and highlights with our families.

Upon Enrolment, you will have been asked to approve the use of your little one in these photographs, which may also be used for marketing or social media purposes.

If you would prefer your little one not be photographed or shared, please advise us in your Enrolment and also make your preferences known to your Room Leader. We will then ensure they are not included in any images or will obscure their identity in an appropriate manner.

REST AND QUIET TIME

Part of the Daily Routine in most Care Rooms is rest or quiet time where little ones are either given a nap or asked to participate in quiet time activities.

If you would prefer your little one not have a nap for the sake of sleep routines at home, please let your Room Leader know. We will create a safe space for your little one to engage in some quiet and reflective activities while others sleep.

TOYS AND PERSONAL EFFECTS

We kindly ask that toys be left at home as they can be lost or broken and can cause unnecessary friction between little ones. We do however welcome comforter items such as soft toys or blankets that enable your little one to settle during rest time or if they are upset at drop off time.

LOST PROPERTY

If an item is ever misplaced at the end of the day, please speak to your Room Leader about the location of your Care Room's Lost Property box.

We ask that all items be carefully labelled with your little one's name and that any valuable or sentimental items be left at home so they can continue to be treasured for years to come.

NAPPIES AND TOILETING

As little ones grow, an awareness of toilet time develops. We will work with Caregivers to help identify an optimal time to engage in toilet training.

Our Educators are knowledgeable in this area and will be able to assist you with helping your little one to take the leap from nappies and accidents to confident toileting. Please remember to pack lots of fresh underwear if we are toilet training.

If your little one is still in nappies, we ask that you pack a minimum of four disposable nappies every day they are in care or alternatively leave a bulk pack with your little one's name clearly displayed with your Room Leader.

CLOTHING

We ask that little ones only come in clothes you are happy to be soiled, as learning can be messy (and fun) business.



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Please refrain from sending little ones in expensive or label clothing, as we cannot guarantee they will be returned in the same condition.

We ask that t-shirts and tops always cover little shoulders as part of our Sun Safety policy.

SUN SAFETY

Our Services operate a Sun Safety policy in accordance with guidelines from the Cancer Council.

All Educators and children are to wear bucket or legionnaire style hats (no peak caps) that protect the face, back of the neck and ears.

We ask that you pack a long-sleeved cotton t-shirt, even in Summer, so they are protected from the sun.

In the event temperatures exceed 35°C, little ones will not be able to engage in outdoor play for their own protection.

We supply 30+ sunscreen and apply every two-hours when playing outdoors. If your little one has skin sensitivities or you prefer a specific brand, please label it clearly with your little one's name, pack this in their bag and let your Room Leader know.

We ask you to pack a water bottle, labelled with their name, and little ones will be encouraged to drink throughout the day. A complete list of what to pack in your little one's bag is in your Service Brochure.

Any little ones who do not have the appropriate clothing, hat or refuse sunscreen will be asked to play in undercover areas or inside.

THANK YOU

On behalf of The Atlantis Group, we wish to welcome you to our family and thank you for entrusting us with the care of your little one.

We look forward to meeting your family and spending quality time getting to know your little one.



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Appendix 2 – Atlantis' Supervision of Children Policy



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Supervision Policy

NQS

QA4 Staffing arrangements	4.1.1 Organisation of educators	The organisation of educators across the service supports children's learning and development.
	4.1.4 Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
	4.2.2 Professional standards	Professional standards guide practice, interactions and relationships.

National Regulations

Regulations numbered 240 and higher are state or transitional regulations

Reg	122	Educators must be working directly with children to be included in ratios
	123	Educator to child ratios—centre-based services
	126	Centre-based services—general educator qualifications
	129	Requirements for educators who are early childhood teachers
	130	Requirement for early childhood teacher—centrebased services—fewer than 25 approved places
	131	Requirement for early childhood teacher—centrebased services—25 or more approved places but fewer than 25 children
	132	Requirement for early childhood teacher— centre-based services—25 to 59 children
	133	Requirement for early childhood teacher—centre-based services—60 to 80 children
	134	Requirement for early childhood teacher—centre-based services—more than 80 children
	135	Early childhood teacher illness or absence
	173(2)(c)	Offence not to clearly display name of responsible person in the main entrance
	240	Qualifications for educators—centre-based service applies until 31.12.15 Applies to reg 126
	241	Persons taken to hold an approved early childhood teaching qualification
	242	Persons taken to be early childhood teachers applies from 1.1.14 to 1.1.16 Applies to regs 130-134
	243	Persons taken to hold an approved diploma level education and care qualification
	244	Persons taken to hold an approved certificate III level education and care Qualification
	245	Person taken to hold approved first aid qualification. Applies until 31.7.13 or qualification expires.
	374A	Educator to child ratios – centre-based services during lunch periods
	378	Qualifications for educators—pre-kindergarten programme or kindergarten programme provided by a school Reg 126(1) does not apply until 1.1.14
	379	Educators required to be early childhood teachers Applies to Div 5 Part 4 and Regs 133 and 134.

Aim

To ensure that our education and care service is at all times compliant in relation to staff/child ratios and qualified educators.

Implementation

Our service will maintain compliance to the following:

- Our service will ensure that any educator that is under eighteen years of age does not work alone at the service and is supervised at all times by an educator who is over eighteen.
- We will only include educators in the educators to child ratio who are working directly with the children.

Our service will maintain compliance to the following in relation to the everyday practicalities of service's operations:

Supervision

Our service will have at least one "responsible person" present at all times when caring for and educating children. A responsible person is:

- an approved provider
- a nominated supervisor
- a certified supervisor who is in charge of the daily running of the service.

The name of the responsible person will be clearly displayed in the main entrance of the Service.

If the responsible person needs to change (for example the current person needs to leave the Service), he or she will "hand over" responsibility for the role to another eligible person at the Service. Both the old and new responsible person will communicate directly and ensure the name of the responsible person displayed at the Service correctly reflects who currently holds the position.

If more than one person at our service is a "responsible person", we may develop a roster to rotate the role.

All educators and staff members will ensure that children are adequately supervised at all times, and that they can respond immediately to any child that is distressed, in need of assistance or support or in a dangerous situation. This includes during transition periods throughout the day when children may, for example, be changing rooms or groups, moving between outdoor and indoor environments, arriving or leaving the service, moving from service vehicles to the service premises, leaving or returning from excursions, moving to meal areas, washing their hands, or using the toilet or nappy change facilities. To achieve this outcome educators will be alert, aware and in sight and sound of all children for whom they are responsible. They will also actively engage with children and not stand back and watch.

There may also be times when minimum ratio requirements are not sufficient to ensure children are adequately supervised. On these occasions the Nominated Supervisor or certified supervisor will assess the situation and when necessary ensure there are extra adults present to ensure children's health, safety and wellbeing.

Issues affecting the adequacy of supervision include:

- the number, ages and abilities of children
- the number and positioning of educators
- each child's current activity
- areas where children are playing, in particular the visibility and accessibility of these area
- risks in the environment and experiences provided to children
- the educators' knowledge of each child and each group of children

- the experience, knowledge and skill of each educator.

Educators will ensure team members know when they leave the room or area, or finish their shift, and are aware of any particular issues that may require additional oversight of children. They will do this verbally and there must be acknowledgement by the other educator prior to leaving the environment. The register of educators working with children will be completed if the educator is leaving for any length of time.

Children's Groupings

It is important that children have opportunities to interact with other children and educators in group situations. This contributes to their learning and development and helps children to develop respectful and positive relationships. When forming groups, the Nominated Supervisor and educators will consider whether the size and composition of the group is appropriate by considering whether children:

- are settled
- develop secure relationships with educators and positive relationships with peers.

The Nominated Supervisor and educators will:

- base children's rooms and groupings on their age and/or development
- have open free play time during the day so all children can interact with children and educators from other rooms.
- **Supervision:**
- The centre has a Playground Supervision Position Plan. This plan is displayed in the outside play area.
- Educators are to maintain their supervision position when on duty in the playground. Should they need to leave their position, they are to inform other educators prior to leaving.

Sources

Education and Care Services National Regulations 2012

National Quality Standard 2018

School Education Regulations 2000

Working with Children Screening Unit WA

Working with Children (Criminal Record Checking) Act 2004

Working With Children (Criminal Record Checking) Regulations 2005

Review

The policy will be reviewed annually

The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: April 2019

We acknowledge Aboriginal & Torres Strait Islander Peoples as the Traditional Custodians of this land and pay respect to Elders past and present in the spirit of reconciliation.



The Atlantis Group

9407 9911

Indoor Play Centre | Childcare | Outside School Hours Care

Unit 19/20 61 Ocean Keys Boulevard Ocean Keys WA 6030

Appendix 3 – Regulatory assigned noise levels (Herring Storer)



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APPENDIX 3 – ASSIGNED NOISE LEVELS

For information, the assigned noise levels at the neighbouring residence are as listed in Tables 1 and 2.

TABLE 1 - ASSIGNED OUTDOOR NOISE LEVEL (RESIDENCE R2)

Premises Noise	Receiving	Time of Day	Assigned Level (dB)		
			L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises : highly sensitive area		0700 - 1900 hours Monday to Saturday (Day)	45	55	65
		0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40	50	66
		1900 - 2200 hours all days (Evening)	40	50	55
		2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35	45	55
Noise sensitive premises : any area other than highly sensitive area		All hours	60	75	80

Note: L_{A10} is the noise level exceeded for 10% of the time.
 L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.

TABLE 2 - ASSIGNED OUTDOOR NOISE LEVEL (RESIDENCES R1, R3-R6)

Premises Noise	Receiving	Time of Day	Assigned Level (dB)		
			L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises : highly sensitive area		0700 - 1900 hours Monday to Saturday (Day)	46	56	66
		0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	41	51	66
		1900 - 2200 hours all days (Evening)	41	51	56
		2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	36	46	56
Noise sensitive premises : any area other than highly sensitive area		All hours	60	75	80

Note: L_{A10} is the noise level exceeded for 10% of the time.
 L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.

Rochdale Holdings Pty Ltd A.B.N. 85 009 049 067 trading as:

HERRING STORER ACOUSTICS

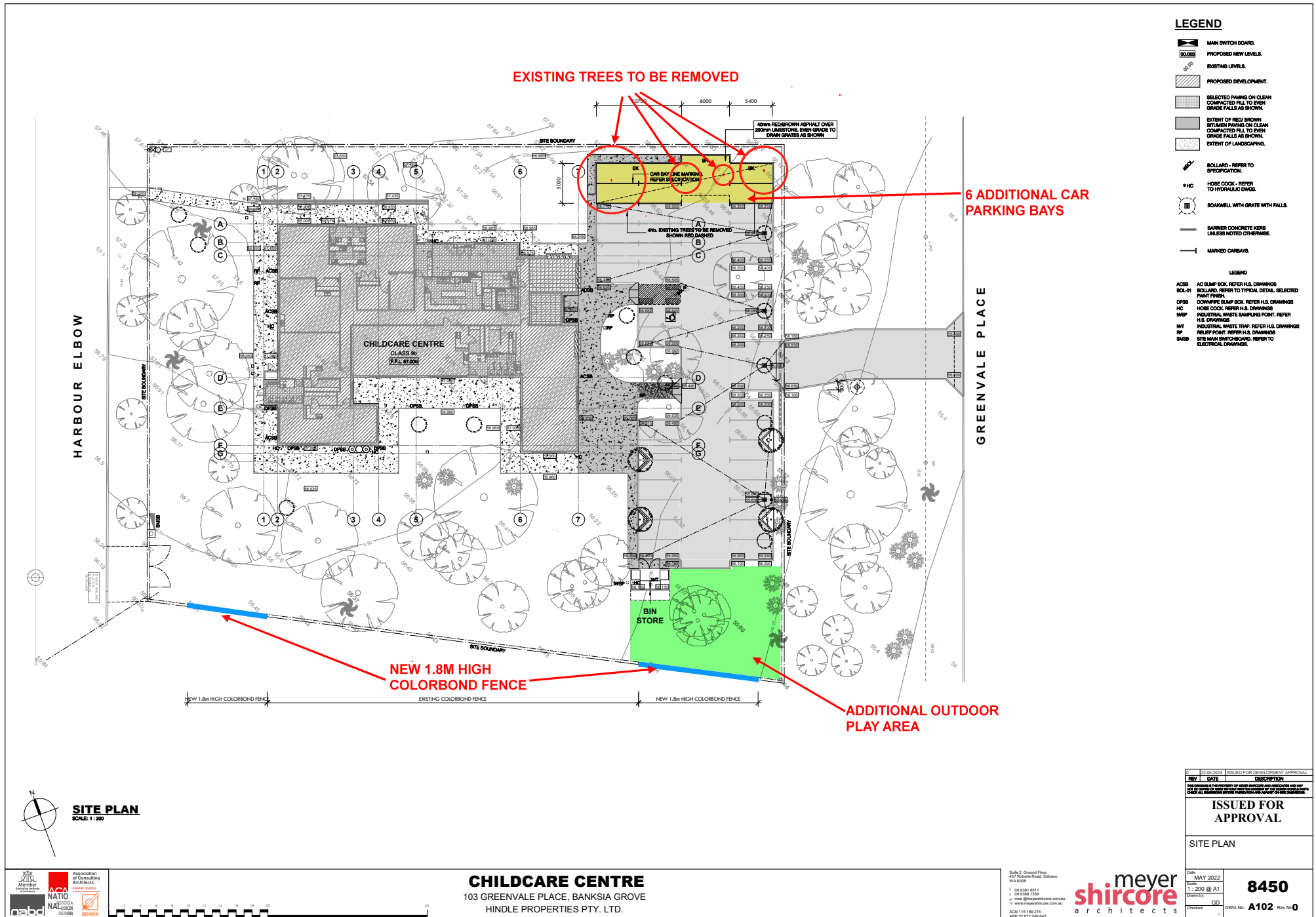
P.O. Box 219, Como, W.A. 6952

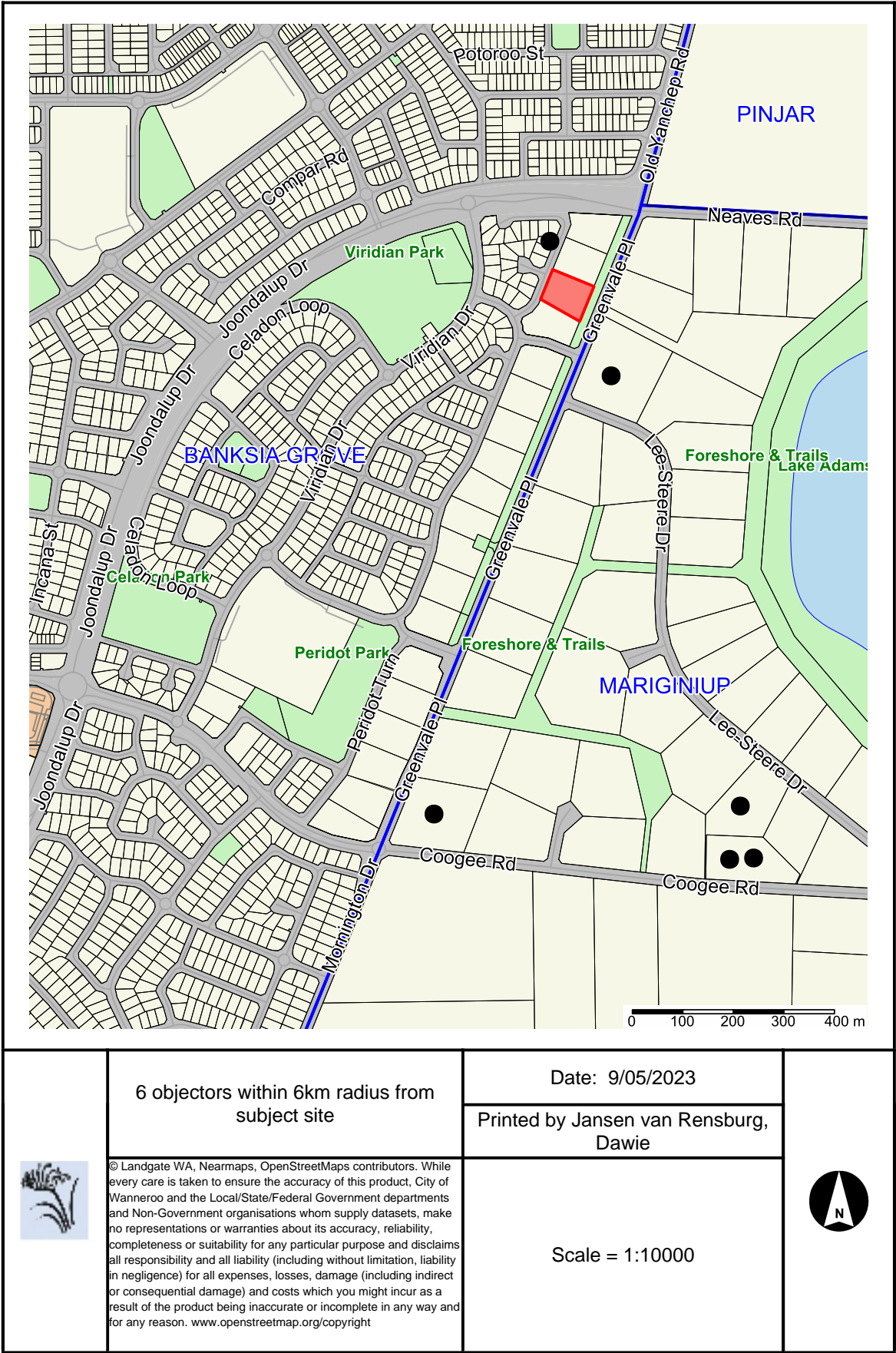
(08) 9367 6200 hsa@hsacoustics.com.au

Herring Storer Acoustics

Our Ref: 24248-1-18086







CITY OF WANNEROO
DA2022/1439 Amendment to Existing Child Care Centre (DA2018/736) - Increase in
SCHEDULE OF SUBMISSIONS FOLLOWING ADVERTISING

(Advertising Closed 3 March 2023)

No.	Position	Summary of Submission	Administration Comment	Recommendation
1.	Object	Submitter 1		
		I live less than 100 meters away from this centre and am a retiree. I am awoken by the drop-off of children in the morning. As I stay home most days, I am constantly distressed by the noise audible to me, all day, already. the children are taken outside at regular pre planned intervals and scream constantly. This affects my social life (retirement) so an increase in children and noise would be anti-social. The noise will affect my property value should I decide to sell. I strongly object to an increase in children and noise levels, as my daytimes are already ruined to destruction.	The proposal includes an acoustic assessment, which concludes that noise emissions from the increase in capacity, would be deemed to comply with the requirements of the <i>Environmental Protection (Noise) Regulations 1997</i> for the proposed hours of operation.	No modifications required
2.	Support	Submitter 2		
		This service extension is needed as many day care centres within local areas are at capacity with no land to expand.	Noted.	No modifications required
3.	Object	Submitter 3		
		Obviously built with intention of increasing capacity and staff, when approval to build goes TOTALLY against zoning for this area.	Pursuant to DPS2 clause 3.8, the City can consider the proposed amendment to DA2018/736 which stipulates that a person must not, without development approval alter or extend a non-conforming use of land. The City can also consider this application seeking approval to modify existing operations (i.e. number of children and staff, and	No modifications required

No.	Position	Summary of Submission	Administration Comment	Recommendation
			construct additional car parking spaces) pursuant to Schedule 2 clause 67 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> , which stipulates that development approval can be granted for development that is a class 'X' use if the development relates to land that is already being used for a non-conforming use.	
4.	Object	Submitter 4		
		Obviously these premises were originally built with the intention of increasing numbers of children, staff and car parking and goes against the zoning for this area. Increase in traffic is always an issue for people living in the surrounding area.	Refer Item 3. The proposal includes a Traffic Impact Statement (TIS) which concludes that the peak hour increases equate to less than 1 vehicle every 2 minutes, which will be imperceptible, and will have no impact on the adjacent roads and intersections. Administration concur	No modification required.
5.	Object	Submitter 5		
		There is already insufficient parking. Multiple vehicles are parked on the verge on Greenvale Place daily. Parking should be increased but not positions or child care places. So more parking not more occupancy.	The TIS concludes that a total of 36 parking bays will be adequate to serve the development, with an expected peak demand of 34 bays.	No modifications required
6.	Object	Submitter 6		
		I call on the City of Wanneroo to reject the proposal by Hindle Properties Pty.Ltd.to increase the number of children attending the Child Care Centre at 103 Greenvale place Banksia Grove (DA2022/1439) to 130 ,with 21 staff, additional 6 parking bays plus Install a 1.18m high metal fence on the southern boundary. A planning proposal was rejected by the City of Wanneroo	Refer Item 3. The numbers of staff and children in relation to floor areas and facilities are not assessed as part of a development application but is regulated by other legislation including the <i>Child Care Services (Child Care) Regulations 2006</i>	No modifications required

No.	Position	Summary of Submission	Administration Comment	Recommendation
		<p>see Minutes of Ordinary Council Meeting 16th October 2018 stating the Child Care Centre did not meet the requirements of the Child Care Centres Local Planning Policy, specifically the following clauses: it was carried 10/3</p> <ol style="list-style-type: none"> 1. Location- Road Hierachy 2. location – Neighbouring Uses 3.9.1 Amenity – Residential areas <p>The Developers took their plan to the State Administrative Tribunal and rather than cost the Council further funds a Mediation process took place in which a modified proposal was agreed upon. One of the modifications was:</p> <ol style="list-style-type: none"> a. Reduction of the number of children to 92 with 17 staff. <p>Despite a great deal of local opposition (i.e. submissions and a petition) Council accepted the modified proposal. Subsequently Amendment No,180 to the District Planning Scheme was proposed and advertised by Government Gazette that Child Care Centres would no longer be a permitted land use in a Special Residential zone. However the Council permitted the Child Care Centre at 103 Greenvale Place Banksia Grove to proceed as a non-conforming development.</p> <p>The original planning proposal DA2018/736 -18/317324 was for: a Child Care Centre with up to 120 children and 21 staff</p> <p>The accepted modified proposal is: a Reduced the maximum number of children to 92 with 17 staff</p> <p>The new Planning Proposal is to: Increase the maximum capacity of the Child Care Centre to 130 children and 21 staff, with additional parking bays. The existing Child Care Centre was built I presume with the capacity to provide hygiene facilities for 92 children and 17 staff? Will those facilities adequately cope with an almost '40%' increase in numbers as the Developer has not proposed any extensions or alterations to the existing building? What are the Federal</p>		

No.	Position	Summary of Submission	Administration Comment	Recommendation
		Govt. figures with relation to these numbers? If the existing Child Care Centre can now cope with an extra 38 children and 4 more staff with regard to the hygiene facilities, without alteration or proposed extensions of the existing building it would appear that this was the Developers end game. Objections of loss of amenity, inappropriate development in a Equestrian Rural Residential area remain issues of prime concern. If the Council accepts this latest Planning Proposal by the owners of the Child Care Centre at 103 Greenvale Place Banksia Grove, as a resident I would consider that I have been hoodwinked.		
7	Object	Submitter 7		
		This increase in child numbers and staff increase will result in an increase in traffic movements, sounds and as there is no alteration to the building it seems that facilities within the building will be stretched to their limit. I was involved in the mediation process when the original application had been processed. Assurances were given by the proponent that the centre would not be expanded and would focus on outside play. I see this as a major increase in size even though it is numbers and not building expansion . The added car spaces will detract from this rural setting. Being an equine area all car movements are felt by surrounding residents. Please don't allow this increase in children, staff and car movements.	Refer Items 1, 3 and 4. The additional impact of the 6 car spaces will not have a significant additional visual impact on the streetscape as it is not a bulky construction and remains partially screened by vegetation as viewed from the street.	No modifications required
8	Comment	Submitter 8		
		Travelling through here at peak times due to traffic and verge parking by customers causes congestion and unsafe travel on Greenvale Place. I agree there should be more parking as the current number of bays does not suffice the cars needing to use this facility.	Refer Item 4. The TIS concludes that a total of 36 parking bays will be adequate to serve the development, with an expected peak demand of 34 bays.	No modifications required

No.	Position	Summary of Submission	Administration Comment	Recommendation
		An addition of 6 bays would not be enough to cope with an occupancy increase of the volume of cars needing to park at peak times.		
9	Object	Submitter 9		
		Originally our area (formerly Lake Adams equestrian estate) was planned as equestrian lifestyle area- special rural properties with bridle paths and flat areas to train our horses; a quiet area with a buffer zone with no access to the buffer zone properties from Greenvale. This is why we purchased our property. Some of these trails cross the roads and we use the roads/verges around our property. The development of this Centre has greatly changed the nature of our area. When this development happened I was concerned that we would have increased traffic flow past our house (it is- our formally quiet street has become busy); that the drivers of said cars would generally be rushing to/from child pick up/drop off (they speed past our house) and not practice caution when horses area approaching. It has become quite dangerous at times whilst I'm riding. With an increase in ignorant drivers who are going too fast, do not slow down and fail to keep a wide berth when passing is making it more dangerous for me to leave my property on my horses. Increasing the amount of children and teachers will lead to even more frightful experiences and an increased risk of a serious accident one day.	Refer Items 3 and 4. Driver behaviour is not a valid planning consideration.	No modifications required
10	Support	Submitter 10		
		Have 3 children including twins that I haven't been able to get into day care on suitable days	Noted	No modifications required
11	Support	Submitter 11		
				No modifications required
12	Object	Submitter 12		

No.	Position	Summary of Submission	Administration Comment	Recommendation
		This is currently a well-maintained property and changes proposed will benefit those to whom the service caters	Noted	No modifications required
13	Support	Submitter 13 (Late submission)		
		My eldest child is currently enrolled at Tall Tree Early Learning Banksia Grove. I have been trying to increase the number of days they attend and unfortunately there is no availability. They are currently on the waitlist for extra days. My baby is also on the waitlist to commence care at Tall Tree Banksia Grove as well. I have been advised that there is a considerable waitlist and whilst my baby will take priority as a sibling, it may still take a few more months before a spot becomes available and is accepted into this centre to join her sibling. I am writing to support this change, as it will mean the likelihood of both my children being offered a place will be much higher. I look forward to this change taking effect!	Noted	No modifications required
14	Support	Submitter 14 (Late submission)		
		I am fortunate enough to have my two children enrolled at the Banksia Grove centre. I have been trying to increase the number of days per week one of my children attend and unfortunately there is not the availability at the moment. Therefore, they are currently on the waitlist for more days. Being part of the local community and knowing how much my family would benefit from this change, I would love to get behind and support this.	Noted	No modifications required
15	Support	Submitter 15 (Late submission)		
		I have been on the waitlist since November 2022 and understand how highly sought after this centre is. This	Noted	No modifications required

No.	Position	Summary of Submission	Administration Comment	Recommendation
		increase is something I would whole heartedly be in support of		

Assets

Asset Operations & Services

AS01-06/23 Response to Petition PT01-04/23 Request to install speed humps on Beachside Parade, Yanchep

File Ref:	3120V014 – 23/165384
Responsible Officer:	Director Assets
Attachments:	3
Previous Items:	AS01-10/22 - Petition PT01-08/22 - Request for Traffic Management Scheme on Beachside Parade, Yanchep between Zamia Rise and Templetonia Boulevard - Ordinary Council - 11 Oct 2022 6:00pm

Issue

To investigate the requirement for traffic calming on Beachside Parade, Yanchep between Zamia Rise and Templetonia Boulevard as requested by Petition PT01-04/23.

Background

At its meeting held on 18 April 2023, Council received a petition requesting the City to install speed humps on Beachside Parade between Zamia Rise and Templetonia Boulevard. The same petition requesting speed humps, PT01-08/22, was first received by Council at its meeting held 9 August 2022.

At its meeting held 11 October 2022, Council considered the report in response to Petition PT01-08/22, and resolved the following:

“That Council:-

- 1. NOTES that the results of the Local Area Traffic Management Policy assessment for Beachside Parade, Yanchep do not support the installation of traffic treatments at this time;*
- 2. REQUESTS Administration to undertake further traffic counts on Beachside Parade following completion of the extension of Marmion Avenue and opening of the Yanchep Rail Station; and*
- 3. ADVISES the petition organiser of Council’s decision.”*

Detail

As detailed in the October 2022 Council Report, the City’s Local Area Traffic Management Policy identifies that no investigation of traffic management treatments should be undertaken when changes to traffic patterns are expected. This is because installation of traffic treatments could be premature, and such measures may ultimately be unnecessary once the area is fully developed as traffic patterns will change when the ultimate road network is fully constructed. Waiting for subdivisions to be fully developed and occupied also allows for all potential residents in an area to comment on any proposals rather than only existing residents.

Notwithstanding this, Administration completed an assessment against the City’s LATMP to determine what it would score if Beachside Parade were to be eligible for assessment.

Beachside Parade, between Zamia Rise and Templetonia Boulevard, scores 23 under the LATMP, which indicates that the construction of traffic treatments cannot be justified at this time. **Attachment 1** shows the section of Beachside Parade under consideration.

In accordance with the previous Council resolution, Administration has not undertaken any new traffic counts on Beachside Parade as the extension of Marmion Avenue and the Yanchep Rail Station is still under construction.

The traffic count taken for the LATMP assessment was carried out in July / August 2022 and is therefore considered current. This gave the following results:

Average Volume:	2097 Vehicles per day
Average Speed:	51.4 Km/h
85%ile Speed	58.7 Km/h
%age Heavy Vehicles:	8.0%

The latest Main Roads WA accident database shows that there were 3 minor and 1 major “Property Damage Only” accidents reported on Beachside Parade for the 5 years from 1 January 2018 to 31 December 2022, however these occurred on the section of Beachside Parade between Yanchep Beach Road and Zamia Rise.

In addition to the Petition PT01-04/23, the petition organiser also queried the limited access onto Marmion Avenue provided from the Capricorn Coastal Village development on the western side of Marmion Avenue, specifically the anticipated increase in traffic that this would cause along Zamia Rise.

Works by the adjacent land developers to construct the Marmion Avenue extension and Toreopango Avenue are currently under way. Left in and left out access is provided at Biara Road and Lindsay Beach Boulevard and full movement access is provided at Zamia Rise. These access arrangements have been provided in accordance with the Capricorn Coastal Village Structure Plan and the City’s Local Planning Policy 3.8 (LPP 3.8): Marmion Avenue Arterial Road Access, **Attachment 2 refers**.

The objectives of LPP 3.8 are to:

1. Recognise Marmion Avenue is a major north-south transport route serving the north west corridor, but accept it is a lower classification road than the proposed Mitchell Freeway, which will run parallel, approximately two kilometres to the east;
2. Facilitate adequate pedestrian and bicycle movement (within the road reservation) along and across Marmion Avenue;
3. Strike a balance between the safe movement and flow of traffic on Marmion Avenue and the need for traffic to enter, leave and cross Marmion Avenue; and
4. Create sufficient access opportunities to activity centres, which include crossing points for all modes of transport (including pedestrians) and safe access for vehicles accessing the centres.

Under the City’s Functional Road Hierarchy, Zamia Rise is classified as an Access Road. It has been constructed however with a road cross-section similar to Lindsay Beach Boulevard, which is classified as a ‘Neighbourhood Connector’ under the Western Australian Planning Commission’s (WAPC) “Liveable Neighbourhoods” and Zamia Rise will likely function as this type of road.

Liveable Neighbourhoods is the WAPC’s operational policy for the design and assessment of structure plans and subdivisions to guide the future development of Perth and Peel and the State’s regional centres. Under Liveable Neighbourhoods, the indicative volume for ‘Neighbourhood Connector’ roads with cross-sections and direct property access as such Lindsay Beach Boulevard is up to 5,000vpd.

As shown in the Capricorn Coastal Village Structure Plan (ASP 44), Templetonia Boulevard is intended to extend further east, connecting to Marmion Avenue. The City has recently received a subdivision application from the developer of the Capricorn Coastal Village which includes the construction of this section of Templetonia Boulevard. This application has been supported by the City and referred to the WAPC for approval. The subdivision application indicates that it is likely that the developer intends to construct the Templetonia Boulevard extension within the short-to-medium term.

The extension of Templetonia Boulevard will connect at the newly constructed roundabout on Marmion Avenue. Also included in the construction works currently underway, is the delivery of a road east from the newly constructed roundabout on Marmion Avenue to provide access to the Yanchep Station. Once the extension of Templetonia Boulevard is delivered by the developer of Capricorn Coastal Village, this will provide an east-west connection from Two Rocks Road to Marmion Avenue. The planned connector road network for this area of Yanchep is shown in **Attachment 3**.

It is anticipated that the works to modify the intersection of Splendid Avenue and Marmion Avenue to form a “T” intersection will be completed by August 2023, which will allow the road to be opened to traffic.

Consultation

Nil

Comment

Road network planning for large growth areas often incorporates a number of adjacent subdivisions, as is the case with this area of Yanchep. These subdivisions are often owned and developed by different parties, resulting in staggered development timeframes. Accordingly, there can be periods of time that traffic volumes along roads and available route options may differ from the intended operation of the road network until the entire road network is fully constructed. As the Yanchep area continues to be developed and additional road connections are provided, current traffic patterns will change, ultimately resulting in traffic volumes appropriate for the planned road classification.

Additionally, the opening of the Yanchep Rail Station and in the longer term, the development of the Yanchep City Centre will change the destination of traffic originating in the Capricorn Coastal Village, also impacting traffic volumes on the connector roads.

As detailed in the October 2022 Council report, traffic counts taken once the connector road network is complete and the Yanchep Station is open may give a different result to the current situation.

Statutory Compliance

Nil

Strategic Implications

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

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

5.4 - People can move around easily

Risk 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
CO-O23 Safety of Community	Medium
Accountability	Action Planning Option
Director Community and Plan	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Corporate risk register. Action plans are in place to manage this risk.

Policy Implications

The provisions of the City's Local Area Traffic Management Policy were applied when previously assessing the request made in Petition PT01-08/22.

Local Planning Policy 3.8 – Marmion Avenue Arterial Road Access also applies regarding intersection frequency and configuration.

Financial Implications

There are no financial implications as it is noted that the LATMP score does not support the development of a traffic management scheme for Beachside Parade, Yanchep.

Voting Requirements

Simple Majority

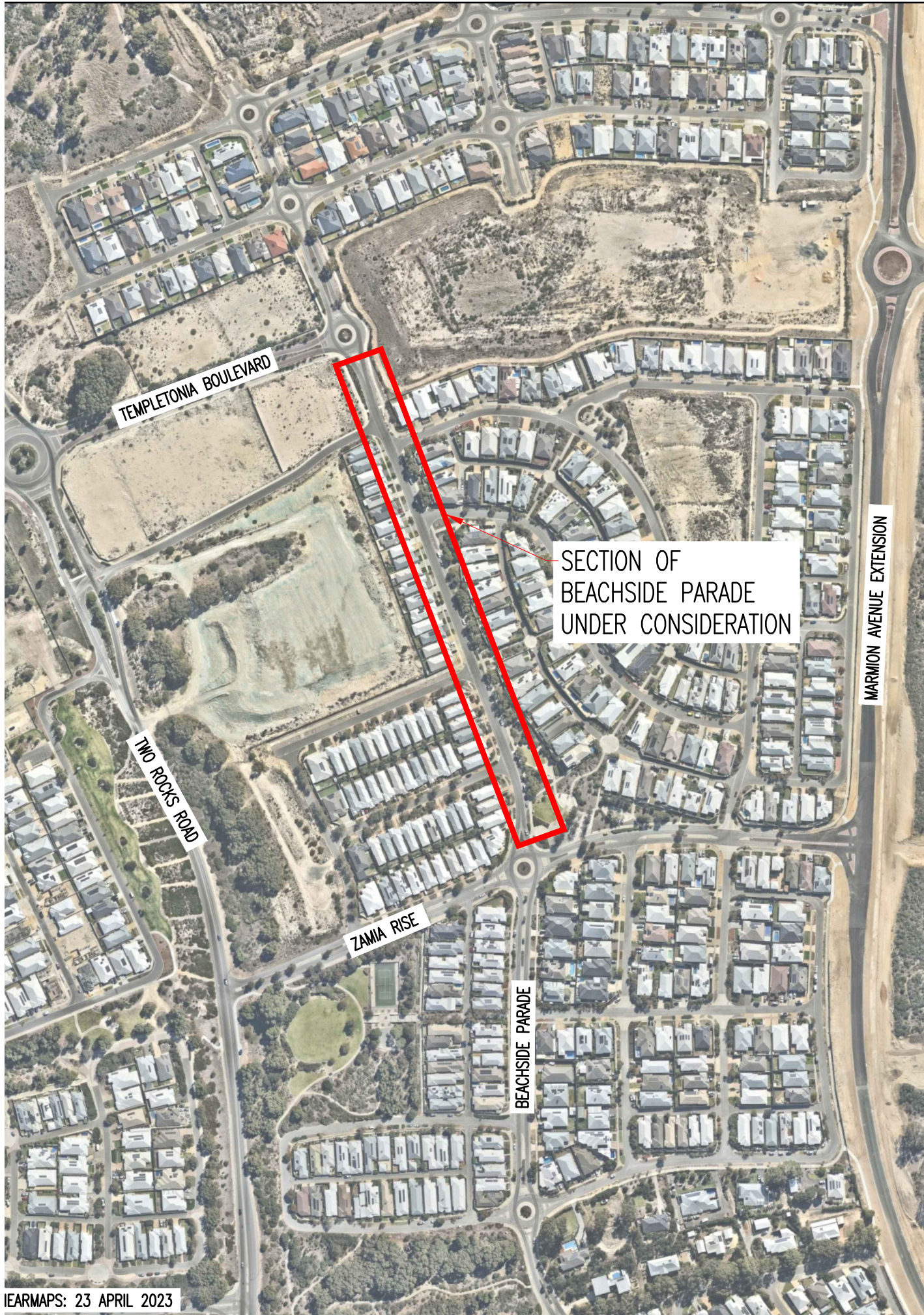
Recommendation

That Council:-

- NOTES** that the implementation of Council's Resolution in response to PT01-08/22 is still awaiting completion of the road network and the Yanchep Rail Station before it can be actioned;
- ACKNOWLEDGES** that full movement access onto Marmion Avenue is not provided at all connecting road intersections in recognition of its' status as an "Other Regional Road" and that this is in accordance with the City's Local Planning Policy 3.8; and
- ADVISES** the petition organiser of Council's decision.

Attachments:

- [1.](#) Section of Beachside Parade Yanchep under consideration - Petition Report Attachment 23/191834
- [2.](#) LPP 3.8 Marmion Avenue Arterial Road Access Part 3 Figure 1 23/165624
- [3.](#) Future Higher Order Road Network Yanchep - Petition Report Attachment 23/170779

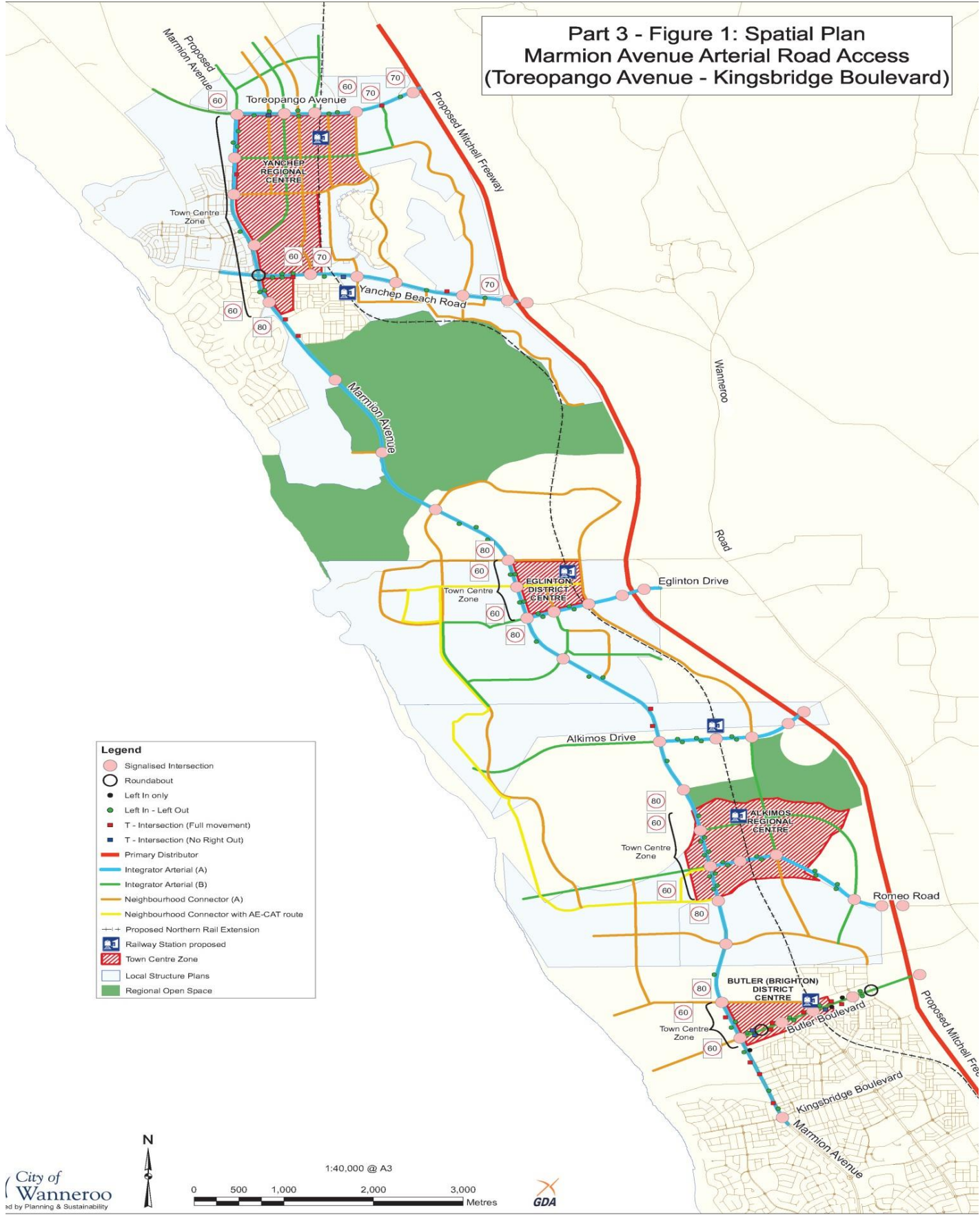


IEARMAPS: 23 APRIL 2023

Planning and Sustainability
Local Planning Policy 3.8:
Marmion Avenue Arterial Road Access



City of
Wanneroo



FUTURE HIGHER ORDER ROAD NETWORK



NEARMAPS: 23 APRIL 2023

AS02-06/23 Response to petition PT01-03/23 - Petition to add a bus route to The Green Lifestyle Village, and Lakelands Lifestyle Village at Clubhouse Lane Gngangara

File Ref: 3120V014 – 23/173956
Responsible Officer: Director Assets
Attachments: 1

Issue

For Council to consider a petition requesting a Bus Service to connect the residents of The Green and the Lakelands Lifestyle Villages, Gngangara to local amenities and services.

Background

At the Ordinary Council Meeting on the 21 March 2023, council received petition T01-03/23 which was signed by 190 people. The petition advised that 200 residents currently live at the Lifestyle village and reads as follows:

“The owners and residents of The Green Lifestyle Village, Lakelands Lifestyle Village and the residential properties surrounding Lakelands Drive have joined together to petition the City of Wannon for the provision of a bus service to connect our isolated community members with essential health, wellbeing and necessity of life service and goods providers.”

Residents who signed the petition, reside in: Muirfield Loop, Moonah Drive, Belfry Road, Moray Grove, Clubhouse Lane, Sawgrass View, Lahinch Vista, Vault Way, Crenshaw Drive, Trevoise Way and Crail Lane. Residents outside the two Lifestyle Villages who signed the petition reside in Sydney Road, Gngangara and Cygnet Close, Ballajura.

It should be noted that this report was part of the agenda for the Ordinary Council Meeting held on 16 May 2023, and Council made the following decision:

“That the Motion be deferred to allow residents to provide further information to the next Council meeting.”

In accordance with the above decision, this report is now presented for Council's consideration.

Detail

The two lifestyle villages are located in Gngangara in an area that is zoned Rural, Special Rural and Private Clubs and Recreation. The area is with the East Wannon District Structure Plan. A location plan is included in the report at **Attachment 1**.

The area is not connected by public transport to Shopping Centres or other amenities in any of the surrounding suburbs. The closest bus stop is approximately 2.5km away on Gngangara Road. This is serviced by route 355, which runs between Whitfords Train Station and Ellenbrook; and route 376, which runs between Whitfords Train Station and Mirrabooka Square.

The Public Transport Authority Act 2003 gives sole responsibility for the location and provision of public bus services to the Public Transport Authority (PTA).

Administration contacted the PTA on the residents behalf, requesting the provision of a bus service. The PTA responded to the petition as follows:

“Unfortunately Transperth has no short to medium term plans to introduce for a bus service to serve to the Green Lifestyle Village. The Village is isolated from other urban residential development in an area that is predominantly semi-rural in nature and in an overall sense presents a small public transport demand. In order to extend or upgrade services to the Village at present, Transperth would need to remove services from other rapidly expanding areas of Perth with significantly higher demands for public transport. You would understand that the wider community would not consider this appropriate.

Transperth receives many requests for additional bus services from all over the Metropolitan area and some from quite populous suburbs. There is currently limited or no public transport access to parts of Alkimos, Baldivis, Brabham, Hammond Park, Haynes, Hilbert, Wandi, Wellard East, Tamala Park and Yanchep to name a few and regrettably, no timeframe for service expansion in these areas. It is worth noting that at present, the Transperth Service Development Plan maintains a prioritised list of over 200 projects awaiting funding for bus service improvements and all of these projects would deliver a better public transport for the community than the expansion of the Transperth network into such a low density, semi-rural area. Transperth operates on a finite budget and must prioritise the allocation of its resources so that the community receives the maximum benefit from the resources available.”

Consultation

No community consultation has been carried out in relation to this issue.

Comment

The PTA advice is consistent with other requests made by Administration in relation to the provision of improved bus services for other areas of the City.

Statutory Compliance

Nil

Strategic Implications

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

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

5.4 - People can move around easily

Risk 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

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council:-

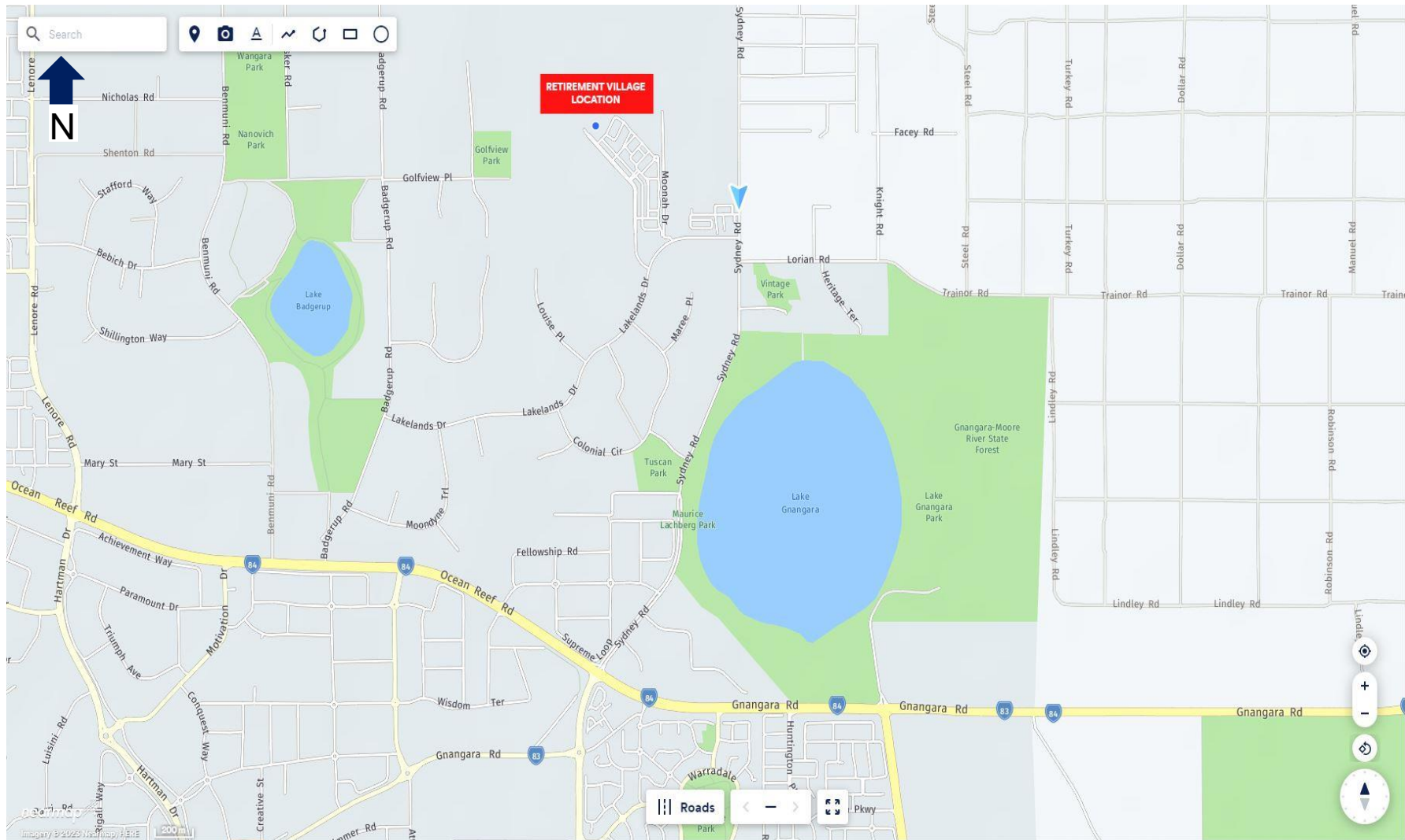
- 1. NOTE that Administration approached the Public Transport Authority to consider the introduction of a bus service to serve the Green Lifestyle Village and the response provided by Public Transport Authority;**
- 2. ADVISE the petition organiser that Public Transport Authority, the authority responsible for the provision of bus services has advised that it has no short to medium term plans to introduce for a bus service to serve the Green Lifestyle Village; and**
- 3. REQUESTS Administration to write to the Local Member of the State Parliament to outline the details of the petition and request that they meet with the petitioner on their concerns.**

Attachments:

1. 

Attachment 1 - Location Map- Retirement Village Requesting Bus Route Lakeslands Drive & Sydney Rd. GNANGARA.docx

23/157139

LOCATION MAP - RETIREMENT VILLAGE REQUESTING BUS ROUTE ON LAKELANDS DRIVE & SYDNEY ROAD, GNANGARA


Community & Place**Corporate Strategy & Performance****Transactional Finance****CS01-06/23 Warrant of Payments for the Period to 30 April 2023**

File Ref: 1859V02 – 23/155177
 Responsible Officer: Director, Corporate Strategy & Performance
 Attachments: Nil

Issue

Presentation to the Council of a list of accounts paid for the month of April 2023, including a statement as to the total amounts outstanding at the end of the month.

Background

Local Governments are required each month to prepare a list of accounts paid for that month and submit the list to the next Ordinary Meeting of the Council.

In addition, it must record all other outstanding accounts and include that amount with the list to be presented. The list of accounts paid and the total of outstanding accounts must be recorded in the minutes of the Council meeting.

Detail

The following is the Summary of Accounts paid in April 2023

Funds	Vouchers	Amount
Director Corporate Services Advance A/C		
Accounts Paid – April 2023		
Cheque Numbers	123986 – 124057	\$156,169.01
CBA & NAB Credit Cards	31 - 32	\$120,632.07
EFT Document Numbers	16079 - 16936	<u>\$21,413,439.77</u>
TOTAL ACCOUNTS PAID		<u>\$21,690,240.85</u>
Less Cancelled Cheques		(\$3,058.66)
Manual Journals		(\$16,860.19)
Town Planning Scheme		<u>(\$116.21)</u>
RECOUP FROM MUNICIPAL FUND		<u>\$21,670,205.79</u>
Municipal Fund – Bank A/C		
Accounts Paid – April 2023		
Recoup to Director Corporate Services Advance A/C		\$21,670,205.79
Payroll – Direct Debits		<u>\$4,069,316.39</u>
TOTAL ACCOUNTS PAID		<u>\$25,739,522.18</u>
Town Planning Scheme		
Accounts Paid – April 2023		
Cell 1		\$86.05
Cell 6		<u>\$30.16</u>
TOTAL ACCOUNTS PAID		<u>\$116.21</u>

At the close of April 2023 outstanding creditors amounted to \$3,609,295.81.

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
123986	19/04/2023	Department of Transport	\$102,649.50
		Vehicle Registration Fees - Fleet	
123987	19/04/2023	City of Wanneroo	\$3,300.00
		Cash Advance - 2 X Whadiuk Knowledge Holder On-Site Works Monitors	
123988	24/04/2023	Christie Solway	\$171.65
		Refund - Building Application - Cancelled	
123989	24/04/2023	Amin Beit Sayahy	\$110.00
		Refund - Occupancy Permit - Application Incomplete	
123990	24/04/2023	Grand Patios	\$110.00
		Refund - Building Application - Over Statutory Time Frame Due To City Error	
123991	24/04/2023	Remi Matjuszenko	\$27.00
		Refund - Copy Of Plans - Not Required	
123992	24/04/2023	MST Consultancy & Services	\$147.00
		Refund - Development Application - Withdrawn	
123993	24/04/2023	Rates Refund	\$830.99
123994	24/04/2023	Rates Refund	\$717.67
123995	24/04/2023	Rates Refund	\$916.51
123996	24/04/2023	Rates Refund	\$669.13
123997	24/04/2023	Rachel Cassel	\$110.00
		Refund - Occupancy Permit - Rejected	
123998	24/04/2023	Licensing Services Firearms	\$147.00
		Firearms Corporate Licence Renewal - Community Safety	
123999	24/04/2023	Kunal Parbat	\$295.00
		Refund - Development Application - Withdrawn	
124000	24/04/2023	Nadine Croukamp	\$222.00
		Refund - Development Application - Withdrawn	
124001	24/04/2023	Rates Refund	\$79.51
124002	24/04/2023	Rates Refund	\$893.94
124003	24/04/2023	Rates Refund	\$564.00
124004	24/04/2023	Rates Refund	\$594.07
124005	24/04/2023	Rates Refund	\$372.82
124006	24/04/2023	Rates Refund	\$768.03
124007	24/04/2023	Rates Refund	\$136.24
124008	24/04/2023	Eview Group Julie Ormston & Partners	\$22.50
		Refund - Copies Of Plans	
124009	24/04/2023	Julia Tiffany May Banks	\$254.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Refund - Building Application - Not Required	
124010	24/04/2023	Yulia Balyuk	\$233.30
		Refund - Building Certificate Application - Rejected	
124011	24/04/2023	Premier Residential	\$2,898.50
		Refund - Building Application - Rejected	
124012	24/04/2023	Premier Residential	\$1,054.00
		Refund - Building Application - Rejected	
124013	24/04/2023	Encounter Church Incorporated	\$774.28
		Refund - Payment Made In Error	
124014	24/04/2023	John Boulter	\$45.10
		Refund - Copies Of Plans - Not Available	
124015	24/04/2023	Sarah Stuckey	\$12.10
		Refund - Copies Of Plans - Not Available	
124016	24/04/2023	Anna Spera	\$67.60
		Refund - Copies Of Plans - Not Available	
124017	24/04/2023	Rates Refund	\$657.60
124018	24/04/2023	Adam Driver-Williams	\$61.65
		Refund - Building Application - Rejected	
124019	24/04/2023	Elizabeth Saunders	\$295.00
		Refund - Development Application - Withdrawn	
124020	24/04/2023	Rates Refund	\$669.13
124021	24/04/2023	Heather McCarthy	\$73.00
		Refund - Category 1 Home Business - Submitted In Error	
124022	24/04/2023	Rates Refund	\$793.22
124023	24/04/2023	City of Wanneroo	\$147.20
		Petty Cash - Clarkson Library	
124024	24/04/2023	Cancelled	
124025	24/04/2023	Cancelled	
124026	24/04/2023	Cancelled	
124027	24/04/2023	Cancelled	
124028	24/04/2023	Cancelled	
124029	24/04/2023	Cancelled	
124030	24/04/2023	Cancelled	
124031	24/04/2023	Cancelled	
124032	24/04/2023	Cancelled	
124033	24/04/2023	Cancelled	
124034	24/04/2023	Cancelled	
124035	24/04/2023	Cancelled	
124036	24/04/2023	Cancelled	
124037	24/04/2023	Cancelled	
124038	24/04/2023	Cancelled	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
124039	24/04/2023	Cancelled	
124040	24/04/2023	Cancelled	
124041	26/04/2023	Rates Refund	\$825.43
124042	26/04/2023	Rates Refund	\$881.35
124043	26/04/2023	City of Wanneroo	\$64.40
		Petty Cash - Wanneroo Library	
124044	26/04/2023	City of Wanneroo	\$67.90
		Petty Cash - Yanchep Two Rocks Library	
124045	26/04/2023	Cr Xuan Vinh Nguyen	\$2,757.73
		Monthly Allowance	
124046	26/04/2023	New Sensation Homes Pty Ltd	\$4,000.00
		Refund Street & Verge Bond	
124047	26/04/2023	Fire Protection Association Australia	\$3,320.00
		Conference - Building & Planning In Bushfire Prone Areas - July 2023 - Approval & Planning Services	
124048	26/04/2023	Wagamuffins Dog Training	\$1,950.00
		It's All About Animal Tales - Library Services	
124049	26/04/2023	Broadway Homes Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
124050	26/04/2023	The Trustee for the Hunt Architects Unit Trust t/as Hunt Architects	\$13,604.80
		Consultation Services - Ashby Operations Centre Masterplan - Assets	
124051	26/04/2023	Ernie Polis	\$110.00
		Book Stock - Library Services	
124052	26/04/2023	Cobalt and Co	\$1,100.00
		Marketing Workshop - Place Management	
124053	26/04/2023	JW Computers	\$2,851.00
		Flatbed Scanner - Community History	
124054	26/04/2023	Tamara Ryan	\$100.00
		Performance - Quinns Rocks Sunset Sounds - Events	
124055	26/04/2023	Air-Met Scientific Pty Ltd	\$171.16
		Leadcheck Surface Sampling Test Kit - Health Services	
124056	26/04/2023	One Cert Pty Ltd	\$370.00
		Refund - Building Existing Structure - Jadu System Error	
		Refund - Occupancy Permit - CTF Portion	
124057	26/04/2023	Catt Products Pty Ltd c/- Hospitality Total Services (Aus) Pty Ltd	\$105.00
		Refund - Development Application - Overpaid	
		Total Cheque Payments	\$200,793.18

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
Electronic Funds Transfer			
16079	03/04/2023	Ms A Rauch	\$113.00
		Reimbursement - Wanneroo Strawberry Confectionery - Business Breakfast Event	
16080	03/04/2023	Ms C Rogers	\$79.00
		Reimbursement - Webcam Purchase For Meetings	
16081	03/04/2023	Mr M Little	\$16.15
		Reimbursement - Parking Fees - Meeting	
16082	03/04/2023	Cancelled	
16083	03/04/2023	Cancelled	
16098	03/04/2023	Rates Refund	\$543.23
16099	03/04/2023	Adam Rudolph	\$2,000.00
		Refund Street & Verge Bond	
16100	03/04/2023	All The Lights	\$1,760.00
		Hula Hoop Workshop - Christmas Fiesta - Events	
16101	03/04/2023	Aslab Pty Ltd	\$3,366.00
		Core Sampling & Testing - Various Locations - Assets	
16102	03/04/2023	Australian Airconditioning Services Pty Ltd	\$126.42
		Airconditioning Maintenance For The City	
16103	03/04/2023	B Waddell Consulting Engineers Pty Ltd	\$16,445.00
		Inspection & Report - Marangaroo & Carramar Golf Course Clubrooms - Assets	
16104	03/04/2023	BGC Concrete	\$272.36
		Concrete Mix - Hamilton Court Footpath - Engineering	
16105	03/04/2023	Bronwyn Smith	\$2,757.73
		Monthly Allowance	
16106	03/04/2023	Car Care Motor Company Pty Ltd	\$295.00
		Vehicle Service - Fleet	
16107	03/04/2023	CFMEU	\$244.00
		Payroll Deductions	
16108	03/04/2023	City of Joondalup	\$1,320.00
		Cost Reclaim - Tickets For Shadow Cabinet Business Breakfast - Council & Corporate Support	
16109	03/04/2023	City of Wanneroo	\$4,396.00
		Rates Payment From Monthly Allowance	
		Payroll Deductions	
16110	03/04/2023	Clayton Utz	\$242.55
		Legal Fees For The City	
16111	03/04/2023	Contra-Flow Pty Ltd	\$1,216.13

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Traffic Management Services For The City	
16112	03/04/2023	Corsign (WA) Pty Ltd	\$827.20
		Street Name Plates - Engineering	
16113	03/04/2023	Courtney Perry	\$83.40
		Hire Fee Refund	
16114	03/04/2023	Cr Christopher Baker	\$2,757.73
		Monthly Allowance	
16115	03/04/2023	Cr Helen Berry	\$2,757.73
		Monthly Allowance	
16116	03/04/2023	Cr Jacqueline Huntley	\$2,595.73
		Monthly Allowance	
16117	03/04/2023	Cr Jordan Wright	\$2,757.73
		Monthly Allowance	
16118	03/04/2023	Cr Natalie Herridge	\$2,757.73
		Monthly Allowance	
16119	03/04/2023	Cr Sonet Coetzee	\$2,757.73
		Monthly Allowance	
16120	03/04/2023	Craneswest (WA) Pty Ltd	\$106,406.19
		Disposal Of Green Waste	
16121	03/04/2023	CS Legal	\$95,048.99
		Court Fees - Rating Services	
16122	03/04/2023	Data #3 Limited	\$21.36
		Subscription - Azure Plan - ICT	
16123	03/04/2023	Department of Fire & Emergency Services	\$7,809,589.51
		2022 / 2023 ESL Quarter 3 Contribution	
16124	03/04/2023	Department of the Premier and Cabinet	\$327.60
		Government Gazette - District Planning Scheme No.2 Amendment No 197	
16125	03/04/2023	Double G (WA) Pty Ltd	\$2,890.41
		Irrigation Repairs - Various Locations - Parks	
16126	03/04/2023	Drainflow Services Pty Ltd	\$57,403.01
		Bulk Sweeping / Drain Cleaning Services For The City	
16127	03/04/2023	Drainflow Services Pty Ltd	\$3,934.99
		Bulk Sweeping / Drain Cleaning Services For The City	
16128	03/04/2023	DVA Fabrications	\$9,096.34
		Furniture Purchases - Library Services	
16129	03/04/2023	Environmental Industries Pty Ltd	\$6,311.93
		Primo Pesticides Applications To Small Sites - Parks	
16130	03/04/2023	Fleet Network	\$4,143.47
		Input Tax Credits For Salary Packaging	
		Payroll Deductions	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16131	03/04/2023	Foxfish Pty Ltd t/as Binley Fencing	\$1,158.08
		Temporary Fencing - Marangaroo Golf Course - Parks	
		Temporary Fencing - Kingsway Baseball - Parks	
16132	03/04/2023	Rates Refund	\$1,572.57
16133	03/04/2023	Future Institute of Australia Pty Ltd	\$13,744.50
		Training - Safety Leadership Program - Capability & Culture	
16134	03/04/2023	Groundwater Consulting Services Pty Ltd	\$2,915.00
		Advice & Technical Support - Potential Regional Water Level Changes Driven By Land Development - Assets	
16135	03/04/2023	Hydroquip Pumps	\$1,210.00
		Cleaning Of Spillway - Fleming Park	
16136	03/04/2023	Integrity Industrial Pty Ltd	\$3,212.64
		Casual Labour Services For The City	
16137	03/04/2023	Intelife Group	\$19,270.42
		Cleaning Services For The City	
16138	03/04/2023	Iron Mountain Australia Group Pty Ltd	\$4,728.31
		Storage Boxes - IM	
16139	03/04/2023	Janet Fountaine	\$100.00
		Refund - Dog Registration - Sterilisation	
16140	03/04/2023	Rates Refund	\$313.58
16141	03/04/2023	La Vida Australia Pty Ltd	\$2,100.00
		Refund - Street & Verge Bond	
16142	03/04/2023	Laundry Express	\$383.72
		Launder Linen - Hospitality	
16143	03/04/2023	Mandeep Singh	\$2,000.00
		Refund Street & Verge Bond	
16144	03/04/2023	McLeods	\$12,910.15
		Legal Fees For The City	
16145	03/04/2023	McLeods	\$11,746.90
		Legal Fees For The City	
16146	03/04/2023	Michael Page International (Australia) Pty Ltd	\$4,928.22
		Casual Labour Services For The City	
16147	03/04/2023	Rates Refund	\$1,251.35
16148	03/04/2023	Michelle Ridsdale	\$875.00
		Belly Dance Performance - Pop Up Wanneroo Town Centre - Place Management	
16149	03/04/2023	Mr Lyall Richards	\$2,000.00
		Refund - Street & Verge Bond	
16150	03/04/2023	Mr Scott Dinnes	\$1,000.00
		Refund - Street & Verge Bond	
16151	03/04/2023	Rates Refund	\$13,175.37

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16152	03/04/2023	My Homes WA	\$2,100.00
		Refund - Street & Verge Bond	
16153	03/04/2023	North Metro Marlins Basketball (Inc)	\$1.00
		Hire Fee Refund	
16154	03/04/2023	Northern Corridor Developments Ltd	\$5,544.00
		Bond Release Refund - Trinity Alkimos Stage 33A Pos28 (WAPC 159808)	
16155	03/04/2023	Office Cleaning Experts	\$1,551.59
		Cleaning Consumables - Aquamotion	
16156	03/04/2023	Officeeasy Pty Ltd Trading as Business Base	\$2,625.00
		Storage Racks & Shelves - Information Management Delivery Room - Civic Centre - Assets	
16157	03/04/2023	Oracle Customer Management Solutions Pty Ltd	\$14,742.45
		After Hours Calls Service - October & November 2022	
16158	03/04/2023	Paperbark Technologies Pty Ltd	\$790.00
		Arboriculture Report - Wanneroo Showgrounds - Conservation	
16159	03/04/2023	Reliable Fencing WA Pty Ltd	\$343.46
		Replace Bollard - John Moloney Park - Parks	
16160	03/04/2023	Roads 2000	\$24,146.49
		Progress Claim - Traffic Management And Asphalt Works - Blackmore Avenue - Assets	
16161	03/04/2023	Rubek Automatic Doors	\$13,409.00
		Door Repairs - WLCC - Building Maintenance	
16162	03/04/2023	Safety World	\$334.95
		Uniform Issue - Waste	
16163	03/04/2023	Rates Refund	\$448.36
16164	03/04/2023	SPORTENG	\$16,483.50
		Irrigation Design And Consultancy Services	
16165	03/04/2023	Synergy	\$940.56
		Power Supplies For The City	
16166	03/04/2023	Synergy	\$125,676.15
		Power Supplies For The City	
16167	03/04/2023	Rates Refund	\$1,090.23
16168	03/04/2023	Triton Electrical Contractors Pty Ltd	\$929.50
		Irrigation Electrical Repairs - Parks	
16169	03/04/2023	Trophy Shop Australia	\$27.40
		2 Name Badges - Youth Services	
16170	03/04/2023	TTF Sawkam No 2 TRUST trading as Harvey Norman AV/IT Joondalup	\$828.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Fridge Freezer - Alexander Heights Community Centre - Facilities	
16171	03/04/2023	WA Garage Doors Pty Ltd	\$2,310.00
		Replace Pedestrian Door & Repair Roller Door - Marangaroo Golf Club - Parks	
16172	03/04/2023	Wanneroo Electric	\$5,419.79
		Electrical Maintenance For The City	
16173	03/04/2023	Wanneroo Giants Baseball Club Inc	\$4,207.35
		Refund - Accidental Payment Of Account	
16174	03/04/2023	Water Corporation	\$6,011.76
		Water Charges For The City	
16175	03/04/2023	West Coast Turf	\$25,883.00
		Turfing Works For The City	
16176	03/04/2023	Western Australian Local Government Association	\$638.00
		Training - Local Government Act 1995 - Advanced (Virtual Classroom) (30 March 2023) - 1 Attendee	
16177	03/04/2023	Western Australian Local Government Association	\$1,540.00
		Training - 5 Courses - Cr B Smith	
16178	03/04/2023	Workpower Incorporated	\$5,164.04
		Summer Watering - Revegetation Sites - Conservation	
16179	05/04/2023	Solution 4 Building Pty Ltd	\$75,605.60
		Progress Claim 8 - Warradale Clubrooms - Assets	
16182	06/04/2023	Australian Services Union	\$777.00
		Payroll Deductions	
16183	06/04/2023	Australian Taxation Office	\$1,284,620.00
		Payroll Deductions	
16184	06/04/2023	CFMEU	\$244.00
		Payroll Deductions	
16185	06/04/2023	Child Support Agency	\$2,688.62
		Payroll Deductions	
16186	06/04/2023	City of Wanneroo	\$480.00
		Payroll Deductions	
16187	06/04/2023	City of Wanneroo	\$4,154.00
		Payroll Deductions	
16188	06/04/2023	Fleet Network	\$3,456.77
		Payroll Deductions	
16189	06/04/2023	HBF Health Limited	\$1,462.16
		Payroll Deductions	
16190	06/04/2023	LGRCEU	\$3,256.00
		Payroll Deductions	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16191	06/04/2023	Maxxia Pty Ltd	\$13,741.80
		Input Tax Credits - Salary Packaging February 2023	
		Payroll Deductions	
16192	06/04/2023	Paywise Pty Ltd	\$5,026.42
		Input Tax Credits - Salary Packaging - January & February 2023	
		Payroll Deductions	
16193	06/04/2023	Smartsalary	\$10,690.65
		Input Tax Credits - Salary Packaging - January & February 2023	
		Payroll Deductions	
16194	11/04/2023	Accenture Australia Pty Ltd	\$44,658.90
		Managed Cloud Services - Support Hours - ICT	
16195	11/04/2023	Access Technologies	\$947.10
		Supply 10 Cable Gate Remote Controls - Place Management	
16196	11/04/2023	Access Unlimited International Pty Ltd	\$407.92
		PVC Bags, Chin Straps And Rope - Assets	
		Service & Calibration Of Gas Detector - Fleet	
16197	11/04/2023	Action Glass & Aluminium	\$37,464.53
		Glazing Services For The City	
16198	11/04/2023	AHA! Consulting	\$2,640.00
		Training - Community Engagement - 3 Attendees - Community Facility Planning	
16199	11/04/2023	Alexander House of Flowers	\$95.00
		Arrangement - 50th Wedding Anniversary I & L Newbury - Mayors Office	
16200	11/04/2023	Alinta Gas	\$65.30
		Gas Supplies For The City	
16201	11/04/2023	Alkimos Building Services	\$10,945.00
		YTRAC Office Repairs - Place Management	
16202	11/04/2023	Almond Developments Pty Ltd trading as Adrian Price Architect	\$4,075.00
		Concept Design - Toilet Remodelling - Fleet Workshops	
16203	11/04/2023	Alphazeta	\$3,850.00
		Fire Compliance - Lake Joondalup Pavilion - Assets	
16204	11/04/2023	Amanda McKenzie-Ferguson	\$2,000.00
		Refund - Street & Verge Bond	
16205	11/04/2023	Antcar Engineering Pty Limited	\$3,273.95
		Raise Pit Lids - Koondoola Avenue - Assets	
16206	11/04/2023	Aqua Attack Drilling	\$50,686.90

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Drill New Bore And Associated Equipment Including Decommission Of Old Bore - Avondale Park	
16207	11/04/2023	Aquatic Services WA Pty Ltd	\$10,574.30
		Install Modular Ladder - Balance Tank For Spa Pool - Aquamotion	
		Monthly Pool Filtration Service - Aquamotion	
16208	11/04/2023	Armaguard	\$226.77
		Cash Collection Services - Kingsway Stadium	
16209	11/04/2023	Artists Chronicle	\$940.00
		Advertising Services	
16210	11/04/2023	Ashley Welch	\$2,000.00
		Refund - Street & Verge Bond	
16211	11/04/2023	ATCO Gas Australia Pty Ltd	\$64,374.90
		Milestone 1 - Flynn Drive Duplications - Assets	
		Meter Repair - Butler Community Centre	
16212	11/04/2023	Austraffic WA	\$1,584.00
		Automatic Traffic Counts Classification - 3 Locations - Traffic Services	
16213	11/04/2023	Australia Post	\$4,640.58
		Billpay Transaction Fees - Rates	
16214	11/04/2023	Australian Airconditioning Services Pty Ltd	\$17,263.99
		Airconditioning Maintenance For The City	
16215	11/04/2023	Australian Property Consultants	\$9,350.00
		Consultancy Services - Property Services	
16216	11/04/2023	Banhams WA Pty Ltd	\$678.59
		Works - Fire Pump - Quinns Mindarie SLSC - Building Maintenance	
16217	11/04/2023	Banksia Grove Development Nominees PL	\$187,769.93
		Bond Refund - Banksia Grove Stage 57 In Banksia Grove (WAPC 156073)	
16218	11/04/2023	Banksia Grove Development Nominees PL	\$215,396.33
		Bond Refund - Banksia Grove Stage 56 In Banksia Grove (WAPC 156073 & 158983)	
16219	11/04/2023	BCA Consultants (WA) Pty Ltd	\$4,356.00
		Mechanical Services Condition Report - Aquamotion - Assets	
16220	11/04/2023	Beacon Equipment	\$25.00
		Freight Charges - Fleet	
16221	11/04/2023	Bee Free Mobility	\$1,134.00
		Repair Sandcruiser Beach Wheelchair - Community Development	
16222	11/04/2023	Bendtech Group Pty Ltd	\$3,291.20

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Replace Fabrication Workshop Trestles - Fleet	
16223	11/04/2023	Better Pets and Gardens Wangara	\$226.71
		Animal Care Centre Supplies	
16224	11/04/2023	BGC Concrete	\$1,920.60
		Concrete Mix - Various Locations - Engineering	
16225	11/04/2023	Bladon WA Pty Ltd	\$5,925.52
		Corporate Uniform Issues	
16226	11/04/2023	Blueprint Homes (WA) Pty Ltd	\$4,100.00
		Refund - Bond Overpayment - Duplicate	
		Refund Street & Verge Bond	
16227	11/04/2023	BOC Limited	\$12.19
		Dry Ice Pellets - Health Services	
16228	11/04/2023	Boss Bollards	\$2,216.50
		Supply 2 Bollards - Engineering	
		Supply Removable Bollards - Engineering	
16229	11/04/2023	BPA Consultants Pty Ltd	\$550.00
		Dennis Cooley Pavilion Upgrade - Assets	
16230	11/04/2023	Bridgestone Australia Limited	\$13,317.18
		Tyre Fitting Services	
16231	11/04/2023	Bridgestone Australia Limited	\$421.73
		Tyre Fitting Service	
16232	11/04/2023	Bring Couriers	\$1,030.72
		Courier Services - Health	
16233	11/04/2023	Brownes Foods Operations Pty Limited	\$544.32
		Milk Deliveries For The City	
16234	11/04/2023	Bucher Municipal Pty Ltd	\$1,787.35
		Vehicle Spare Parts	
16235	11/04/2023	Budo Group Pty Ltd	\$4,343.59
		Soundproofing - Ashby Operations Centre	
16236	11/04/2023	Car Care Motor Company Pty Ltd	\$3,232.20
		Vehicle Services - Fleet	
16237	11/04/2023	Castledine Gregory	\$32,380.70
		Legal Fees For The City	
16238	11/04/2023	Chadson Engineering Pty Ltd	\$792.00
		10 Test Tubes - Health Services	
		Pooltest 9 Service / Calibrations - Health Services	
16239	11/04/2023	Civica Pty Ltd	\$6,256.80
		Licence Renewal - Spydus Collections - 01.05.2023 - 30.04.2023	
16240	11/04/2023	Civiq Pty Ltd	\$1,867.80
		Aquafil Remote Chiller - Kingsway Sports Complex	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16241	11/04/2023	CK Maloney Surveying	\$2,145.00
		Digital Ground Survey - Rosslare Park	
16242	11/04/2023	Coca Cola Amatil Pty Ltd	\$1,316.56
		Beverages - Kingsway Stadium	
16243	11/04/2023	Community Greenwaste Recycling Pty Ltd	\$2,189.79
		Waste Recycling - Clean Green Waste	
16244	11/04/2023	Complete Office Supplies Pty Ltd	\$2,319.38
		Stationery Purchases For The City	
16245	11/04/2023	Contra-Flow Pty Ltd	\$13,892.22
		Traffic Management Services For The City	
16246	11/04/2023	Corsign (WA) Pty Ltd	\$1,797.40
		2 Signs - Enterprise House Staff Parking Only - Engineering	
		Replace 2 Beach Signs - Engineering	
		Street Name Plates - Engineering	
16247	11/04/2023	Corsign (WA) Pty Ltd	\$2,525.75
		Signs - 3 Community Consultation - Assets	
		Sign - Taywood Park - Assets	
16248	11/04/2023	Cossill & Webley Consulting Engineers	\$4,910.40
		Consulting Engineering Services - Flynn Drive Duplication	
16249	11/04/2023	Cottage & Engineering Surveys	\$5,390.00
		Contour Survey - Lake Joondalup Park - Parks	
16250	11/04/2023	Cr Brett Treby	\$4,711.09
		Monthly Allowance	
16251	11/04/2023	Cr Frank Cvitan	\$2,757.73
		Monthly Allowance	
16252	11/04/2023	Cr Glynis Parker	\$2,757.73
		Monthly Allowance	
16253	11/04/2023	Cr James Rowe	\$2,757.73
		Monthly Allowance	
16254	11/04/2023	Cr Natalie Sangalli	\$2,757.73
		Monthly Allowance	
16255	11/04/2023	Cr Paul Miles	\$2,757.73
		Monthly Allowance	
16256	11/04/2023	CS Legal	\$32,583.77
		Court Fees - Rating Services	
16257	11/04/2023	CS Legal	\$16,181.41
		Court Fees - Rating Services	
16258	11/04/2023	CSE Crosscom Pty Ltd	\$11,247.50
		Provision & Management & Network Access - Two Way Radios - Fleet	
16259	11/04/2023	CSP Group Pty Ltd	\$1,320.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		22 Mowing Heads - Stores Stock	
16260	11/04/2023	Data #3 Limited	\$473.25
		3 Acrobat Pro Licences - ICT	
16261	11/04/2023	Datavoice Communications Pty Ltd	\$440.00
		Remote Labour Charges - ICT	
16262	11/04/2023	David Gray & Company Pty Ltd	\$709.50
		Rodenticide - Health Services	
16263	11/04/2023	David Roy Cull	\$1,321.00
		Pest Control Services For The City	
16264	11/04/2023	Decobu (Design) Pty Ltd	\$2,640.00
		Lighting Audit - Aquamotion - Asset Planning Services	
16265	11/04/2023	Department of the Premier and Cabinet	\$171.60
		Gazettal Notice - Change Of Valuation Of Land Method	
16266	11/04/2023	Diplomatik Pty Ltd	\$1,770.04
		Casual Labour Services For The City	
16267	11/04/2023	DMC Cleaning	\$106,010.71
		Cleaning Services For The City	
16268	11/04/2023	Dowsing Group Pty Ltd	\$60,583.59
		Asphalt Renewal - Hepburn Avenue - Assets	
		Install Footpath - Caporn Street / San Teodoro Avenue - Assets	
		Repair Driveway - Christian Circle - Parks	
		Replacement Of Damaged Concrete - Provost Park, Tapping	
16269	11/04/2023	Drainflow Services Pty Ltd	\$12,945.71
		Drain Cleaning / Road Sweeping Services For The City	
16270	11/04/2023	Ecoblue International	\$5,231.87
		Ecoblue Bulk Adblue - Parks	
16271	11/04/2023	Ecoscape Australia Pty Ltd	\$3,327.50
		Highview Park Master Plan - Facilities	
16272	11/04/2023	Edith Cowan University	\$1,000.00
		Sponsorship Agreement - Student Prize Contribution - Economic Development	
16273	11/04/2023	Elite Compliance Pty Ltd	\$118.00
		Refund - Septic Tank Application Fee - Withdrawn	
16274	11/04/2023	Elliotts Irrigation Pty Ltd	\$18,150.00
		Replace Pressure Module - Pat Scarfo Park - Parks	
16275	11/04/2023	Rates Refund	\$755.44
16276	11/04/2023	Enduroby Pty Ltd trading as Outdoor Cameras Australia	\$266.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		5 Direct Mount Camera Brackets - Coastal Engineering	
16277	11/04/2023	Epic Catering Services	\$3,630.00
		Catering Services For The City	
16278	11/04/2023	Ergolink	\$986.10
		Air Mesh Office Chair - Contracts & Procurement	
		Gryphon Office Chair - Communication & Brand Services	
16279	11/04/2023	Evoke Interior Design Pty Ltd	\$4,950.00
		Upgrade Leased Buildings - Yanchep Sports & Social Club UAT - Assets	
		Upgrade Leased Building Assets - Lake Joondalup Pre School - Assets	
16280	11/04/2023	First Homebuilders Pty Ltd	\$2,000.00
		Refund Street & Verge Bond	
16281	11/04/2023	Fleet Commercial Gymnasiums Pty Ltd	\$5,893.03
		Gym Equipment Hire & Delivery - Aquamotion	
16282	11/04/2023	Forrest And Forrest Games	\$937.20
		Soil & Leaf Analysis - Kingsway Soccer Grounds - Parks And Conservation	
16283	11/04/2023	Frances Wildin	\$25.00
		Refund - Fee Entry - Artist Charge Twice	
16284	11/04/2023	Frontline Fire & Rescue Equipment	\$773.20
		Light Tanker Repairs - Fleet	
16285	11/04/2023	Fusion Applications Pty Ltd	\$10,587.51
		Consulting Fees - ICT	
16286	11/04/2023	Gen Connect Pty Ltd	\$689.15
		Service Generators - Building Maintenance	
16287	11/04/2023	Geoff's Tree Service Pty Ltd	\$42,879.76
		Pruning Works For The City	
16288	11/04/2023	Geoff's Tree Service Pty Ltd	\$8,168.77
		Pruning Works For The City	
16289	11/04/2023	GJ Woodard	\$243.55
		Key Holder Payments	
16290	11/04/2023	Governance Institute Of Australia Ltd	\$635.00
		Training - Risk Management Frameworks - 1 Attendee	
16291	11/04/2023	GPS Linemarking	\$198.00
		Line Marking - Rugby 2 Kingsway	
16292	11/04/2023	Great Southern Fuels	\$1,370.12
		Fuel Issues - Stores	
16293	11/04/2023	Green Options Pty Ltd	\$216,529.26
		Landscape Maintenance For The City	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16294	11/04/2023	Hare & Forbes Pty Ltd	\$336.00
		Vehicle Spare Parts - Fleet	
16295	11/04/2023	Hays Personnel Services	\$3,882.69
		Casual Labour Services For The City	
16296	11/04/2023	Headset ERA	\$2,854.50
		6 Headsets - Customer Relations	
16297	11/04/2023	Heather Tingley	\$2,000.00
		Refund - Street & Verge Bond	
16298	11/04/2023	Hendry Group Pty Ltd	\$1,716.00
		Upgrade Leased Building Assets - Lake Joondalup Pavilion - Assets	
16299	11/04/2023	Hickey Constructions Pty Ltd	\$18,500.35
		Change Of Layout To Erco Tracks During Construction - WLCC - Assets	
		Replacement Of Bathroom Hardware - Aquamotion	
16300	11/04/2023	Holly May McKenner	\$80.00
		Dog Registration Refund - Deceased	
16301	11/04/2023	Home Group WA Pty Ltd	\$2,000.00
		Refund Street & Verge Bond	
16302	11/04/2023	Hose Right	\$227.69
		Vehicle Spare Parts	
16303	11/04/2023	HTR Electrical and Inspection Services Pty Ltd	\$947.10
		Refuelling - PSO Concert - Events	
16304	11/04/2023	Hydra Storm	\$2,201.30
		Drainage Items - Engineering	
16305	11/04/2023	Hydroquip Pumps	\$26,184.07
		Irrigation Pump Works - Various Locations - Parks	
16306	11/04/2023	i3 Consultants WA	\$3,245.00
		Detailed Design Road Safety Audit - Hepburn Avenue / Mirrabooka Roundabout - Assets	
16307	11/04/2023	Imagesource Digital Solutions	\$2,696.10
		2 Elite Flags - City Of Wanneroo Branded - Communications & Brand	
		3 Corflute Signs - Citizenship Ceremony - Events	
		Signage - Aquamotion	
		Reskin Visirite Sign - Adult Social Sports - Kingsway Stadium	
		Sign - Yanchep Beach Lagoon Matting - Coastal Protection	
		Stackable Cubes - Economic Development	
		Vinyl Banner - Landsdale Market - Events	
16308	11/04/2023	Indoor Gardens Pty Ltd	\$297.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Service & Hire Of Live Plant Displays - Civic Centre:	
16309	11/04/2023	Insignia Signs	\$1,859.00
		29 Blue Plastic Braille Signs - Assets	
16310	11/04/2023	Integrity Industrial Pty Ltd	\$23,284.65
		Casual Labour Services For The City	
16311	11/04/2023	Integrity Staffing	\$1,726.18
		Casual Labour Services For The City	
16312	11/04/2023	Intelife Group	\$29,586.60
		BBQ Maintenance - 31.12.2022 - Parks	
		Cleaning Of Vehicles - Fleet Assets	
		Cleaning Services For The City - Changing Places	
		Sand Sifting - February 2023 - Parks	
16313	11/04/2023	Intuitive Baby Massage	\$480.00
		Parenting Workshops - Introductory Baby Massage - Library Services	
16314	11/04/2023	Ixom Operations Pty Ltd	\$211.42
		Chlorine Gas - Aquamation	
16315	11/04/2023	IZRA Aust Pty Ltd	\$2,196.00
		School Leadership Program - Community Development	
16316	11/04/2023	J Blackwood & Son Ltd	\$2,728.25
		Stock - Stores Inventory	
16317	11/04/2023	Jacqueline O'Connor	\$30.00
		Dog Registration Refund	
16318	11/04/2023	Jaycar Pty Ltd	\$311.85
		Cables & Adapters - Coastal Engineering	
16319	11/04/2023	Jodie Aedy	\$1,050.00
		Graphic Design - Place Strategy Document - Place Management	
16320	11/04/2023	Joondalup Symphony Orchestra Inc.	\$1,200.00
		Performance - 11-Piece Ensemble At Symphony Under The Stars - Events	
16321	11/04/2023	K2 Audiovisual Pty Ltd	\$9,669.00
		Annual Audio Visual Service & Maintenance Contract - ICT	
16322	11/04/2023	Kennedys (Australasia) Partnership trading as Kennedys Law	\$10,905.09
		Legal Fees For The City	
16323	11/04/2023	Kerb Direct Kerbing	\$13,275.12
		Install Kerbing - Girrawheen Avenue - Assets	
		Install Kerbing - Jindalee / Investigator - Assets	
16324	11/04/2023	Kevin Archer	\$1,000.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Refund - Street & Verge Bond	
16325	11/04/2023	Kleenit	\$6,764.29
		Graffiti Removal Services For The City	
		Monthly Pressure Clean - March 2023 - 7 Locations - Building Maintenance	
16326	11/04/2023	Konecranes Pty Ltd	\$1,938.20
		Crane To Have Pendant Shroud - Fleet	
16327	11/04/2023	Kyocera Document Solutions	\$4,201.26
		Photocopier Charges - ICT	
16328	11/04/2023	Landcare Weed Control	\$48,693.94
		Landscape Maintenance For The City	
16329	11/04/2023	Landgate	\$9,394.62
		Gross Rental Valuations Chargeable - Rating Services	
16330	11/04/2023	Landscape Elements	\$7,644.34
		Landscape Maintenance For The City	
16331	11/04/2023	Lawn Doctor	\$8,277.50
		Top Dress - Grandis Park - Parks	
16332	11/04/2023	Leamac Picture Framing	\$232.00
		Framing Of Council Photos - Corporate Support	
16333	11/04/2023	Lilly Gligurovska	\$850.00
		Bond Refund	
16334	11/04/2023	Lions Cancer Institute Incorporated	\$5,000.00
		Donation - 140 Special Needs Children, Children With Cancer & Their Carers From Roseworth Education Support Centre & Burbridge School Koondoola To Attend The "Special Children's Christmas Big Day Out" 16.12.2022 & 25.12.202 Reading Cinemas	
16335	11/04/2023	Local Government Professionals Australia WA	\$910.00
		Registration - Customer Complaints Resolution Program - 1 Attendee - Customer Relations	
16336	11/04/2023	Luxcom Pty Ltd	\$233.30
		Refund - Building Application - Rejected	
16337	11/04/2023	Major Motors	\$1,116.42
		Vehicle Service - Fleet	
16338	11/04/2023	Marketforce Pty Ltd	\$3,836.68
		Advertising Services For The City	
16339	11/04/2023	Mastec Australia Pty Ltd	\$1,195.92
		360 Litre Bins - Yellow Lid - Waste	
16340	11/04/2023	Mayor Linda Aitken	\$11,949.94
		Monthly Allowance	
16341	11/04/2023	McGees Property	\$550.00
		Valuation Fees - Property	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16342	11/04/2023	McLeod Installations	\$2,475.00
		Service Bi-fold / Concertina Doors -Various Locations - Building Maintenance	
		Service Of Operable Wall - Jenolan Way Community Centre - Building Maintenance	
16343	11/04/2023	McLeods	\$5,898.83
		Legal Fees For The City	
16344	11/04/2023	Merisa Bickerstaff	\$320.00
		Hothula By The Beach - March 2023 - Arts Development	
16345	11/04/2023	Messages On Hold	\$830.04
		Provision Of Audio Productions - 30.03.2023 - 29.06.2023 - Communications & Brand	
16346	11/04/2023	Michael Page International (Australia) Pty Ltd	\$3,453.09
		Casual Labour Services For The City	
16347	11/04/2023	Miltom Pty Ltd t/as Classic Hire	\$769.62
		Chemical Toilet - Carramar Golf Course	
16348	11/04/2023	Mindarie Regional Council	\$474,810.34
		Refuse Disposal Charges For The City	
16349	11/04/2023	Minter Ellison	\$5,238.75
		Legal Fees For The City	
16350	11/04/2023	Morven Selfridge	\$100.00
		Entertainment - 30 Minute Set - Quinns Rocks Sunset Sounds	
16351	11/04/2023	Rates Refund	\$490.67
16352	11/04/2023	Mr Eligh Quigley	\$360.00
		Vehicle Crossing Subsidy	
16353	11/04/2023	Mr Melbin Jose	\$2,000.00
		Refund - Street & Verge Bond	
16354	11/04/2023	Mr Minit Wanneroo	\$39.80
		4 Standard Double Sided Keys - Rangers	
16355	11/04/2023	Rates Refund	\$1,454.72
16356	11/04/2023	Cancelled	
16357	11/04/2023	Rates Refund	\$698.47
16358	11/04/2023	Ms Krystal Tasovac	\$2,000.00
		Refund - Street & Verge Bond	
16359	11/04/2023	Ms Peggy Brown	\$145.00
		Key Holder Payments	
16360	11/04/2023	Natural Area Holdings Pty Ltd	\$7,964.00
		Footpath Removal - Queenscliff Beach	
16361	11/04/2023	Natural Area Holdings Pty Ltd	\$8,250.00
		Debris Removal - Wanneroo Lakes - Parks	
		Repair Works - Jindalee Beach Access Ways	
16362	11/04/2023	Navman Wireless Australia Pty Ltd	\$18.15

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Solar Tracker - CCTV Trailer	
16363	11/04/2023	Neverfail Springwater Limited	\$38.36
		Bottled Water - Print Room	
16364	11/04/2023	Noma Pty Ltd	\$660.00
		Design Review Panel Meeting Attendance - Approvals	
16365	11/04/2023	Northern Corridor Developments Ltd	\$47,472.56
		Bond Release Refund - Trinity Stage 32B Landscaping Alkimos	
16366	11/04/2023	Northside Cobras Basketball Club Inc.	\$100.00
		Bond Refund	
16367	11/04/2023	Nu-Trac Rural Contracting	\$9,091.13
		Beach Cleaning - 4 Beaches - Assets	
16368	11/04/2023	Nuturf	\$1,848.00
		Fertilisers & Sprayer - Parks	
16369	11/04/2023	Office Cleaning Experts	\$20,270.21
		Cleaning Services For The City	
16370	11/04/2023	Officeworks Superstores Pty Ltd	\$324.00
		3 Vertical Wireless Mouse - People & Culture	
		Mailing Bags - Print Room	
16371	11/04/2023	On Road Auto Electrics	\$127.95
		Vehicle Repairs - Fleet	
16372	11/04/2023	On Tap Plumbing & Gas Pty Ltd	\$35,204.97
		Plumbing Maintenance For The City	
16373	11/04/2023	Online Social Butterfly	\$1,100.00
		Business Workshop - Introduction Into Canva For Business - Corporate Support	
16374	11/04/2023	Optima Press	\$1,101.10
		Printing - 13 Mile Cookbook - Museums	
16375	11/04/2023	Oracle Corporation Australia Pty Ltd	\$1,584.10
		Oracle Integration Cloud Service - Monthly Charges For 5K Messages - ICT	
16376	11/04/2023	OSHGroup Pty Ltd	\$3,565.65
		Medicolegal Assessment & Report	
16377	11/04/2023	Outdoor World	\$147.00
		Refund - Development Application - Submitted In Error	
16378	11/04/2023	Padraig Feeney	\$2,000.00
		Refund - Street & Verge Bond	
16379	11/04/2023	Paperbark Technologies Pty Ltd	\$1,170.00
		Inspection - Tamarama Park Clarkson	
16380	11/04/2023	Parker Black & Forrest	\$232.03
		Locking Services For The City	
16381	11/04/2023	Pennant House Flags	\$1,793.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		7 Australian National Flags 3 WA State Flags 2 Aboriginal Flags 2 Torres Strait Islander Flags	
16382	11/04/2023	Perth Materials Blowing Pty Ltd	\$34,481.56
		Mulching - Hester Avenue - Parks	
16383	11/04/2023	Play Check	\$3,960.00
		Bi Monthly Playground Audits - Parks	
		Playground Audit - Taywood Park - Assets	
16384	11/04/2023	PLE Computers	\$2,805.41
		10 Displayport Cables - ICT	
		Power Shield Centurion - Hard Drives - ICT	
16385	11/04/2023	Poolwerx Mindarie	\$696.47
		Pool Service - Cooina Close - Compliance Services	
16386	11/04/2023	Premier Tarps	\$2,369.07
		Replace Truck Tarp - WN 243 - Fleet	
16387	11/04/2023	Prestige Alarms	\$56,819.10
		CCTV / Alarm Services For The City	
16388	11/04/2023	Pride Homes & Developments Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
16389	11/04/2023	Pront Tow Towing / Wanneroo Towing Service	\$378.40
		Towing Services - Fleet	
16390	11/04/2023	Pure Homes Pty Ltd Trading As B1 Homes	\$2,000.00
		Refund - Street & Verge Bond	
16391	11/04/2023	Reliable Fencing WA Pty Ltd	\$347.61
		Repair Bollard - Cabrini Park - Parks	
16392	11/04/2023	Reliable Fencing WA Pty Ltd	\$21,330.57
		Fencing Works - Various Locations - Parks	
16393	11/04/2023	Reliansys Pty Ltd	\$17,405.00
		Annual Software Access Fees - ICT	
16394	11/04/2023	REMPPLAN	\$3,630.00
		Subscription - Remplan Economy - Economic Development	
16395	11/04/2023	Renae Herron	\$750.00
		Workshop - Paint & Sip Adult Art - Cultural Exhibitions	
16396	11/04/2023	Rent A Dingo	\$385.00
		Dingo Hire - Parks	
16397	11/04/2023	Residential Building WA Pty Ltd	\$4,000.00
		Refund Street & Verge Bonds	
16398	11/04/2023	Roads 2000	\$201,006.57
		Road Works - Various Locations - Assets	
		Granit Asphalt - Engineering	
16399	11/04/2023	Robert Walters Pty Ltd	\$11,425.51

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Casual Labour Services For The City	
16400	11/04/2023	RUSO Holdings Pty Ltd t/as Orwell Consulting	\$715.00
		Business Workshop - Economic Development	
16401	11/04/2023	RW Quantity Surveyors	\$5,060.00
		Quantity Surveying Services - Yanchep Sports & Social Club Toilets & Shed	
		Quantity Surveying Services - Anthony Waring Park	
16402	11/04/2023	Sabrina Beate Hansen	\$600.00
		Poster - School Competition	
16403	11/04/2023	Safety World	\$416.35
		Uniform / PPE Issues - Waste	
16404	11/04/2023	Sanax Medical And First Aid Supplies	\$613.33
		Lip Balm, Zinc Cream & Hand Sanitizer - Stores Stock	
16405	11/04/2023	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$268,251.19
		Landscape Maintenance For The City	
16406	11/04/2023	Scott Print	\$9,375.85
		Printing - Dog / Cat Registration Forms - Rangers	
		Printing - DLX Window Envelopes - Corporate Support	
		Printing - Waste Guides With Updated Logo - Waste Services	
16407	11/04/2023	Sharyn Kay	\$2,000.00
		Refund - Street & Verge Bond	
16408	11/04/2023	Shred-X	\$352.44
		Security Shredding For The City	
16409	11/04/2023	Sigma Chemicals	\$2,586.98
		Pool Chemicals & Photometer Tabs - Aquamotion	
16410	11/04/2023	Site Sentry Pty Ltd	\$1,034.00
		System Collection / Delivery & Installation - Quinns Rocks To Yanchep Community Centre - Community Safety	
16411	11/04/2023	Skyline Landscape Services (WA)	\$825.00
		Streetscape Maintenance - Ioppollo Court - Parks	
16412	11/04/2023	Skyline Landscape Services (WA)	\$18,201.19
		Landscape Maintenance For The City	
16413	11/04/2023	Softfallguys National	\$627.00
		Repair Softfall - Kalbarri Park - Parks	
		Repair Softfall - Nannatee Park - Parks	
16414	11/04/2023	Specialised Building Solutions Pty Ltd	\$1,595.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Assessment Of Civic Centre Sanitary Facilities And Foyer Doors Accessibility	
16415	11/04/2023	SPORTENG	\$1,628.00
		Irrigation Design & Consultancy Services - Addison Park - Assets	
16416	11/04/2023	St John Ambulance Western Australia Ltd	\$8,810.00
		First Aid Supplies / Training Services For The City	
16417	11/04/2023	Statewide Bearings	\$37.51
		Vehicle Spare Parts	
16418	11/04/2023	Statewide Cleaning Supplies Pty Ltd	\$800.80
		Cleaning Supplies - Stores Stock	
16419	11/04/2023	Stephen Peter Magyar & Sandra Joan Magyar	\$360.00
		Vehicle Crossing Subsidy	
16420	11/04/2023	Superior Nominees Pty Ltd	\$188,295.64
		Playground Equipment Repairs - Various Locations	
		Install Playground Equipment - Provost Park - Assets	
		Replace Drink Fountain - Lake Joondalup Park - Assets	
16421	11/04/2023	Swimming WA	\$5,500.00
		Sponsorship - OWS Swim Series - Mindarie Marina - March 2023	
16422	11/04/2023	Synergy	\$5,592.84
		Power Supplies For The City	
16423	11/04/2023	Synergy	\$3,430.88
		Power Supplies For The City	
16424	11/04/2023	Taldara Industries Pty Ltd	\$1,212.75
		Coolwave Insulated Cups - Stores	
16425	11/04/2023	Tamala Park Regional Council	\$41,353.15
		TPRC GST Payable - January & February 2023 Pursuant To Section 153B Of Agreement	
16426	11/04/2023	Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$4,000.00
		Refund - Street & Verge Bonds	
16427	11/04/2023	Tanks For Hire	\$706.20
		Hydration Trailer - Landsdale Market Event - Events	
16428	11/04/2023	Rates Refund	\$549.77
16429	11/04/2023	Rates Refund	\$1,897.31
16430	11/04/2023	Terravac Vacuum Excavations Pty Ltd	\$18,183.83
		Location Of Services - Various Locations - Assets	
16431	11/04/2023	The Distributors Perth	\$569.35
		Snacks & Confectionery - Kingsway Stadium	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16432	11/04/2023	The Hire Guys Wangara	\$295.00
		Hire Dingo - Engineering	
16433	11/04/2023	The Pavilion at Mindarie	\$50.00
		Catering - Wanneroo Business Association Expo 30.03.2023	
16434	11/04/2023	The Rigging Shed	\$5,556.76
		Testing & Tagging Of Lifting Equipment - Fleet	
16435	11/04/2023	The Royal Life Saving Society Australia	\$5,401.91
		Water Feature Maintenance - March 2023 - Kingsway - Parks	
16436	11/04/2023	The Trustee for BARRA CIVIL AND FENCING Trust	\$45,633.50
		Replace Fencing - Mintaro Park Sump - Engineering	
16437	11/04/2023	The Trustee for Health & Wellbeing (Unit Trust) trading as Liquidgreenwa	\$306.00
		Refund - Food Application - Not Required	
16438	11/04/2023	The Trustee for UT Consulting Unit Trust	\$6,600.00
		Consulting Services - Hearing Loop Audits 2023 - Assets	
16439	11/04/2023	The Trustee for Wilbro Unit Trust	\$3,300.00
		Supply & Delivery Of Graffiti Removal - Ashby	
16440	11/04/2023	Think Promotional	\$957.00
		Promotional Drinkware - Stubby Holder - Discover Wanneroo Merchandise For 'Reel It In' And 'Supercars' Events - Economic Development	
16441	11/04/2023	Thirty4 Pty Ltd	\$233.20
		Qnav - Monthly Subscription - April 2023	
16442	11/04/2023	TLD Settlements	\$330.00
		Subdivision & Application For Titles - Lot 105 Pipidinny Road - ICT	
16443	11/04/2023	Total Landscape Redevelopment Service Pty Ltd	\$13,420.00
		Landscape Works & Install Play Equipment - Taywood Park - Assets	
16444	11/04/2023	Totally Workwear Joondalup	\$197.90
		Safety Boots - Assets	
16445	11/04/2023	Tracey Tarver	\$100.00
		Dog Registration Refund	
16446	11/04/2023	Rates Refund	\$3,344.21
16447	11/04/2023	Tree Planting & Watering	\$95,921.72
		Landscape Maintenance For The City	
16448	11/04/2023	Triton Electrical Contractors Pty Ltd	\$12,014.20

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Irrigation Electrical Works For The City	
16449	11/04/2023	Trophy Shop Australia	\$68.50
		Name Badges - Various Employees	
16450	11/04/2023	Truck Centre WA Pty Ltd	\$5,602.55
		Vehicle Spare Parts - Fleet	
16451	11/04/2023	Turf Care WA Pty Ltd	\$858.00
		Turfing Works For The City	
16452	11/04/2023	Tutaki Unit Trust	\$1,400.00
		Marquee Hire - Quinns Rocks Sunset Sounds	
16453	11/04/2023	Tyrecycle Pty Ltd	\$15,201.66
		Collection Of Tyres - Waste Services	
16454	11/04/2023	ViewTech3D Pty Ltd	\$3,091.00
		City Of Wanneroo Virtual Tour & Maintenance - Corporate Support	
16455	11/04/2023	Viv Warren Consulting Pty Ltd	\$26,155.86
		Implement Community Engagement Strategy - Quinns Rocks Caravan Park Redevelopment - Property Services	
16456	11/04/2023	WA Hino Sales & Service	\$316.90
		5,000Km Service - WN 33967 - Fleet	
16457	11/04/2023	WA Hino Sales & Service	\$536.48
		Vehicle Spare Parts	
16458	11/04/2023	WA Limestone Contracting Pty Ltd	\$321,853.33
		Mindarie Breakwater Management Works	
16459	11/04/2023	Wanneroo Electric	\$42,976.82
		Electrical Maintenance For The City	
16460	11/04/2023	Wanneroo Electric	\$367.40
		Electrical Maintenance For The City	
16461	11/04/2023	Water Corporation	\$2,690.22
		Water Supplies For The City	
16462	11/04/2023	Wave International Pty Ltd	\$2,871.00
		Professional Services - Neerabup Industrial Estate - Assets	
16463	11/04/2023	West Coast Turf	\$34,174.53
		Turfing Works For The City	
16464	11/04/2023	West-Sure Group Pty Ltd	\$369.82
		Cash Collection Services For The City	
16465	11/04/2023	Westbuild Products Pty Ltd	\$1,537.71
		2 Pallets Of Rapid Structural 24 - Engineering	
16466	11/04/2023	Western Australian Local Government Association	\$2,233.00
		Training - Effective Supervision 04 & 05/04/2023 - 2 Attendees	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Training Accessories Pack – Road Safety & Active Transport Officer Attending Course In Type 1 Child Car Restraint Fitting Baker	
16467	11/04/2023	Western Irrigation Pty Ltd	\$10,285.45
		Irrigation Items - Parks	
16468	11/04/2023	William Buck Consulting (WA) Pty Ltd	\$12,100.00
		Internal Audit Services - March 2023 - Enterprise Risk	
		Probity Advisor Services - Tenders	
16469	11/04/2023	Wilson Security	\$439.65
		Security Services For The City	
16470	11/04/2023	Work Clobber	\$1,408.50
		PPE & Uniform Issues - Fleet / Parks	
16471	11/04/2023	Workpower Incorporated	\$57,789.70
		Landscape Maintenance For The City	
16472	11/04/2023	Yanchep Beach Joint Venture	\$2,420.00
		Business Support Workshop - Creating A Client Journey 23.06.2023	
		Business Support Workshop - One Page Business Plan 25.05.2023	
16473	11/04/2023	Zipform Pty Ltd	\$1,150.62
		Printing & Issue Of Interim Rates	
16474	12/04/2023	Australian Taxation Office	\$48,570.00
		Payroll Deductions	
16475	12/04/2023	City of Wanneroo	\$488.00
		Payroll Deductions	
16476	12/04/2023	Stiles Electrical & Communication Services Pty Ltd	\$81,018.19
		Progress Claim 1 - Edgar Griffiths Dog Park Lighting - Assets	
16477	12/04/2023	The Trustee for The Queensway Unit Trust	\$498,115.75
		GST On Acquisitions Of Land Not Previously Paid - Planning	
16478	12/04/2023	Ms A Rauch	\$369.60
		Reimbursement - Wanneroo Strawberry Confectionery - Business Breakfast Event	
16479	12/04/2023	Mr D Best	\$200.00
		Reimbursement - Corporate Gift Card For Retiring Employee	
16480	12/04/2023	Ms K Leavesley	\$39.96
		Reimbursement - USB A To USB C Cables - Ranger Tablets	
16481	12/04/2023	Mr S Paulsen	\$24.00
		Reimbursement - Parking Fees	
16482	12/04/2023	Mr S Sobolev	\$85.80

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Reimbursement - Parking Fees	
16483	12/04/2023	Mr T Barker	\$9.09
		Reimbursement - Parking Fees	
16484	17/04/2023	Cancelled	
16485	17/04/2023	Cancelled	
16486	17/04/2023	Mr R Goulding	\$89.10
		Reimbursement - Hydrolyte Icy-Poles - Parks Maintenance Staff	
16487	17/04/2023	Mr D Simms	\$839.16
		Reimbursement - Broadband	
		Reimbursement - 6 Months	
		Reimbursement - Business Hospitality	
		Reimbursement - Parking Fees	
16488	17/04/2023	ABN Residential WA Pty Ltd	\$831.80
		Refund - Building Application - Duplicate	
16489	17/04/2023	Access Unlimited International Pty Ltd	\$207.90
		Soft Sand Stabilising Shoe Plates For Constructions Confined Space Entry Tripod	
16490	17/04/2023	Acurix Networks Pty Ltd	\$9,348.90
		Monitoring, Licensing & Support - 20 Locations - ICT	
16491	17/04/2023	ADS Automation Pty Ltd	\$776.60
		Install New Drive Pinion To Gate - Ashby Operations Centre - Building Maintenance	
16492	17/04/2023	Air Liquide Australia	\$200.64
		Gas Cylinder Fees - Stores	
16493	17/04/2023	AIT Specialists Pty Ltd	\$26,113.18
		Professional Services - Review Of Records - Fuel Tax Credits - Finance	
16494	17/04/2023	Alexander House of Flowers	\$1,100.00
		Flowers - 8 Arrangements - ANZAC Services - Office Of Mayor	
		Large Mixed Floral Wreath - Greek Wreath Laying - Office Of The Mayor	
		Large Mixed Native Arrangement - T Antunovich - Mayors Office	
16495	17/04/2023	Alinta Gas	\$55.75
		Gas Supplies For The City	
16496	17/04/2023	Anstat Pty Ltd	\$3,476.00
		Lawlex Legislative Alerts & Premium Research - Governance	
16497	17/04/2023	Ascon Survey And Drafting Pty Ltd	\$3,228.50
		Contour And Feature Survey – Grand Bank Parkway	
16498	17/04/2023	Aussie Natural Spring Water	\$22.50

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Water Supplies - Yanchep Community Centre	
16499	17/04/2023	Australian Airconditioning Services Pty Ltd	\$2,894.38
		Airconditioning Maintenance For The City	
16500	17/04/2023	Australian Communications & Media Authority	\$157.00
		Fixed Point To Point Wanneroo To Ashby - ICT	
16501	17/04/2023	Australian Institute of Building Surveyors	\$6,090.00
		Registration - Western Australia Chapter Conference - 7 Attendees - Approval Services	
16502	17/04/2023	Better Pets and Gardens Wangara	\$212.24
		Animal Care Centre Supplies	
16503	17/04/2023	BGC Concrete	\$395.12
		Concrete Mix - Kingsway & Sporting Drive	
16504	17/04/2023	Bibliotheca Australia Pty Ltd	\$2,503.60
		RFID Tags - Library Services	
16505	17/04/2023	Bladon WA Pty Ltd	\$1,508.43
		Corporate Uniform Issue	
16506	17/04/2023	Boya Equipment	\$5,418.88
		Ride On Lawnmower - Parks	
16507	17/04/2023	Bridgestone Australia Limited	\$12,827.35
		Tyre Fitting Services	
16508	17/04/2023	Brownes Foods Operations Pty Limited	\$89.10
		Milk Deliveries For The City	
16509	17/04/2023	Cabcharge	\$280.41
		Cabcharge For The City	
16510	17/04/2023	Cameron Chisholm & Nicol (WA) Pty Ltd	\$1,375.00
		Design Review Services - Panel Member	
16511	17/04/2023	Car Care Motor Company Pty Ltd	\$2,325.97
		Vehicle Services - Fleet	
16512	17/04/2023	CDM Australia Pty Ltd	\$148,299.95
		Professional Services - Level 3: Business Hours - ICT	
16513	17/04/2023	Chivas Enterprises Pty Ltd t/as Mayday Earthmoving	\$10,923.00
		Heavy Equipment Hire For The City	
16514	17/04/2023	City of Subiaco	\$6,430.42
		Long Service Leave Recoup - Former Employee	
16515	17/04/2023	Claw Environmental	\$119.90
		Collection Of Polystyrene - Wangara Recycling Centre	
16516	17/04/2023	Cleanaway Daniels Services Pty Ltd	\$140.27
		240L Clinical Waste Bin - Waste Services	
16517	17/04/2023	Cleanaway Equipment Services Pty Ltd	\$477.96

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Parts Washer Rental - Fleet	
16518	17/04/2023	Cleanaway Operations Pty Ltd	\$390.50
		Refuse Disposal - Leatherback Park	
16519	17/04/2023	Coca Cola Amatil Pty Ltd	\$357.39
		Beverages - Kingsway Stadium	
16520	17/04/2023	Complete Office Supplies Pty Ltd	\$893.16
		Stationery Purchases For The City	
16521	17/04/2023	Contra-Flow Pty Ltd	\$4,322.37
		Traffic Management - Church Street - Parks	
		Traffic Management - Franklin & Trichet Roads - Assets	
16522	17/04/2023	Corsign (WA) Pty Ltd	\$217.80
		Signs - Workman, Trip Hazard & Watch Your Step	
16523	17/04/2023	Craneswest (WA) Pty Ltd	\$35,025.61
		Removal Of Green Waste - Motivation Drive	
16524	17/04/2023	Crown Lift Trucks	\$4,014.45
		10 Year Safety Inspection & Service - Forklift - Fleet	
16525	17/04/2023	CSP Group Pty Ltd	\$274.30
		Small Plant Spare Parts	
16526	17/04/2023	Daimler Trucks Perth	\$109.32
		Vehicle Spare Parts - Fleet	
16527	17/04/2023	Rates Refund	\$1,138.85
16528	17/04/2023	David Roy Cull	\$1,898.00
		Pest Control Services For The City	
16529	17/04/2023	Department Of Biodiversity, Conservation And Attractions	\$1,650.00
		Yanchep National Pass Sales - January - March 2023	
16530	17/04/2023	Department of the Premier and Cabinet	\$93.60
		Gazettal Notice - Change Of Valuation Of Land Method	
16531	17/04/2023	Dowsing Group Pty Ltd	\$28,472.30
		Replace Pit To Side Entry - Highclere Boulevard - Assets	
		Re-Construct Rab - Belgrade Road / Scott Road	
16532	17/04/2023	Drainflow Services Pty Ltd	\$5,588.00
		Road Sweeping Services For The City	
16533	17/04/2023	Drovers Vet Hospital Pty Ltd	\$781.43
		Veterinary Charges For The City	
16534	17/04/2023	Edge People Management	\$3,171.60
		Case Management - People And Culture	
16535	17/04/2023	Element Advisory Pty Ltd	\$5,750.25
		Local Heritage Management Framework	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16536	17/04/2023	Elevator Direction	\$682.00
		Project Management - Lift Replacement - Civic Centre	
16537	17/04/2023	Emineo Engineering Services	\$897.60
		Monthly Preventative Maintenance - Yanchep & Quinns Rocks - Coastal Engineering	
16538	17/04/2023	Equifax Australasia Credit Rating Pty Ltd	\$2,592.70
		Financial Assessments - 7 Suppliers - Contracts & Procurement	
16539	17/04/2023	Ergolink	\$3,004.60
		6 Air Mesh Ratchet Chairs - Customer Relations	
16540	17/04/2023	Feral Invasive Species Eradication	\$962.50
		Feral Animal Control Services - Yellagonga	
16541	17/04/2023	Fleetspec Hire	\$2,294.33
		Equipment Hire - Tilt Tray - Parks	
16542	17/04/2023	Freedom Fairies Pty Ltd	\$880.00
		2 Face Painters - Landsdale Market Event	
16543	17/04/2023	Fusion Applications Pty Ltd	\$2,640.00
		Consulting Fees For OICS Architecture Integration - ICT	
16544	17/04/2023	Galt Geotechnics	\$10,697.50
		Environmental & Geotechnical Assessment - Property	
16545	17/04/2023	Geoff's Tree Service Pty Ltd	\$32,540.33
		Pruning Works For The City	
16546	17/04/2023	Get Stronger	\$500.00
		Fitness Sessions - Gold Program	
16547	17/04/2023	Ghems Holding Pty Ltd	\$825.00
		Hydromulching - Moorpark Avenue	
16548	17/04/2023	Global Marine Enclosures Pty Ltd	\$8,914.69
		Summer Maintenance - March 2023 - Coastal Engineering	
16549	17/04/2023	Greens Hiab Service	\$9,174.00
		Goal Post Installations - Season Changeover - Various Locations - Parks	
16550	17/04/2023	Hays Personnel Services	\$1,356.06
		Casual Labour Services For The City	
16551	17/04/2023	Hickey Constructions Pty Ltd	\$924.00
		Dalvik Park - External Site Clean Up And Mowing	
16552	17/04/2023	Hodge Collard Preston Unit Trust	\$18,900.26
		Contract Administration Practical Completion & Construction Closeout - Clarkson Youth Centre - Assets	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Detail Design Services - Heath Park Sports Amenities Building - Assets	
16553	17/04/2023	Home Group WA Pty Ltd	\$3,172.11
		Refund - Building Application - Lot Not Titled Yet	
16554	17/04/2023	Houspect WA	\$600.00
		Building Inspections - Mary Street - Property	
16555	17/04/2023	Imagesource Digital Solutions	\$1,277.10
		Outdoor Vinyl Banners - North Coast Community Arts Festival	
		Removal, Recycling & Installation Of New Sign - Facilities	
16556	17/04/2023	Integrity Industrial Pty Ltd	\$43,971.87
		Casual Labour Services For The City	
16557	17/04/2023	Integrity Industrial Pty Ltd	\$3,394.37
		Casual Labour Services For The City	
16558	17/04/2023	Integrity Staffing	\$1,726.18
		Casual Labour Services For The City	
16559	17/04/2023	Intelife Group	\$31,609.83
		BBQ Cleaning For The City - March 2023 - Parks	
		Vehicle Cleaning Services - Fleet Assets	
		Cleaning Services For The City	
		Emergency Sand Clean - Gidgi Park - Parks	
16560	17/04/2023	Isentia Pty Ltd	\$1,787.50
		Media Services Fee - April 2024 - ICT	
16561	17/04/2023	J Blackwood & Son Ltd	\$2,220.10
		Stock - Stores Inventory	
16562	17/04/2023	Jobfit Health Group Pty Ltd	\$5,602.30
		Medical Fees For The City	
16563	17/04/2023	Jodie Aedy	\$552.50
		Infographics - Waste Bulk Review - Communications & Brand	
16564	17/04/2023	Kleenit	\$106.92
		Graffiti Removal Services For The City	
16565	17/04/2023	Komatsu Australia Pty Ltd	\$800.99
		Vehicle Repairs - Fleet	
16566	17/04/2023	Konecranes Pty Ltd	\$330.00
		Supply A EWP To Gain Access To All The Cranes For Repairs To Bring Up To Australian Standards	
16567	17/04/2023	Landscape Elements	\$43,431.45
		Landscape Maintenance For The City	
16568	17/04/2023	Landscape Elements	\$29,639.12
		Landscape Maintenance For The City	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16569	17/04/2023	Let's All Party	\$8,800.00
		Childrens Amusements - Landsdale Market Event	
16570	17/04/2023	Little Biz	\$1,000.00
		Workshop - Digital Marketing Foundations - 04.04.2023	
16571	17/04/2023	Malika Jacobs	\$115.60
		Partial Hire Fee Refund	
16572	17/04/2023	Marketforce Pty Ltd	\$4,920.39
		Advertising Services For The City	
16573	17/04/2023	Michael Page International (Australia) Pty Ltd	\$23,137.29
		Employment Services - People & Culture	
16574	17/04/2023	Michelle Gauntlett	\$25.00
		Refund - Artist Submitted Entry Twice	
16575	17/04/2023	Mindarie Regional Council	\$187,616.58
		Refuse Disposal Charges For The City	
16576	17/04/2023	Modern Motor Trimmers	\$79.50
		Vehicle Spare Parts	
16577	17/04/2023	MP Rogers & Associates Pty Ltd	\$5,568.52
		Options Assessment - Jindalee Beach Access - Coastal Engineering	
16578	17/04/2023	Rates Refund	\$417.04
16579	17/04/2023	Myzone (APAC) Pty Ltd	\$2,626.80
		Annual License Fee - Aquamotion	
16580	17/04/2023	Nu-Trac Rural Contracting	\$15,579.52
		Beach Cleaning Services	
16581	17/04/2023	Office Cleaning Experts	\$24,249.75
		Cleaning Supplies For The City	
16582	17/04/2023	On Road Auto Electrics	\$911.39
		Vehicle Repairs - Fleet	
16583	17/04/2023	On Tap Plumbing & Gas Pty Ltd	\$4,767.40
		Plumbing Maintenance For The City	
16584	17/04/2023	Orbit Health & Fitness Solutions	\$1,295.00
		Aerobic Step Origin - Aquamotion	
16585	17/04/2023	Parker Black & Forrest	\$528.20
		Locking Services For The City	
16586	17/04/2023	Perth Heavy Tow	\$275.00
		Towing Services - Fleet	
16587	17/04/2023	Playmaster Pty Ltd	\$14,811.50
		Install Kangaroo & Emu - Hinckley Park - Parks	
16588	17/04/2023	Powerhouse Batteries Pty Ltd	\$187.00
		Power-Sonic Battery - Fleet	
16589	17/04/2023	Powerlyt	\$10,901.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Solar Lighting Feasibility Report - Assets	
		Sports Lighting Design - Butterworth Park - Assets	
16590	17/04/2023	Prestige Alarms	\$69,930.96
		CCTV / Alarm Services For The City	
16591	17/04/2023	Quinns Rocks Baptist College Inc	\$1,271.65
		Refund - Building Application - Rejected	
16592	17/04/2023	Reliable Fencing WA Pty Ltd	\$14,211.04
		Fencing Works - Various Locations - Parks / Engineering	
16593	17/04/2023	Reliable Fencing WA Pty Ltd	\$1,965.54
		Fencing Works - Various Locations - Parks / Engineering	
16594	17/04/2023	Roy Gripske & Sons Pty Ltd	\$917.88
		Vehicle Spare Parts - Stores	
16595	17/04/2023	Safety Tactile Pave	\$18,584.19
		Install Tactile Pavers - Monet Drive	
16596	17/04/2023	Safety World	\$74.25
		Uniform Issue - Waste	
16597	17/04/2023	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$7,920.31
		Cylinder Mowing - 03.04.2023 - 06.04.2023 - Parks	
16598	17/04/2023	Satterley Property Group	\$1,576,128.11
		Bond Refund - Eden Beach Stage 35, 40, 25 & 26 WAPC 157558 & 159574	
		Bond Release - Allara Estate Stage 10 Eglinton (Wapc157359)	
16599	17/04/2023	Shawtec	\$36,863.20
		472 Postura Max Chairs - Facilities	
16600	17/04/2023	Shred-X	\$39.01
		Recycle Bins For Corporate Uniform	
16601	17/04/2023	Skyline Landscape Services (WA)	\$1,408.00
		Landscape Maintenance For The City	
16602	17/04/2023	SOLO Resource Recovery	\$149,645.51
		Kerbside Greenwaste Bin Collection - Waste	
16603	17/04/2023	SPORTENG	\$10,480.25
		Irrigation Design & Consultancy Services - Gumblossom Reserve Baseball - Assets	
		Irrigation Design & Consultancy Services - Bembridge Park - Assets	
		Irrigation Design & Consultancy Services - Koondoola & Butterworth - Assets	
16604	17/04/2023	Stiles Electrical & Communication Services Pty Ltd	\$48,751.89

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Final Progress Claim - Kingsway Sporting Complex Soccer Floodlighting	
		Variation 7 - 5G Antenna - John Moloney	
		Variation 8 - Upgrade Works - Highview Park, Frederick Stubbs, Queenscliffe Park	
		Variation 9 - Upgrade Works - Highview Park	
16605	17/04/2023	Stiles Electrical & Communication Services Pty Ltd	\$64,829.33
		Progress Claim 8 - Wangara CCTV Upgrade	
		Refund - Building Application - Not Required	
16606	17/04/2023	StrataGreen	\$3,511.20
		Training - Two Day Course - Pesticide Technicians License, Lawn & Garden - 8 Employees - Parks	
16607	17/04/2023	Superior Nominees Pty Ltd	\$7,742.96
		Install 4 Drink Fountain Dog Bowls - Halesworth Park - Parks	
		Replace Playground Equipment - Olympic Playground - Parks	
		Supply 10 Grease Traps - Parks	
16608	17/04/2023	Synergy	\$575,824.09
		Power Supplies For The City	
16609	17/04/2023	Terravac Vacuum Excavations Pty Ltd	\$2,185.81
		Location Of Services - Ocean Reef Road - Assets	
16610	17/04/2023	The Basketball Man	\$742.50
		Basketball Maintenance - Kingsbridge Park - Parks	
16611	17/04/2023	The Social Room WA	\$2,904.00
		Social Media Management - Discover Wanneroo - Economic Development	
16612	17/04/2023	Thomas Hasson	\$432.00
		Refund - Over Charged At Wangara Site - Waste	
16613	17/04/2023	Timothy Ronald James Bolton trading as Tim and Sage Music	\$650.00
		Acoustic Performance - Landsdale Market Event - Events	
16614	17/04/2023	Totally Workwear Joondalup	\$196.30
		PPE / Uniform Issue - Assets	
16615	17/04/2023	Tree Planting & Watering	\$7,845.42
		Tree Watering 2023 - Treatment Of Trees In Traffic Management Areas	
16616	17/04/2023	Triton Electrical Contractors Pty Ltd	\$8,627.25
		Irrigation Electrical Works For The City	
16617	17/04/2023	Trophy Shop Australia	\$41.10

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Name Badges - Various Employees	
16618	17/04/2023	United Fasteners WA Pty Ltd	\$176.81
		Consumables - Fleet	
16619	17/04/2023	Veolia Recycling & Recovery Pty Ltd	\$171,673.63
		Refuse Collection Services - Waste	
16620	17/04/2023	Wanneroo Business Association Incorporated	\$14,850.00
		Annual Sponsorship - 2022 / 2023 - Communications & Brand	
16621	17/04/2023	Wanneroo Electric	\$825.00
		Electrical Maintenance For The City	
16622	17/04/2023	Wanneroo Electric	\$11,337.26
		Electrical Maintenance For The City	
16623	17/04/2023	Water Corporation	\$4,825.31
		Water Supplies For The City	
16624	17/04/2023	West Coast Turf	\$472.43
		Turfing Works For The City	
16625	17/04/2023	West Coast Turf	\$19,993.74
		Turfing Works For The City	
16626	17/04/2023	Western Australian Assistance and Therapy Dogs Incorporated	\$640.00
		It's All About Animal Tales Program Sessions - Assisted Support - Therapy Dog	
16627	17/04/2023	Western Irrigation Pty Ltd	\$16,702.73
		Irrigation Parts - Parks	
16628	17/04/2023	Western Power	\$1,320.00
		Streetlight Design Fee - Mirrabooka Avenue - Assets	
16629	17/04/2023	WEX Australia Pty Ltd	\$1,846.73
		Fuel Issues For The City	
16630	17/04/2023	Rates Refund	\$14,894.20
16631	17/04/2023	Wilson Security	\$219.83
		Security Services For The City	
16632	17/04/2023	Windcave Pty Limited	\$253.00
		EFTPOS Service Units - Libraries - March 2023	
16633	17/04/2023	Work Clobber	\$278.25
		PPE / Uniform Issue - Assets	
16634	17/04/2023	Work Clobber	\$98.10
		PPE / Uniform Issue - Fleet	
16635	17/04/2023	Workpower Incorporated	\$29,254.06
		Landscape Maintenance For The City	
16636	17/04/2023	Wrenoil	\$33.00
		Oil Waste Disposal - Waste Services	
16637	17/04/2023	Xref (AU) Pty Ltd	\$19,800.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		300 Classic Xref Credits - People & Culture	
16638	17/04/2023	Zetta Pty Ltd	\$69,318.83
		Managed Services Fee - ICT	
16639	17/04/2023	Zipform Pty Ltd	\$495.00
		E-Rates Registration Portal Upgrade - Rating Services	
16642	18/04/2023	Mr K Solly	\$87.00
		Reimbursement - Working With Children Check	
16643	21/04/2023	Ms N Finau	\$394.43
		Reimbursement - YTRAC Relocation Receipts	
16644	21/04/2023	Entire Fire Management	\$58,817.22
		Mulching (Machinery: Excavator & Remote Control Dozer) - Kinsale Park	
16645	24/04/2023	AE Hoskins Building Services	\$126,788.74
		Progress Claim 4 - Clarkson Youth Centre Upgrade - Assets	
16646	24/04/2023	BP Australia Ltd	\$95,214.96
		Fuel Issues For The City	
16647	24/04/2023	Hickey Constructions Pty Ltd	\$18,672.29
		Progress Claim 1 - WLCC Gallery Upgrade - Assets	
16648	24/04/2023	Viva Energy Australia Pty Ltd	\$94,287.10
		Fuel Issues For The City	
16649	24/04/2023	Cancelled	
16650	24/04/2023	Cancelled	
16651	24/04/2023	Mr A Courtney	\$146.42
		Reimbursement - Petty Cash	
16652	24/04/2023	Ms S Carnegie	\$170.35
		Reimbursement - Library Materials	
16706	24/04/2023	Sphere Architects	\$6,817.58
		Concept Design - Upgrade Disability Access To Buildings & Facilities - Assets	
16707	24/04/2023	7 to 1 Photography	\$405.00
		Provision Of Photography - Community Services / Conservation Volunteers Dinner - Events	
16708	24/04/2023	ABN Residential WA Pty Ltd	\$6,000.00
		Refund - Street & Verge Bonds	
16709	24/04/2023	Acclaimed Catering	\$13,075.92
		Catering - Community Services & Conservation Volunteers Dinner - Events	
16710	24/04/2023	Action Glass & Aluminium	\$1,581.69
		Glazing Services For The City	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16711	24/04/2023	Activ Foundation Incorporated	\$1,061.72
		General Park Maintenance - Banksia Grove, Tapping & Ashby	
16712	24/04/2023	Addstyle Constructions Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	
16713	24/04/2023	AGL Energy Solutions	\$2,000.00
		Refund - Street & Verge Bond	
16714	24/04/2023	Alexander House of Flowers	\$765.00
		Arrangements - 13 Mixed Floral Table Centre Pieces - Community Service Volunteers Dinner - Events	
		Large Mixed Arrangement - 100th Birthday - M Mather - Office Of The Mayor	
16715	24/04/2023	Alinta Gas	\$44.40
		Gas Supplies For The City	
16716	24/04/2023	Allworks (WA) Pty Ltd	\$275.00
		Hire - Hino Flatbed Truck - Engineering	
16717	24/04/2023	Altronic Distributors	\$82.50
		Consumables - Fleet	
16718	24/04/2023	Aqua Attack Drilling	\$47,854.40
		Drill New Bore And Install Associated Equipment - Carmathen Park Butler	
16719	24/04/2023	Aslab Pty Ltd	\$7,392.00
		Asphalt Testing - Various Locations - Assets	
16720	24/04/2023	Atom Supply	\$1,936.84
		Polarised Safety Glasses - Stores	
16721	24/04/2023	Australian Services Union	\$388.50
		Payroll Deductions	
16722	24/04/2023	Australian Taxation Office	\$683,876.00
		Payroll Deductions	
16723	24/04/2023	AV Truck Service Pty Ltd	\$6,108.04
		Vehicle Spare Parts	
16724	24/04/2023	Banhams WA Pty Ltd	\$2,112.00
		Supply & Install Twin Head Hydrant - Clarkson Volunteer Bushfire Brigade - Building Maintenance	
16725	24/04/2023	Bartco Traffic Equipment Pty Ltd	\$18,117.00
		Fire Sign Retrofit Installation - Fire Services	
16726	24/04/2023	Beacon Equipment	\$260.40
		Vehicle Spare Parts	
16727	24/04/2023	BGC Concrete	\$231.44
		Kerbmix - Crusader Road	
16728	24/04/2023	Bladon WA Pty Ltd	\$1,822.90
		200 Earbud Sets & Badge Holders - Capability & Culture	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Corporate Uniform Issue	
16729	24/04/2023	Blueprint Homes (WA) Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
16730	24/04/2023	BOC Limited	\$63.75
		Industrial Nitrogen & Oxygen Medical C Size - Fleet & Community Safety	
16731	24/04/2023	Bridgestone Australia Limited	\$530.77
		Tyre Fitting Services	
16732	24/04/2023	Brownes Foods Operations Pty Limited	\$736.29
		Milk Deliveries For The City	
16733	24/04/2023	Bucher Municipal Pty Ltd	\$455.37
		Vehicle Spare Parts - Fleet	
16734	24/04/2023	Budo Group Pty Ltd	\$1,537.80
		Soundproofing Internal Wall - Ashby Operations Centre - Assets	
16735	24/04/2023	Building & Construction Industry Training Board	\$23,368.15
		Collection Agency Fee Payments - March 2023	
16736	24/04/2023	Call Associates Pty Ltd trading as Connect Call Centre Services	\$188.65
		After Hours Calls Service - Customer Relations	
16737	24/04/2023	Car Care (WA) Mindarie	\$423.50
		Cleaning Community Buses - Community Development	
16738	24/04/2023	Car Care Motor Company Pty Ltd	\$209.00
		Vehicle Services - Fleet	
16739	24/04/2023	Rates Refund	\$1,439.25
16740	24/04/2023	Carramar Resources Industries	\$165.00
		Brickies Sand Screened	
16741	24/04/2023	Cat Welfare Society Incorporated	\$1,421.75
		Daily Impound Fees - Cats - Community Safety	
16742	24/04/2023	CFMEU	\$244.00
		Payroll Deductions	
16743	24/04/2023	Child Support Agency	\$1,566.74
		Payroll Deductions	
16744	24/04/2023	Chivas Enterprises Pty Ltd t/as Mayday Earthmoving	\$1,391.50
		Hire Of 14 Tonne Vibe Roller	
16745	24/04/2023	Christopher Maddicks	\$2,000.00
		Refund - Street & Verge Bonds	
16746	24/04/2023	City of Wanneroo	\$480.00
		Payroll Deductions	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16747	24/04/2023	City of Wanneroo	\$4,234.00
		Payroll Deductions	
16748	24/04/2023	CK Maloney Surveying	\$1,408.00
		Subsequent Monitor / Report Retaining - 30 & 34 Opportunity Street	
16749	24/04/2023	CL & BD Cranston	\$360.00
		Vehicle Crossing Subsidy	
16750	24/04/2023	Clark Equipment Sales Pty Ltd	\$6,682.04
		Vehicle Spare Parts - Fleet / Stores	
16751	24/04/2023	Clayton Utz	\$3,211.57
		Legal Fees For The City	
16752	24/04/2023	Clinipath Pathology	\$10,752.50
		Medical Fees For The City	
16753	24/04/2023	Complete Office Supplies Pty Ltd	\$1,667.40
		Stationary Purchases For The City	
16754	24/04/2023	Contra-Flow Pty Ltd	\$2,695.39
		Traffic Management Services For The City	
16755	24/04/2023	Corsign (WA) Pty Ltd	\$2,564.94
		Custom Sign - Revolution Park	
		Sign - Construction Site - Gumblossom Park - Assets	
16756	24/04/2023	Corsign (WA) Pty Ltd	\$407.00
		10 Corflute Signs - Water Over Road - Engineering	
16757	24/04/2023	Cr Glynis Parker	\$285.69
		Reimbursement - Travel Expenses - February 2023	
16758	24/04/2023	Craig Horne	\$30.00
		Dog Registration Refund - Sterilised	
16759	24/04/2023	Critical Fire Protection & Training Pty Ltd	\$588.17
		Investigate Fault On Fire Panel - Civic Centre - Building Maintenance	
		Replace Fire Extinguisher & Re-Install Signs - Ashby Operations Centre - Building Maintenance	
16760	24/04/2023	CS Legal	\$62,926.50
		Court Fees - Rating Services	
16761	24/04/2023	CS Legal	\$885.50
		Court Fees - Rating Services	
16762	24/04/2023	CSP Group Pty Ltd	\$178.00
		Choke Knob & Spool With Nylon Line - Stores	
16763	24/04/2023	Daimler Trucks Perth	\$1,539.35
		Vehicle Spare Parts - Fleet	
16764	24/04/2023	Dale Alcock Homes Pty Ltd	\$4,000.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Refund - Street & Verge Bonds	
16765	24/04/2023	Datavoice Communications Pty Ltd	\$37,510.00
		Add New Script Variables & Modify Master Script - ICT	
		Avaya Maintenance Services - ICT	
16766	24/04/2023	David Roy Cull	\$165.00
		Treat Bees - Kingsway Soccer / Cricket - Parks	
16767	24/04/2023	Deans Auto Glass	\$132.00
		Repair Stone Chips - WN 34154 - Fleet	
16768	24/04/2023	Department of Fire & Emergency Services	\$21,322.73
		50% Cost Sharing - Community Fire Manager - 30.12.2022 - 30.03.2023 - Fire Services	
16769	24/04/2023	Department of Mines, Industry Regulation & Safety	\$108,228.84
		Collection Agency Fee Payments - March 2023	
16770	24/04/2023	Douglas Partners Pty Ltd	\$6,528.50
		Geotechnical Investigation - Coastal Limestone Hazard Assessment Fisherman's Hollow Beach - Assets	
16771	24/04/2023	Drainflow Services Pty Ltd	\$1,055.43
		Sweeping - Wanneroo Carparks - Engineering	
16772	24/04/2023	Drovers Vet Hospital Pty Ltd	\$5,268.85
		Veterinary Services For The City	
16773	24/04/2023	Eastern Metropolitan Regional Council	\$2,178.00
		2 Waste Education Clothes Swap - WLCC - Waste Services	
16774	24/04/2023	Elaine Shingyu Fong	\$1,000.00
		Refund - Street & Verge Bond	
16775	24/04/2023	Elliotts Irrigation Pty Ltd	\$473.00
		Iron Filter - Pat Scarfo Reserve - Parks	
16776	24/04/2023	Emily Hughes	\$80.00
		Dog Registration Refund	
16777	24/04/2023	Environmental Industries Pty Ltd	\$55,779.02
		Landscape Maintenance For The City	
16778	24/04/2023	Epic Catering Services	\$3,440.80
		Catering Services For The City	
16779	24/04/2023	Ergolink	\$1,126.27
		3 Footrests - Customer Relations	
		Delta Plus Extra High Back Office Chair - Assets	
16780	24/04/2023	Fila Constructions Pty Ltd	\$2,000.00
		Refund - Street & Verge Bond	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16781	24/04/2023	First Homebuilders Pty Ltd	\$1,379.60
		Refund - Street And Verge Bond	
16782	24/04/2023	Fleet Network	\$3,456.77
		Payroll Deductions	
16783	24/04/2023	Fleetspec Hire	\$12,848.22
		Equipment Hire - Tilt-Tray Truck Hire - 4 Weeks - Parks	
16784	24/04/2023	Flick Anticimex Pty Ltd	\$4,652.23
		Sanitary Services For The City	
16785	24/04/2023	Foxfish Pty Ltd t/as Binley Fencing	\$408.54
		Temporary Fencing - Hidden Valley Retreat - Assets	
16786	24/04/2023	Frontline Fire & Rescue Equipment	\$6,437.20
		4 Milwaukee Impact Wrench Kits - Fire Services	
16787	24/04/2023	Fusion Applications Pty Ltd	\$9,556.25
		Consulting Fees - Oics Architecture Integration - ICT	
16788	24/04/2023	Gemmill Homes Pty Ltd	\$1,186.86
		Refund - Street & Verge Bond	
16789	24/04/2023	Geoff's Tree Service Pty Ltd	\$7,688.92
		Pruning Works For The City	
16790	24/04/2023	Gillmore Electrical Services	\$2,985.85
		Bond Release - Practical Completion - Supply & Installation Of Electrical Services - Kingsway Dog Park	
16791	24/04/2023	Rates Refund	\$467.34
16792	24/04/2023	GPC Asia Pacific Pty Ltd	\$233.20
		Vehicle Spare Parts	
16793	24/04/2023	Greenwood Party Hire	\$778.00
		Hire Of Table, Tablecloths & Serviettes - Community Services / Conservation Volunteers Dinner - Events	
16794	24/04/2023	Harry and Danica Skordas	\$360.00
		Vehicle Crossing Subsidy	
16795	24/04/2023	HBF Health Limited	\$762.73
		Payroll Deductions	
16796	24/04/2023	Helen O'Hara	\$350.00
		Art Tnt Talk - Finding Inspiration - Arts Development	
16797	24/04/2023	Hendry Group Pty Ltd	\$1,144.00
		Phase 1 - Site Visit & Advice - Yanchep Sports And Social Club	
16798	24/04/2023	Hickey Constructions Pty Ltd	\$4,217.61
		Column Encasement - WLCC - Assets	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Repair Limestone Wall - Old Nursery Park - Parks	
		Netball Storage Box Repairs - Yanchep Active Open Space	
16799	24/04/2023	Home Group WA Pty Ltd	\$11,252.62
		Refund - Street & Verge Bonds	
16800	24/04/2023	Hose Right	\$57.38
		Hose Fitting Services - 97049 - Fleet	
16801	24/04/2023	Humanness	\$4,851.00
		Website Audit - Business Wanneroo - Economic Development	
16802	24/04/2023	Hydroquip Pumps	\$39,050.94
		Irrigation Pump Works - Various Locations - Parks	
16803	24/04/2023	Image Alloy Cases Pty Ltd	\$2,277.00
		Anzac Museum In A Box - Cases And Foam	
16804	24/04/2023	Imagesource Digital Solutions	\$660.00
		1 Corflute Sign For Safety Team - Safety & Injury Management	
		Additional Signage - Wangara Greens Facility	
		Removal Of Banners - QRCPR Community Engagement	
16805	24/04/2023	Integrity Industrial Pty Ltd	\$22,517.10
		Casual Labour Services For The City	
16806	24/04/2023	Integrity Industrial Pty Ltd	\$810.47
		Casual Labour Services For The City	
16807	24/04/2023	Integrity Staffing	\$3,883.91
		Casual Labour Services For The City	
16808	24/04/2023	Integro Homes	\$2,000.00
		Refund Of Street & Verge Bond	
16809	24/04/2023	Intelife Group	\$41,334.99
		Car Cleaning Services - Fleet Assets	
		Cleaning Services For The City	
		Line Trimming & Mowing - March 2023 - Parks	
16810	24/04/2023	Isentia Pty Ltd	\$2,383.33
		Quarterly Analysis Reports - Communications & Brand	
16811	24/04/2023	Isentia Pty Ltd	\$2,383.33
		Quarterly Analysis Reports - Communications & Brand	
16812	24/04/2023	J Blackwood & Son Ltd	\$926.75
		Stock Items - Stores Inventory	
16813	24/04/2023	James Bennett Pty Ltd	\$4,979.06
		Book Purchases - Library Services	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Subscription - 2023 - Library Services	
16814	24/04/2023	Japanese Truck & Bus Spares Pty Ltd	\$101.25
		Vehicle Spare Parts	
16815	24/04/2023	Jobfit Health Group Pty Ltd	\$689.70
		Medical Fees For The City	
16816	24/04/2023	Rates Refund	\$563.44
16817	24/04/2023	Katrina Green	\$2,000.00
		Refund - Street & Verge Bond	
16818	24/04/2023	Kennedys (Australasia) Partnership trading as Kennedys Law	\$1,570.80
		Legal Fees For The City	
16819	24/04/2023	Kleenit	\$2,681.23
		Graffiti Removal - Various Locations	
16820	24/04/2023	La Vida Australia Pty Ltd	\$2,837.30
		Refund - Street & Verge Bonds	
16821	24/04/2023	Landcare Weed Control	\$18,168.45
		Landscape Maintenance For The City	
16822	24/04/2023	Landgate	\$4,578.95
		Gross Rental Valuations Chargeable - Rates	
		Land Enquires For The City	
16823	24/04/2023	Laura Hugill	\$2,000.00
		Refund - Street & Verge Bond	
16824	24/04/2023	Leamac Picture Framing	\$1,497.00
		6 X Artwork Frames - Cultural Services	
16825	24/04/2023	Learning Horizons	\$2,640.00
		2 Day Leadership Excellence Course - Capability & Culture	
16826	24/04/2023	LGRCEU	\$1,628.00
		Payroll Deductions	
16827	24/04/2023	Ligna Construction	\$1,738.00
		Repairs - Existing Limestone Wall On The Corner Of Wanneroo Road And Flynn Drive	
16828	24/04/2023	Local Government Professionals Australia WA	\$1,820.00
		Registration - Project Management Essentials - May 2023 - 2 Attendees - Waste	
16829	24/04/2023	Rates Refund	\$856.17
16830	24/04/2023	Lumify Group (formerly DDLS)	\$4,521.00
		Training - Mastering Business Analysis Remastered - 1 Attendee - Strategic & Business Planning	
16831	24/04/2023	MA Buckingham	\$360.00
		Vehicle Crossing Subsidy	
16832	24/04/2023	Mackay Urban Design	\$660.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Design Review Panel - 23.03.2023 - Approval Services	
16833	24/04/2023	Mandy & Jason Brown	\$150.00
		Animal Registration Refund - Sterilised	
16834	24/04/2023	Marindust Sales & Ace Flagpoles	\$16,357.00
		2 X Full Sets Of Soccer Goals & Sleeves - Parks	
16835	24/04/2023	Materon Investments WA Pty Ltd	\$225.15
		Refund - Street And Verge Bond	
16836	24/04/2023	Maxxia Pty Ltd	\$7,855.35
		Input Tax Credits - January 2023	
		Payroll Deductions	
16837	24/04/2023	McLeods	\$13,594.55
		Legal Fees For The City	
16838	24/04/2023	Millennium Cleaning (WA) Pty Ltd	\$1,529.55
		Cleaning Services For The City	
16839	24/04/2023	Mindarie Regional Council	\$295,098.50
		Refuse Disposal Charges For The City	
16840	24/04/2023	Minter Ellison	\$42,231.31
		Legal Fees For The City	
16841	24/04/2023	Moonshot Creative	\$344.66
		Updates To Destination Guides - Economic Development	
16842	24/04/2023	Rates Refund	\$594.35
16843	24/04/2023	Rates Refund	\$457.64
16844	24/04/2023	Rates Refund	\$3,114.30
16845	24/04/2023	Rates Refund	\$3,083.53
16846	24/04/2023	Mr Warren Ephron	\$1,000.00
		Refund - Street & Verge Bond	
16847	24/04/2023	Rates Refund	\$726.17
16848	24/04/2023	Rates Refund	\$845.00
16849	24/04/2023	Neverfail Springwater Limited	\$19.18
		Bottled Water - Print Room	
16850	24/04/2023	Office Cleaning Experts	\$3,415.15
		Cleaning Consumables For The City	
16851	24/04/2023	Officeworks Superstores Pty Ltd	\$352.43
		Paper Supplies - Print Room	
16852	24/04/2023	Officeworks Superstores Pty Ltd	\$507.95
		Pedestal Draws - Youth Services	
16853	24/04/2023	On Tap Plumbing & Gas Pty Ltd	\$26,330.34
		Plumbing Maintenance For The City	
16854	24/04/2023	Orixon Pty Ltd	\$46,032.42
		Completion Of Works - Lake Joondalup Pre-School Toilet Upgrade - Assets	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16855	24/04/2023	Outdoor World	\$4,000.00
		Refund - Street & Verge Bonds	
16856	24/04/2023	Parker Black & Forrest	\$1,021.54
		Locking Services For The City	
16857	24/04/2023	Parkers WA Pty Ltd	\$3,605.80
		Remove & Install Speed Hump & Install Signs - Splendid Park Cycling Facility - Assets	
16858	24/04/2023	Paywise Pty Ltd	\$2,671.53
		Payroll Deductions	
16859	24/04/2023	Pedders Suspension	\$1,955.80
		Supply & Fit Towbar & Trailer Socket Plus Fitting - Fleet	
16860	24/04/2023	Perth Bouncy Castle Hire	\$2,055.24
		Hire Of Bouncy Castle & Staff - Forestay - School Holiday Program - Youth	
16861	24/04/2023	Playmaster Pty Ltd	\$6,682.50
		Replace Cow - Hinckley Park - Parks	
16862	24/04/2023	Plunkett Homes	\$16,000.00
		Refund - Street & Verge Bonds	
16863	24/04/2023	Poolwerx Mindarie	\$254.50
		Pool Service - Cooina Close - Compliance Services	
16864	24/04/2023	Powerlyt	\$14,739.23
		Floodlighting Upgrade - Kingsway Soccer - Assets	
		Sports Lighting Concept Design - Dalvik Park - Assets	
16865	24/04/2023	Prestige Alarms	\$24,160.97
		Alarm / CCTV Services For The City	
16866	24/04/2023	Publik Group	\$11,997.65
		Yanchep Two Rocks Interpretive Signage - 3 Brolga Blades & 2 Listening Posts - Economic Development	
16867	24/04/2023	Pure Homes Pty Ltd Trading As B1 Homes	\$2,000.00
		Refund - Street & Verge Bond	
16868	24/04/2023	Quality Design Solutions Pty Ltd	\$3,036.00
		Consultant Fees - Wanneroo Showgrounds Extension - Assets	
16869	24/04/2023	Ralph Beattie Bosworth	\$2,931.50
		Schematic Design Estimate - Heath Park Sports Amenities Building - Assets	
16870	24/04/2023	Redink Homes Pty Ltd	\$1,498.25
		Refund - Street & Verge Bond	
16871	24/04/2023	Reliable Fencing WA Pty Ltd	\$26,274.65
		Fencing Works For The City	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16872	24/04/2023	Rent A Dingo	\$3,685.00
		Equipment Hire - Dingo With Post Hole Borer Hire - Ashby Depot	
16873	24/04/2023	Residential Building WA Pty Ltd	\$4,000.00
		Refund - Street & Verge Bonds	
16874	24/04/2023	Roads 2000	\$106,110.77
		Progress Claim 4 - Yellagonga Regional Park Dup - Assets	
16875	24/04/2023	Robert Walters Pty Ltd	\$7,016.83
		Casual Labour Services For The City	
16876	24/04/2023	Rockwater Pty Ltd	\$2,108.70
		Geothermal Feasibility Assessment Stage 2 - Alkimos Aquatic & Recreation Centre - Community & Place Projects	
16877	24/04/2023	RW Quantity Surveyors	\$2,860.00
		Quantity Surveying - Consultancy Services - Clarkson Youth Centre	
16878	24/04/2023	Safety World	\$466.95
		Uniform / PPE Issue - Various Employees	
16879	24/04/2023	Sage Consulting Engineers	\$6,600.00
		Electrical Line Diagram - Kingsway Regional Sporting Complex - Assets	
16880	24/04/2023	Saif Al Muntafigi	\$97.60
		Hire Fee Refund	
16881	24/04/2023	Sanax Medical And First Aid Supplies	\$377.19
		Sports Tape - Kingsway Stadium	
16882	24/04/2023	Sanpoint Pty Ltd ATF the Fiore Family Trust	\$6,387.14
		Landscape Maintenance For The City	
16883	24/04/2023	Schlager Group	\$15,875.67
		Contract Variation - Shelter Replacement & Sewer Line Extension - Assets	
16884	24/04/2023	Scott Print	\$4,412.10
		Printing - Business Cards - Mayor	
		Printing - Community Safety Booklet - Rangers	
16885	24/04/2023	Sherryl Robertson	\$594.00
		Workshop - Mandala Canvas - School Holiday Program	
16886	24/04/2023	Sifting Sands	\$1,028.36
		Sand Clean - Richard Aldersea Park - Parks	
16887	24/04/2023	SJ McKee Maintenance Pty Ltd	\$1,259.00
		Repair Works - Various Locations - Waste	
16888	24/04/2023	Smartbuilt Perth Pty Ltd	\$410.00
		Bee Treatment - Various Locations - Parks	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16889	24/04/2023	Smartsalary	\$4,339.37
		Payroll Deductions	
16890	24/04/2023	Rates Refund	\$488.45
16891	24/04/2023	SPORTENG	\$3,256.00
		Irrigation Design & Consultancy Services - Carramar Golf Course - Assets	
16892	24/04/2023	SSB Pty Ltd	\$9,138.90
		Refund - Street & Verge Bonds	
16893	24/04/2023	St John Ambulance Western Australia Ltd	\$240.00
		First Aid Training - 2 Attendees	
16894	24/04/2023	Steens Gray & Kelly	\$6,160.00
		Design Documentation - Kingsway Football Club - Assets	
16895	24/04/2023	Synergy	\$47,344.65
		Power Supplies For The City	
16896	24/04/2023	Tangent Nominees Pty Ltd (Atf The Summit Homes Group Trust)	\$6,000.00
		Refund - Street & Verge Bonds	
16897	24/04/2023	Terravac Vacuum Excavations Pty Ltd	\$1,004.85
		Location Of Services - Two Rocks Road - Assets	
16898	24/04/2023	The Distributors Perth	\$279.70
		Snacks & Confectionery - Kingsway Stadium	
16899	24/04/2023	The Factory (Australia) Pty Ltd	\$1,086.25
		Installation, Dismantling & Storage Of Christmas Decorations - Building Maintenance	
16900	24/04/2023	The Hire Guys Wangara	\$295.00
		Equipment Hire - Dingo - Engineering	
16901	24/04/2023	The Organising School	\$800.00
		Supporting Life Skills Workshop - Library Services	
16902	24/04/2023	The Rigging Shed	\$3,192.20
		Testing & Tagging Of Lifting Equipment - Assets	
16903	24/04/2023	The Trustee for BARRA CIVIL AND FENCING Trust	\$4,125.00
		Pruning & Vegetation Clearing - Lighthouse Park Sump - Engineering	
16904	24/04/2023	The Trustee for BWC Unit Trust	\$8,477.70
		210,000 Doggy Bags - Waste Services	
16905	24/04/2023	The Trustee for UDLA Unit Trust	\$13,007.50
		Landscape Architectural Consultancy Services - Alkimos Master Plan	
16906	24/04/2023	Toll Transport Pty Ltd	\$794.44
		Courier Services For The City	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
16907	24/04/2023	Totally Workwear Joondalup	\$1,176.30
		Uniforms / PPE Issues - Various Employees	
16908	24/04/2023	Trish Townsend	\$360.00
		Auslan Signing Interpretation - It's All About Story Time - Clarkson & Yanchep Library - Library Services	
16909	24/04/2023	Triton Electrical Contractors Pty Ltd	\$4,560.60
		Irrigation Electrical Works For The City	
16910	24/04/2023	Trophy Choice	\$43.00
		Engraving - Homestead Park Plaque - Arts Development	
16911	24/04/2023	Trophy Shop Australia	\$82.20
		Name Badges - Various Employees	
16912	24/04/2023	Truck Centre WA Pty Ltd	\$10,099.32
		Vehicle Spare Parts - Fleet	
16913	24/04/2023	Trustee for the TCF Trust	\$1,672.00
		Workshop - Inclusive Communications - Community Development	
16914	24/04/2023	Turf Care WA Pty Ltd	\$1,452.00
		Cricket Mat Installations - Parks	
16915	24/04/2023	Tutaki Unit Trust	\$980.00
		Marquee Hire - Landsdale Market Event - Events	
16916	24/04/2023	United Fasteners WA Pty Ltd	\$125.41
		Bolts - Fleet	
16917	24/04/2023	Urban Development Institute of Australia WA Division Incorporated	\$154.00
		Workshop - Protecting And Managing Aboriginal Culture Heritage	
16918	24/04/2023	Vodafone Hutchinson Australia Pty Ltd	\$55.00
		SMS Charges - Fire Services	
16919	24/04/2023	Volunteering WA	\$290.00
		Annual Subscription 2023 / 2024 - Community Development	
16920	24/04/2023	Wanneroo Electric	\$90,098.78
		Electrical Maintenance For The City	
16921	24/04/2023	Wanneroo Electric	\$3,661.90
		Electrical Maintenance For The City	
16922	24/04/2023	Wanneroo Fire Support Brigade	\$61.46
		Reimbursement - Catering - BSA / IFF Course	
16923	24/04/2023	Water Corporation	\$16,255.89
		Water Supplies For The City	
16924	24/04/2023	West Australian Newspapers Ltd	\$6,000.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Subscription - Corporate Digital Access - 16.04.2023 - 15.04.2024 - Library Services	
16925	24/04/2023	Western Australian Assistance and Therapy Dogs Incorporated	\$640.00
		It's All About Animal Tales Program March Sessions - Assisted Support - Therapy Dog	
16926	24/04/2023	Western Australian Local Government Association	\$198.00
		Registration - Field Day: Plant Recognition & Restoration Practices In Natural Areas - 2 Attendees	
16927	24/04/2023	Western Australian Local Government Association	\$583.00
		Training - CEO Recruitment - Mayor L Aitken	
16928	24/04/2023	Western Irrigation Pty Ltd	\$5,637.50
		100 Marker Ball Locators & Bore Stain Remover - Parks	
16929	24/04/2023	William Buck Consulting (WA) Pty Ltd	\$3,300.00
		Probity Oversight - Construction Of Main Pavilion Halesworth Park Butler	
16930	24/04/2023	Wilsons Sign Solutions	\$27,758.50
		Supply Scoreboard - Ridgewood Park - Assets	
16931	24/04/2023	Woollahra Group	\$712.76
		Quickbreak Degreaser - Fleet	
16932	24/04/2023	Work Clobber	\$884.10
		Uniforms / PPE Issues - Various Employees	
16933	24/04/2023	Workpower Incorporated	\$38,018.16
		Landscape Maintenance For The City	
16934	24/04/2023	Worldwide Joondalup Malaga	\$495.00
		Printing - A5 Notepads - Business Wanneroo - Corporate Support	
16935	26/04/2023	Australia Post	\$2,224.49
		Postage For The City - Lodged	
16936	26/04/2023	Australia Post	\$11,042.39
		Postage Charges For The City	
		Total EFT Payments	\$21,413,439.77
CREDIT CARD RECONCILIATIONS			
31	06/04/2023	CBA Corporate Card	
		Mark Dickson	
31-01		Qantas Airways - Flights - Adelaide PIA Congress - Manager Approval Services	\$328.90
31-02		Planning Institute - Registration - PIA Congress - Manager Approval Services	\$2,255.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Noelene Jennings	
31-03		ASIC - Company Search For Property Services	\$18.00
31-04		Australian Organisation - Webinar - A Centenary Of Standards - Quality Management System Officer	\$20.00
31-05		Business News Pty Ltd - CEO, Director Corporate Strategy & Performance and Manager Customer & Information Services To Attend The Future Of Cyber Security	\$750.00
31-06		City of Vincent - Parking Fees	\$1.05
31-07		DorsettGCFrontDesk - Accommodation - Contact Centre Week Conference 2023 Brisbane - Coordinator Customer Relations Centre	\$411.67
31-08		IPAA - Registration - CEO, Director Corporate Strategy & Performance And Chief Finance Officer To Attend IPAA 'Our Budget Briefing' 19.05.2023	\$480.00
31-09		NTAA - Seminar - 2023 FBT Online - Finance Accountant	\$569.00
31-10		Webjet - Flights - Contact Centre Week Conference 2023 Brisbane - Coordinator Customer Relations Centre	\$997.17
		Daniel Simms	
31-11		City of Vincent - Parking Fees	\$5.05
31-12		Convention Centre - Parking Fees	\$13.12
31-13		Dome Joondalup - Business Hospitality - Meeting To Discuss Graffiti & Anti-Social Behaviour In CoW	\$31.60
31-14		Holiday Park (Adelaide Hills Convention Centre) - Accommodation - CEO – National Growth Areas Alliance (NGAA) Congress - 03 - 04.05.2023	\$190.70
		Harminder Singh	
31-15		City Of Fremantle - Parking Fees	\$26.00
31-16		City of Wanneroo - Occupancy Permit - 349 Scenic Drive	\$348.98
31-17		DMIRS - Annual Licence Fee	\$628.00
31-18		Institute Of Public Works - IPEWA Conference - March 2023	\$334.96
31-19		Prime Creative Media - Inside Waste - Subscription Fee	\$493.90
31-20		Rawlinsons - Construction Cost Guide	\$350.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
31-21		Water Corporation - Construction Application - WLCC	\$255.88
31-22		Western Power - Application Fees	\$2,494.55
		Natasha Smart	
31-23		The Urban Development - UDIA Conference Registrations - Manager Land Development, Cr Huntley, Mayor Aitken & Cr Parker	\$6,990.00
31-24		Qantas Airways - Cr Treby - Flights ALGA 2022 - Canberra	\$70.00
31-25		Mailchimp - Subscription - March 2023	\$19.46
31-26		Property Council - Transit Oriented Developments 30.05.2023 - Cr Miles & Director Planning & Sustainability	\$500.00
31-27		Discovery Holiday Park - NGAA Accommodation - Cr Treby & Mayor Aitken	\$762.80
		Total - CBA	\$19,345.79
32	06/04/2023	NAB Corporate Card	
		Advocacy & Economic Development	
32-01		Annual Credit Card Fee - Paid Monthly	\$5.00
32-02		Tourism Council - Breakfast With Minister Event	\$95.00
32-03		Annual Credit Card Fee - Paid Monthly	\$5.00
32-04		Building Maintenance	
32-05		Alspec - Aluminium Products	\$195.70
32-06		Ancon Building Products - Helibond Grout	\$708.80
32-07		Annual Credit Card Fee - Paid Monthly	\$135.00
32-08		Austim Pty Ltd - Western Red Cedar	\$235.22
32-09		Barnetts Architectural Hardware - Hardware Purchases	\$2,753.79
32-10		Bunnings - Hardware Purchases	\$9,855.84
32-11		CSR Building Products - Aluminium Angle	\$46.85
32-12		Kennards - Hire - Toilet	\$189.00
32-13		Lindan - PPE - Uniform Issue	\$1,455.30
32-14		Lindan - Signage	\$25.85
32-15		Metro Hardware Pty Ltd - Hardware Purchases	\$323.20
32-16		Midland Plasterboard - Stud Wall & Sander	\$350.73
32-17		Officeworks - Stationery Purchases	\$37.80
32-18		Pattos Paint Shop - Painting Supplies	\$306.63
32-19		Productive Plastics - Diffuser	\$332.20
32-20		RSEA Pty Ltd - PPE Issue	\$209.80

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-21		Rynat Industries - Door Hinges	\$95.37
32-22		SAS Locksmithing - Keys & Lock	\$122.71
32-23		The Good Guys - Hair Dryers	\$137.20
32-24		The Hire Guys - Hire - Genie Scissor Lift	\$1,320.00
32-25		Valspar - Painting Supplies	\$3,708.70
32-26		Wanneroo Glass - Glazing Bead	\$10.00
32-27		Wanneroo Smash Repairs - Repairs To WN 33690	\$1,000.00
32-28		Westgyp - Plasterboard	\$264.96
		Work Clobber - Uniform Issue	\$449.95
		Chief Bush Fire Control Officer	
32-29		Annual Credit Card Fee - Paid Monthly	\$10.00
32-30		BP Swayers Valley - Radiator Fluid - Prado	\$24.95
32-31		CT Banksia Grove - Catering - Incident 609132	\$116.06
32-32		Super Cheap Auto - Recovery Gear - Two Rocks BSB	\$479.98
32-33		Super Cheap Auto - Shackles - Quinns Rocks BFB	\$337.97
		Childhood & Youth Planning	
32-34		Annual Credit Card Fee - Paid Monthly	\$10.00
32-35		Coles - Catering Items - Youth Leadership Forum	\$43.00
32-36		Event And Conference - Ticket - Community Service Excellence Awards	\$220.00
32-37		Kmart - Materials - Youth Leadership Forum	\$97.50
32-38		Red Dot Stores - Materials - Youth Leadership Forum	\$53.50
32-39		Woolworths - Catering Items	\$41.21
32-40		wwc-communities - Renewal - Working With Children Check	\$87.00
		Community & Place - Curatorial Services	
32-41		Amazon Prime - Membership - Shipping Purposes	\$13.98
32-42		Annual Credit Card Fee - Paid Monthly	\$5.00
32-43		Bunnings - General Materials	\$125.00
32-44		Coles - Antiseptic Spray	\$8.00
32-45		Officeworks - Stationery Items - Museum Programs	\$121.61
32-46		Spotlight Pty Ltd - Stationery Items - Museum Programs	\$79.99
		Community & Place - Events	

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-47		0410 Coffee - Coffee - PSO Concert	\$39.00
32-48		Annual Credit Card Fee - Paid Monthly	\$45.00
32-49		At Blanks - Event Materials - North Coast Arts Festival	\$81.90
32-50		Big W - Craft Supplies - Quinns Sunset Sounds Event	\$14.25
32-51		Bunnings - Materials - PSO Concert	\$252.12
32-52		Burnz Charcoal Chicken - Catering Expense - PSO Concert	\$118.00
32-53		BWS Liquor - Catering Expense - PSO Concert	\$30.00
32-54		Camera Electronic Service - Electronic Camera	\$35.00
32-55		Camera House - Material Expenses	\$109.90
32-56		Campaign Monitor - Subscription - Digital Publishing Tool	\$1,246.86
32-57		Canva - Subscription	\$164.99
32-58		Cleverpatch Pty Ltd - Events Materials	\$734.51
32-59		Coles - Catering Expense - Quinns Sunset Sounds Event	\$102.80
32-60		Crazy Price Variety - General Event Materials	\$24.50
32-61		Dominos - Catering Expense - Quinns Sunset Sounds Event	\$140.93
32-62		Easy Kebab - Catering Expense - PSO Concert	\$115.00
32-63		Ebay - Event Materials - North Coast Arts Festival	\$351.23
32-64		Facebook - Advertising Expenses	\$3,329.28
32-65		Freshworks Inc - Subscription - Content Management System	\$805.62
32-66		Happy Food Avenue - Catering for Contractors - PSO Event	\$55.00
32-67		Harvey Norman - General Event Materials	\$1,498.00
32-68		Hoki Bae - Catering Expense - PSO Concert	\$10.09
32-69		Just Resin - Event Materials - North Coast Arts Festival	\$396.00
32-70		Kingsway City Bakehouse - Catering for Contractors - PSO Concert	\$114.50
32-71		Kmart - General Events Materials	\$35.40
32-72		Kyals Coffee Kart - Catering Expense - PSO Concert & Quinns Sunset Sounds Event	\$28.10
32-73		Merriwa Supa IGA - Catering Expense - Merriwa Summer Sideshow Event	\$72.74
32-74		Mr Chippy Mobile Van - Catering Expense - PSO Concert & Merriwa Summer Sideshow Even	\$118.50

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-75		Muffin Break Wanneroo - Catering for Contractors - PSO Concert	\$22.00
32-76		Officeworks - Material Expenses	\$248.00
32-77		Perth City Burger - Catering Expense - Merriwa Summer Sideshow Event	\$213.00
32-78		Planning Institute - Training - Authentic Aboriginal Engagement In Planning and Design	\$460.00
32-79		Priceless Discounts - Craft Supplies - PSO Concert	\$31.00
32-80		Public Sector Network - Training Course	\$889.80
32-81		Puma Energy - Event Materials	\$18.00
32-82		SP Village Fresh - Supplies - Easter Egg Hunt - Wanneroo Town Centre	\$308.00
32-83		Team Wanneroo Pizza - Catering for Contractors - PSO Concert	\$81.94
32-84		The Cornerstone Liquor - Catering Expense - Quinns Sunset Sounds Event	\$10.00
32-85		Typeform - Subscription	\$88.99
32-86		University of Sydney - Training Course	\$490.00
32-87		WA Local Government Association - Training - Planning Practices	\$638.00
32-88		WANEWSADV - Advertising - Death Notice	\$117.20
32-89		Wanneroo Fresh - Appreciation Breakfast - Pop Up Wanneroo Town Centre	\$29.95
32-90		Woolworths - Catering Supplies - PSO Concert	\$330.65
32-91		Yumpu Publishing - Subscription - Digital Publishing Tool	\$37.60
32-92		Zest Ice Cream - Ice Cream - PSO Concert	\$30.00
		Community Development	
32-93		Annual Credit Card Fee - Paid Monthly	\$20.00
32-94		Event & Conference Co. - WACOSS Conference 2023 - 2 Attendees	\$1,690.00
32-95		Sparkol - Subscription - Video Scribe	\$275.00
		Community Safety & Emergency Management	
32-96		Annual Credit Card Fee - Paid Monthly	\$20.00
32-97		Department Of Justice - Prosecution Lodgements	\$332.60
32-98		Reconyx - Covert Camera Fees	\$83.03
		Council & Corporate Support - Hospitality	
32-99		Aldi - Catering Items - In House Catering Requests	\$492.15

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-100		Annual Credit Card Fee - Paid Monthly	\$20.00
32-101		Basil's Fine Foods - Catering Items - In House Catering Requests	\$274.14
32-102		Coles - Catering Items - In House Catering Requests	\$1,864.32
32-103		Liquorland - In House Catering Requests	\$126.00
32-104		Reward Supply CO Pty Ltd - In House Catering Requests	\$96.78
32-105		The Cheesecake Shop - In House Catering Requests	\$153.80
32-106		Wanneroo Bakery - Catering Items - In House Catering Requests	\$54.18
32-107		Wanneroo Fresh - Catering Items - In House Catering Requests	\$332.24
32-108		In House Catering Request - Audit & Risk/Budget Workshop 2	\$28.98
		Customer & Information Services	
32-109		Altus Network Solutions - nFront Password Filter Domain Fee & nFront Password Filter MPE	\$6,770.02
32-110		Amazon Marketplace - Plenom Busylight UC Alpha - Presence Indicator for Skype	\$90.68
32-111		Annual Credit Card Fee - Paid Monthly	\$10.00
32-112		Digicert Inc - HTTPS Certificate - Intramaps Server	\$1,190.86
32-113		GetHomeSafe - Monthly Software Subscription	\$448.67
32-114		Google Cloud - Monthly Subscription	\$91.70
32-115		Logmein Aus Pty Ltd - Subscription - GoToMeeting	\$304.70
32-116		Paypal - 5 Microsoft P3Q-00016 Wireless Display Adapter V2	\$498.99
32-117		Paypal - Command Poster Mounting Strips	\$36.55
32-118		Paypal - Safety Sign - No Food or Drink Beyond this Point	\$49.41
32-119		Paypal - Subscription Charges - Zoom	\$865.17
32-120		Rezdy - Subscription - Booking System	\$108.90
		Engineering Maintenance	
32-121		Annual Credit Card Fee - Paid Monthly	\$30.00
32-122		Bunnings - Hardware Purchases	\$1,248.71
32-123		J Blackwood & Son - Anti-Graffiti Wipes	\$92.60
32-124		Lindan Pty Ltd - PPE Issues	\$2,207.98
32-125		Officeworks - Mouse And Keyboard	\$133.00
32-126		RSEA Pty Ltd - PPE Issue	\$409.75

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-127		Sydney Tools Pty Ltd - Multi Tool Kit	\$648.00
32-128		TT Joondalup - Staff, Tripod & Trimmer & Laser Level Equipment	\$2,063.00
		Fleet Maintenance	
32-129		Access Unlimited - Service / Calibrate Gas Detector, Power Adaptor & Quad Gas 58ltr	\$835.01
32-130		Annual Credit Card Fee - Paid Monthly	\$20.00
32-131		Audit Service Centre - 60,000 Vehicle Service	\$1,946.00
32-132		Autopro Wangara - Tyre Sealant	\$45.98
32-133		Bunnings - Hardware Purchases	\$443.65
32-134		CJD Equipment Pty Ltd - Vehicle Spare Parts	\$1,284.22
32-135		COVS Parts Pty Ltd - Vehicle Spare Parts	\$30.65
32-136		Department Of Transport - Registration Renewal	\$24.85
32-137		Hose Right - Vehicle Spare Parts	\$177.93
32-138		JTB Spares - Vehicle Spare Parts	\$90.10
32-139		L & T Venables Pty Ltd - Tool Purchases	\$16.99
32-140		Martins Trailer Parts - Vehicle Spare Parts	\$415.52
32-141		Mastershop Pty Ltd - 10 Rugged Cases, Hand & Shoulder Strap Samsung Tablet Case	\$702.90
32-142		Midalia Steel Pty Ltd - Steel Supplies	\$45.36
32-143		Mining & Hydraulic Services - Vehicle Spare Parts	\$73.50
32-144		Napa Wangara - Vehicle Spare Parts	\$354.31
32-145		Sanderson Engineering - Vehicle Spare Parts	\$12.00
32-146		Super Cheap Auto - Tank Clean	\$19.99
32-147		Toolmart Australia - Tool Purchases	\$964.00
32-148		Truckline - Vehicle Spare Parts	\$336.29
32-149		WA Hino - Vehicle Spare Parts	\$536.37
32-150		Watt Torque & Port - Tool Calibration Services & Purchases	\$1,015.00
		Heritage Education	
32-151		All Suburbs Garden - Firewood - Buckingham House	\$253.00
32-152		Annual Credit Card Fee - Paid Monthly	\$5.00
32-153		Bakers Delight - Catering Items - 150,000th Visitor Morning Tea - Wanneroo Museum	\$65.95
32-154		Better Choice - Firewood - Buckingham House	\$29.90
32-155		Bookwhen - Booking System - Heritage Education	\$39.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-156		Caffn8 Wanneroo - Catering Items - Kookaburra Club	\$28.00
32-157		Canva - Subscription - Teams Membership Upgrade	\$22.27
32-158		Catch - Skipping Ropes - Heritage House Education Programs	\$104.16
32-159		Cleverpatch Pty Ltd - Program Materials - Heritage House	\$180.36
32-160		Coles - Catering Items - Various Programs	\$313.50
32-161		DJ City - Record Player - Museum Education Program	\$82.30
32-162		Doyles Costumes - Wanneroo Museum Program	\$99.00
32-163		Ebay - Vintage Vinyl Record - Museum School Holiday Program	\$13.30
32-164		Gold Removals - Firewood Delivery - Buckingham House	\$334.95
32-165		Kim Cademy Training - Front Of House Training: Special Educational Needs And Disabilities	\$58.62
32-166		Liquorland - Beverages - Paint & Sip Sessions	\$40.00
32-167		Officeworks - Clipboards - Art Team	\$195.52
32-168		Riley Callie Resources - Aboriginal Storeytelling - Museum School Holiday Program	\$84.40
32-169		Spotlight Pty Ltd - Hessian - Buckingham House Sewing Activity	\$89.99
32-170		Wanneroo Post Office - Community Art Materials	\$48.00
		Kingsway Indoor Stadium	
32-171		7 Eleven - Ice - Injuries	\$13.50
32-172		Ambica Trading WA Pty Ltd - Pizza - Competition Grand Finals	\$54.95
32-173		Annual Credit Card Fee - Paid Monthly	\$20.00
32-174		Big W - Fitness Equipment - Gold Program	\$240.00
32-175		Bunnings - Power Leads	\$69.68
32-176		Darch Supa IGA - Ice Bags	\$9.00
32-177		Dominos - Pizza - Competitions	\$65.89
32-178		Elite Tours - Yanchep Lavender Farm Trip - Gold Program	\$1,470.00
32-179		Facebook - Advertising Services	\$349.58
32-180		Kmart - Fitness Bands - Gold Program	\$155.40
32-181		Kmart - General Materials - Kingsway Sports Stadium	\$104.00
32-182		Trophy Shop - Trophies - Competition Finals	\$12.10

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Library Services	
32-183		Aldi - Catering Items	\$65.31
32-184		Alia - Project Materials	\$380.00
32-185		Amazon - Book Stock - Libraries	\$94.03
32-186		Annual Credit Card Fee - Paid Monthly	\$50.00
32-187		Apple.com.au - Project Materials	\$149.00
32-188		Bell Printing Group - Project Materials	\$1,909.70
32-189		Big W - Project Materials	\$160.00
32-190		Booktopia - Book Stock - Libraries	\$126.50
32-191		Bunn Mee - Projects Materials	\$200.00
32-192		Bunnings - Cleaning Materials	\$21.49
32-193		City Of Wanneroo - Venue Hire - Aquamotion	\$220.00
32-194		Cleverpath Pty Ltd - Project Materials	\$215.98
32-195		Coles - Project Materials	\$128.03
32-196		Dick Smith - Project Materials	\$95.91
32-197		Dymocks - Book Club Kits & Book Stock - Libraries	\$1,255.45
32-198		Ikea Pty Ltd - Program Expenses	\$118.00
32-199		Kmart - Project Materials	\$87.00
32-200		Lams Oriental Supermarket - Catering Items - Milk	\$11.56
32-201		Myer Pty Ltd - Project Materials	\$479.88
32-202		News Limited - Subscription - Newspapers - Libraries	\$160.00
32-203		Spotlight - Project Materials	\$150.00
32-204		State Library - Parking Fees	\$13.63
32-205		Summerfield News & Lottery - Newspapers	\$6.20
32-206		Wanewsditi - Subscription - Newspapers - Libraries	\$144.00
32-207		Wanneroo Bakery - Project Materials	\$52.96
32-208		Wanneroo Fresh - Project Materials	\$33.99
32-209		Wanneroo Post Office - Project Materials	\$87.00
32-210		Woolworths - Project Materials	\$96.00
32-211		wwc-communities - Working With Children Check	\$98.00
		Parks & Conservation Management	
32-212		Annual Credit Card Fee - Paid Monthly	\$30.00
32-213		Autopro Wanneroo - Jerry Can	\$79.99
32-214		Bunnings - Hardware Purchase	\$462.15
32-215		Lindan Pty Ltd - Hydrolyte Icy-poles	\$594.00
32-216		Mitre 10 - Bins - Carramar Golf Course	\$859.80
32-217		Nutrien Ag Solutions - Glyphosate	\$114.40

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-218		TT Joondalup - Tools - Irrigation Dosing Units	\$198.35
32-219		Vibe Wanneroo - Fuel - Mowmaster Edger	\$15.94
32-220		Wanneroo Bakery - Accidental Use - Monies Repaid	\$4.88
32-221		Work Clobber - Uniform Issue	\$358.20
		People & Culture	
32-222		Annual Credit Card Fee - Paid Monthly	\$10.00
32-223		Aust Institute of Managers - Training - Managing Workplace Inquiries and Investigations	\$1,294.00
32-224		Kmart - Gift Cards - Value-able Awards	\$300.00
32-225		Local Government Managers - Training Fees & Event registration Enterprise Bargaining Agreement Negotiations Webinar	\$450.00
32-226		Redimed Pty Ltd - Medical Fees	\$152.35
32-227		Tuffa Products Pty Ltd - Safety Tag Holders	\$147.18
		Property Services	
32-228		Annual Credit Card Fee - Paid Monthly	\$10.00
32-229		ASIC - Company Searches	\$72.00
		Surveys	
32-230		Annual Credit Card Fee - Paid Monthly	\$10.00
32-231		Microsoft - Subscription - Cloud Storage	\$3.00
		Traffic Services	
32-232		Annual Credit Card Fee - Paid Monthly	\$10.00
32-233		Bunnings - Heating Torch	\$87.96
32-234		Officeworks - Trolley	\$89.38
		Tree & Conservation Maintenance	
32-235		Annual Credit Card Fee - Paid Monthly	\$10.00
32-236		Automotive Brands Group - Trailer Nets	\$169.98
32-237		Bunnings - Hardware Purchases	\$319.13
32-238		Landsdale Plants - Magnolias - Civic Centre	\$1,080.00
32-239		Stihl Shop Malaga - Harness	\$184.00
32-240		WA Local Government - Registration - Urban Forest Conference	\$440.00
32-241		Woolworths - Catering Expenses	\$13.50
32-242		Work Clobber - Uniform Issue	\$613.79
		Wanneroo Aquamotion	
32-243		Annual Credit Card Fee - Paid Monthly	\$20.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-244		Best Price Variety Store - Craft Items - Harmony Week	\$5.99
32-245		Big W - Balloons & Craft Items - Harmony Week	\$38.90
32-246		Bunnings - Cord & Cable Ties - Aquatics & Sand & Craft Items - Creche	\$68.29
32-247		Campaign Monitor - Advertising Subscription	\$141.90
32-248		Cleverpatch Pty Ltd - Craft Supplies - Creche	\$155.94
32-249		Coles - Swim Nappies For Re-Sale	\$156.50
32-250		Facebook - Advertising Charges	\$77.82
32-251		Kmart - Clock - Aquamotion. Craft - Harmony Week, Books - Creche	\$74.75
32-252		Officeworks - Craft Items - Harmony Week	\$15.45
32-253		Price Savers - Craft Items - Creche	\$6.50
32-254		Priority Fire & Safety - Training - SCBA - 1 Attendee	\$168.30
32-255		Spotlight - Craft Items - School Holiday Program	\$15.00
32-256		St John Ambulance - Training Fees	\$36.75
32-257		Target - Books - Creche	\$20.00
32-258		Twilio - Advertising - Email Campaigns	\$173.15
32-259		Wanneroo Central News - Card	\$2.00
		Waste Services	
32-260		Annual Credit Card Fee - Paid Monthly	\$35.00
32-261		Bunnings - Park Bin Tie Downs	\$36.12
32-262		Coles - Gas Bottle Exchange - Staff BBQ	\$32.00
32-263		Farmer Jacks - Water & Icy Poles - Staff Working Waste Drop Off Weekend - High Temp Forecast	\$45.18
32-264		Secure A Spot - Parking Fees	\$8.60
32-265		Woolworths - Catering Items - Staff BBQ	\$230.60
		Youth Services	
32-266		Annual Credit Card Fee - Paid Monthly	\$45.00
32-267		BCF Joondalup - Gas Bottle Refill	\$24.99
32-268		BP Jindalee - Ice - Skate Jam Session	\$10.00
32-269		Bunnings - 4 Plants And General Materials - Program Activities	\$94.00
32-270		Coles - Catering Items - Program Activities	\$2,270.86
32-271		EB Games - Playstation Games - Youth Programs	\$605.85
32-272		JB Hi-Fi - Playstation Games - Youth Programs	\$532.98
32-273		Kmart - Materials - Youth Programs	\$762.50

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
32-274		Long Zhang - Catering Items - Youth Programs	\$23.90
32-275		Microsoft - Subscription	\$129.00
32-276		Officeworks - Materials - Programs	\$349.77
32-277		Red Dot Stores - Materials - Niny Bidi - Youth Programs	\$103.59
32-278		Reeces Events Hire - Table Hire - Youth Leadership Forum	\$529.44
32-279		Spud Shed - Catering Items - Program Activities	\$356.13
32-280		St John Ambulance - Training - Youth Worker	\$160.00
32-281		Super Retail Group - Sports Equipment - Youth Programs	\$294.90
32-282		T & R Sports - Soccer Table - Programs	\$361.65
32-283		Teacher Superstore - Craft Supplies - Youth Programs	\$258.85
32-284		Woolworths - Catering Items - Youth Programs	\$417.95
32-285		Zazzle Ireland - Stamp - Certified True Copy	\$29.03
		Total - NAB	\$101,286.28
		Total Credit Card Payments	\$120,632.07
CANCELLED PAYMENTS FROM PREVIOUS PERIODS			
123926	13.03.2023	Governance Institute Of Australia Ltd	-\$635.00
123979	27.03.2023	Dianne Winzar	-\$793.22
123962	21.03.2023	Donald & Joan McDonald	-\$755.44
120500	18.11.2020	Tarun Kaur	-\$25.00
120501	18.11.2020	Tanya Nicoloff	-\$25.00
120502	18.11.2020	Tanisha Burtnyk	-\$25.00
120507	18.11.2020	Suzanne Inder	-\$25.00
120511	18.11.2020	Steven Gooch	-\$25.00
120523	18.11.2020	Sandy De Luca	-\$25.00
120525	18.11.2020	Sam Evans	-\$25.00
120532	18.11.2020	Reegan Jackson	-\$25.00
120547	18.11.2020	Pamela Jackson	-\$25.00
120550	18.11.2020	Olive Monte	-\$25.00
120554	18.11.2020	Natasha Adamson	-\$25.00
120555	18.11.2020	Natalia Kaighin	-\$25.00
120564	18.11.2020	Michelle Gero	-\$25.00
120569	18.11.2020	Melanie Hislop	-\$25.00
120573	18.11.2020	Mary Arkless	-\$25.00

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
120585	18.11.2020	Marcia D'Souza	-\$25.00
120592	18.11.2020	Lisa Collins	-\$25.00
120604	18.11.2020	Klein	-\$25.00
120607	18.11.2020	Kayla McMillan	-\$25.00
120611	18.11.2020	Kathy Bierma	-\$25.00
120617	18.11.2020	Julie Eaton	-\$25.00
120621	18.11.2020	Josie Barrett	-\$25.00
120626	18.11.2020	Jodie Whitby	-\$25.00
120627	18.11.2020	Joanne Duffy	-\$25.00
120636	18.11.2020	Janet Prado	-\$25.00
120685	18.11.2020	Courtney Aaron	-\$25.00
120693	18.11.2020	Christine Farrell	-\$25.00
120698	18.11.2020	Benn Francis	-\$25.00
120699	18.11.2020	Bec Bartell	-\$25.00
120703	18.11.2020	Ashleigh Badenoch	-\$25.00
120640	18.11.2020	Ivan McClennan	-\$25.00
120646	18.11.2020	Hien Xuan Bui	-\$25.00
120651	18.11.2020	Hannah Tullett	-\$25.00
120664	18.11.2020	Farida Ulumbekova	-\$25.00
120672	18.11.2020	Donovan Fisher	-\$25.00
		Total	-\$3,058.66
TOWN PLANNING SCHEME			
		Cell 1	
		Delstrat - Developer Balance	\$53.06
		Cedar Woods - Developer Balance	\$32.99
		Cell 6	
		Stockland - Developer Balance	\$30.16
		Total	\$116.21
General Fund Bank Account			
		Payroll Payments - April 2023	
		04/04/2023	\$3,913.26
		04/04/2023	\$1,926,366.27
		04/04/2023	\$88,678.79
		18/04/2023	\$32,224.16
		18/04/2023	\$19,188.22
		18/04/2023	\$1,997,162.57
		20/04/2023	\$1,783.12
		Total	\$4,069,316.39

Warrant of Payments April 2023			
Number	Date	Supplier / Description	Amount
		Total Muni Recoup	\$21,670,205.79
		Direct Payments Total (Includes Payroll & Advance Recoup)	\$25,739,522.18

Consultation

Nil

Comment

The list of payment (cheques and electronic transfers) and the end of month total of outstanding creditors for the month of April 2023 is presented to the Council for information and recording in the minutes of the meeting, as required by the Local Government (Financial Management) Regulations 1996.

Statutory Compliance

Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to list the accounts paid each month and total all outstanding creditors at the month end and present such information to the Council at its next Ordinary Meeting after each preparation. A further requirement of this Section is that the prepared list must be recorded in the minutes of the Council meeting.

Strategic Implications

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

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

7.2 - Responsibly and ethically managed

Risk 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

Recommendation

That, in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, Council RECEIVES the list of payments drawn for the month of April 2023, as detailed in this report.

Attachments: Nil

CS02-06/23 Financial Activity Statement for the period ended 30 April 2023

File Ref: 43017V02 – 23/165197
 Responsible Officer: Director, Corporate Strategy & Performance
 Attachments: 4

Issue

To consider the Financial Activity Statement for the period ended 30 April 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**Financial Activity for the Period Ended 30 April 2023**

At the Ordinary Council Meeting on 28 June 2022 (SCS028062022) Council adopted the Annual Budget for the 2022/23 financial year and Mid-Year Statutory Budget Review on 21 February 2023 (SC01-02/23). The figures in this report are compared to the revised budget.

Overall Comments Month-to-Date*Results from Operations*

For the month of April 2023, Financial Activity Statement report an overall favourable variance from Operations before Non-Operating Revenue and Expenses of \$3.3m

The favourable variance is mainly due to higher Operating Grants, Subsidies and Contributions, Interest Earnings, lower spends in Employee Costs, Materials and Contracts, Depreciation and Utility Charges.

Description	Current Month - April 2023					Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %		
Operating Revenue	3.8	3.6	0.2	5.6	G	Overall favourable variance is mainly due to higher revenue from Rates, Operating Grants, Subsidies & Contributions and Interest Earnings partially offset by lower revenue from Fees and Charges. Please refer to Notes 1, 2, 3, 4 and 5.
Operating Expense	(15.7)	(18.8)	3.1	16.5	A	The favourable variance is mainly due to lower Employee Costs, Materials & Contracts Expenses, 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	(11.9)	(15.2)	3.3	21.7		

Capital Program

During April 2023, \$2.1m was spent on various capital projects which consisted of Community buildings \$0.3m, Foreshore Management \$0.3m, Sports Facilities \$0.2m and Roads \$0.2m. (**Attachment 2** for more details).

Description	Month Actual \$m	Month Revised Budget \$m	% Complete of Month Revised Budget
Expenditure	2.1	5.4	38.9%

Overall Comments on Year to Date (YTD) Figures

Results from Operations

As at 30 April 2023, Financial Activity Statement indicates an overall favourable variance of 18.4m from Operations (before Non-Operating Revenue and Expenses).

The favourable variance is mainly due to lower expenses from Materials & Contracts of \$9.2m, Employee Costs of \$3.9m, Depreciation of \$2.1m and higher revenue from Operating Grants, Subsidies and Contributions of \$924k, Fees and Charges of \$545k and Interest Earnings of \$1.6m.

Description	Year-To-Date April 2023					Comments
	Actual \$m	Revised Budget \$m	Variance \$m	Variance %		
Operating Revenue	212.7	209.7	3.0	1.4	G	Overall favourable variance is mainly due to higher revenue from Operating Grants, Subsidies & Contributions, Fees & Charges, Interest Earnings partially offset by lower revenue from Rates and Other Revenue. Please refer to Notes 1, 2, 3, 4 and 5.
Operating Expense	(167.7)	(183.1)	15.4	8.4	G	The favourable variance is mainly due to lower Employee Costs, Materials & Contracts, Utility 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	45.0	26.6	18.4	69.2		

Capital Program

At the end of April 2023, \$34.8m expended on various capital projects of which \$10.1m was spent on Sports Facilities, \$4.7m on Fleet management and \$4.3m 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	34.8	54.0	62.6%	64.8	53.7%

Investment Portfolio Performance

Portfolio Value \$m	Monthly Weighted Return	Comments
495.6	4.11%	Portfolio balance has decreased by \$17.3m from March 2023. The monthly weighted return is 4.11% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 1.74%. (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 30 APRIL 2023

Description	Current Month				Year to Date				Annual					
	Actual \$	Revised Budget \$	Variance		Notes	Actual \$	Revised Budget \$	Variance		Adopted Budget \$	Revised Budget \$	Variance		
			\$	%				\$	%			\$	%	
Revenues														
Rates	47,646	38,000	9,646	25.4	G 1	147,204,188	147,260,515	(56,327)	0.0	A	147,290,515	147,290,515	0	0
Operating Grants, Subsidies & Contributions	508,462	187,870	320,592	170.6	G 2	5,630,647	4,707,068	923,579	19.6	G	5,996,390	5,922,986	326,596	6
Fees & Charges	1,737,200	1,961,784	(224,584)	(11.4)	R 3	47,799,271	47,254,065	545,205	1.2	G	51,292,833	50,764,165	(528,668)	(1)
Interest Earnings	1,320,247	1,251,461	68,786	5.5	G 4	10,307,099	8,746,072	1,561,027	17.8	G	11,264,494	11,264,494	0	0
Other Revenue	216,190	185,164	31,026	16.8	G 5	1,724,168	1,743,563	(19,395)	(1.1)	A	650,319	2,114,039	1,463,720	38
Ex Gratia Rates	0	-	0	0.0	G	0	0	0	0.0	G	24,000	24,000	0	69
Total Operating Revenue	3,829,745	3,624,279	205,466	5.7		212,665,373	209,711,283	2,954,090	1.4		211,878,655	217,380,199	5,501,544	3
Expenses														
Employee Costs	(6,480,752)	(7,019,590)	558,838	8.0	G 6	(66,160,825)	(70,092,408)	3,931,583	5.6	G	(83,660,259)	(83,660,258)	1	0
Materials & Contracts	(4,833,516)	(6,714,345)	1,880,829	28.0	G 7	(56,133,897)	(65,383,365)	9,249,468	14.1	G	(79,704,653)	(79,231,402)	473,251	1
Utility Charges	(665,678)	(1,122,436)	456,758	40.7	G 8	(8,327,576)	(8,516,791)	189,216	2.2	G	(10,380,146)	(10,154,163)	225,983	2
Depreciation	(3,247,850)	(3,434,898)	187,048	5.4	G 9	(32,271,305)	(34,349,006)	2,077,701	6.0	G	(41,218,774)	(41,218,774)	0	8
Interest Expenses	(354,779)	(354,450)	(329)	(0.1)	A	(3,563,990)	(3,550,500)	(13,490)	(0.4)	A	(4,264,103)	(4,259,431)	4,672	0
Insurance	(127,637)	(118,203)	(9,434)	(8.0)	A	(1,277,326)	(1,207,146)	(70,180)	(5.8)	A	(1,439,911)	(1,439,911)	800	0
Total Operating Expenditure	(15,690,213)	(18,763,923)	3,073,710	16.4		(167,734,919)	(183,099,217)	15,364,297	8.4		(220,667,846)	(219,963,139)	704,707	0
RESULT FROM OPERATIONS	(11,860,468)	(15,139,644)	3,279,176	21.7		44,930,454	26,612,067	18,318,387	68.8		(8,789,191)	(2,582,940)	6,206,251	(240)
Non Operating Revenue & Expenses														
Non Operating Grants, Subsidies & Contributions	2,010,000	369,923	1,640,077	443.4	G 10	12,739,255	15,306,370	(2,567,115)	(16.8)	R	21,965,725	17,786,227	(4,179,498)	(23)
Non Operating Contract Expenses	0	0	0	0.0	G	0	0	0	0.0	G	(128,582)	(128,582)	0	0
Profit on Asset Disposals	(57,177)	212,986	(270,163)	(126.8)	R 11	1,766,929	2,129,860	(362,931)	(17.0)	R	2,555,831	2,555,831	0	0
Loss on Assets Disposals	0	(71,775)	71,775	100.0	G 11	(115,758)	(717,750)	601,992	83.9	G	(861,296)	(861,296)	0	0
TPS* & DCP** Revenues	889,621	1,213,787	(324,166)	(26.7)	R 12	13,921,636	13,395,670	525,965	3.9	G	29,069,490	25,973,360	(3,096,130)	(12)
TPS* & DCP** Expenses	(267,600)	0	(267,600)	0.0	A 13	(2,763,289)	(22,340,287)	19,576,998	87.5	G	(24,348,082)	(25,136,869)	(788,787)	3
Contributed Physical Assets	1,484,132	2,070,700	(586,568)	(28.3)	R 14	14,434,797	20,707,000	(6,272,203)	(30.3)	R	24,848,400	24,848,400	0	14
Total Non Operating Revenue and Expenses	4,058,977	3,795,621	263,356	6.9		39,963,570	28,480,863	11,482,707	40.3		53,101,486	45,037,071	(8,064,415)	(18)
NET RESULT (OPERATING & NON OPERATING)	(7,801,491)	(11,344,022)	3,542,531	31.2		84,894,024	55,092,930	29,801,094	(54.1)		44,312,295	42,454,131	(1,858,164)	(4)
Other Comprehensive Income	0	0	0	0.0		0	0	0	0.0		0	0	0	0
TOTAL COMPREHENSIVE INCOME	(7,801,491)	(11,344,022)	3,542,531	31.2		84,894,024	55,092,930	29,801,094	54.1		44,312,295	42,454,131	(1,858,164)	(4)

Key

G - Green
A - Amber
R - Red

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

Revenues

Note 1 Rates

Month to Date - (Actual \$48k, Revised Budget \$38k)

The favourable variance of \$10k is mainly due to higher Interim Rates from residential properties.

Year to Date - (Actual \$147.2m, Revised Budget \$147.3m)

The unfavourable variance of \$56k mainly due to timing differences of Interim Rates.

Note 2 Operating Grants, Subsidies & Contributions

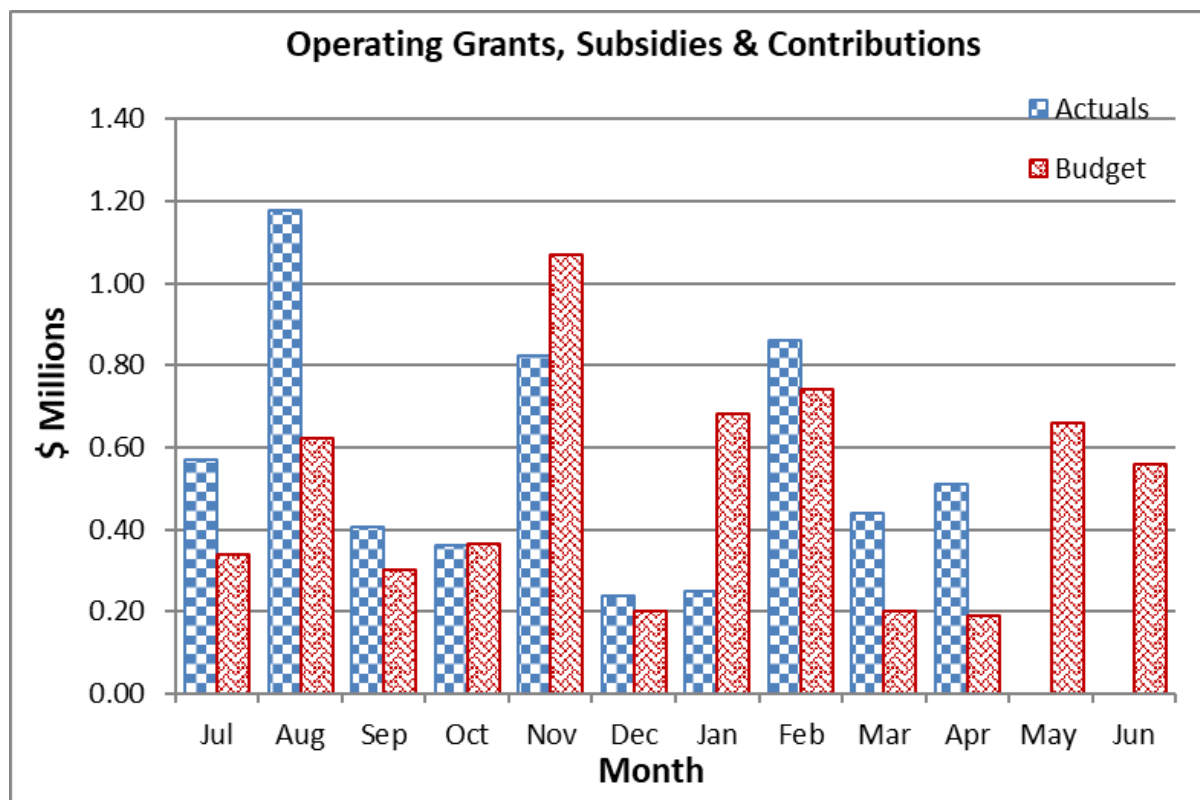
Month to Date - (Actual \$508k, Revised Budget \$188k)

The favourable variance of \$321k mainly relates to Cash Contribution for Street signs and Street Furniture maintenance of \$188k, Operating Grant income from State Government of \$76k and income received for debt recovery and late payment admin fees on the General Rates of \$55k.

Year to Date - (Actual \$5.6m, Revised Budget \$4.7m)

The favourable variance of \$924k is mainly due to:

- Higher Cash Contribution for Street signs and Street Furniture maintenance of \$104k;
- Favourable General Rates Debt recovery off \$471k;
- Reimbursement income from Lease Facilities of \$355k;
- Early receipt of various State government grants of \$408k;
- Higher Waste recycling program revenue of \$190k; and
- Lower income from Ratepayers payment plans of \$600k.

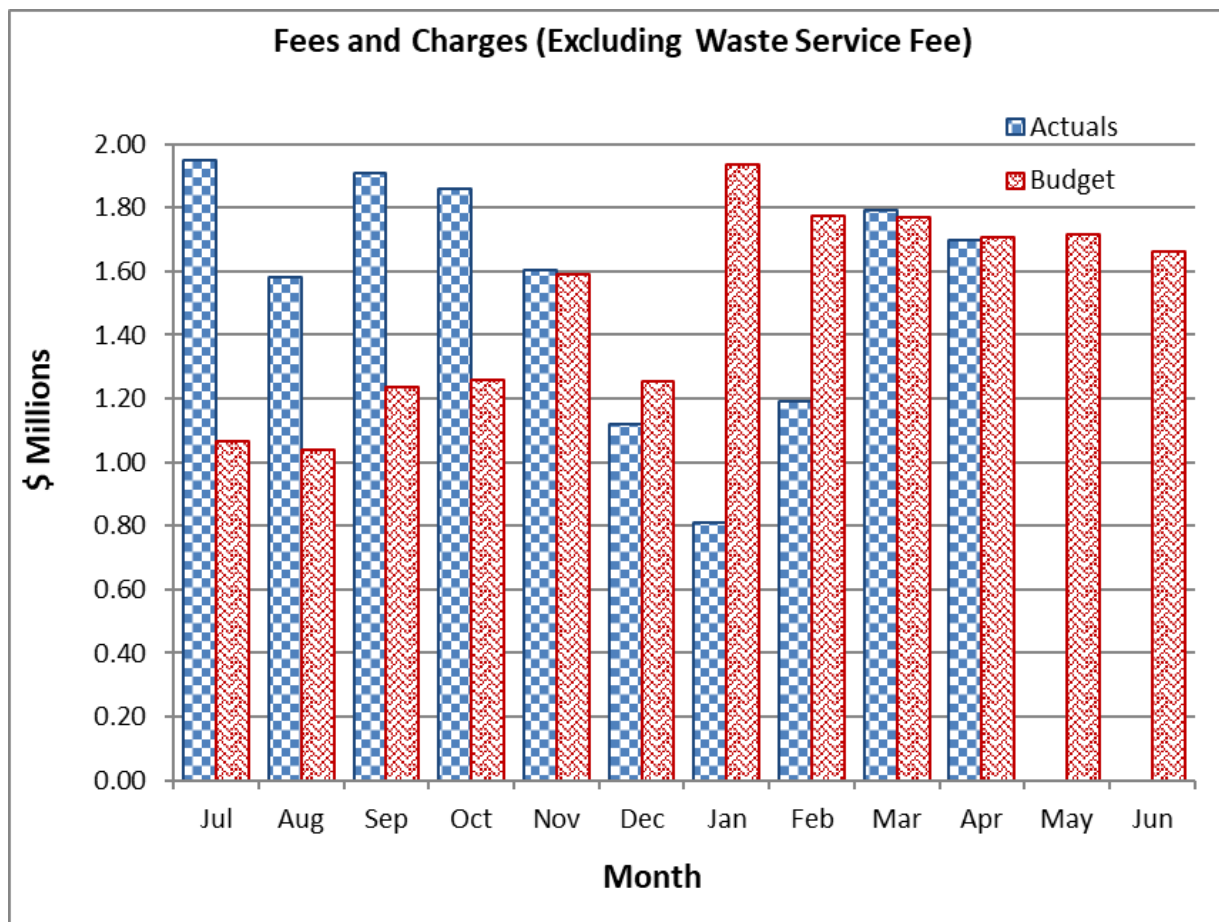


Note 3 Fees and Charges**Month to Date - (Actual \$1.7m, Revised Budget \$2.0m)**

The unfavourable variance of \$225k for the month is mainly due to lower Green Fees Income from the new golf course management agreement.

Year to Date - (Actual \$47.8m, Adopted Budget \$47.3m)

The favourable variance of \$545k, is mainly due to the Fees and Charges collected from various community facilities.

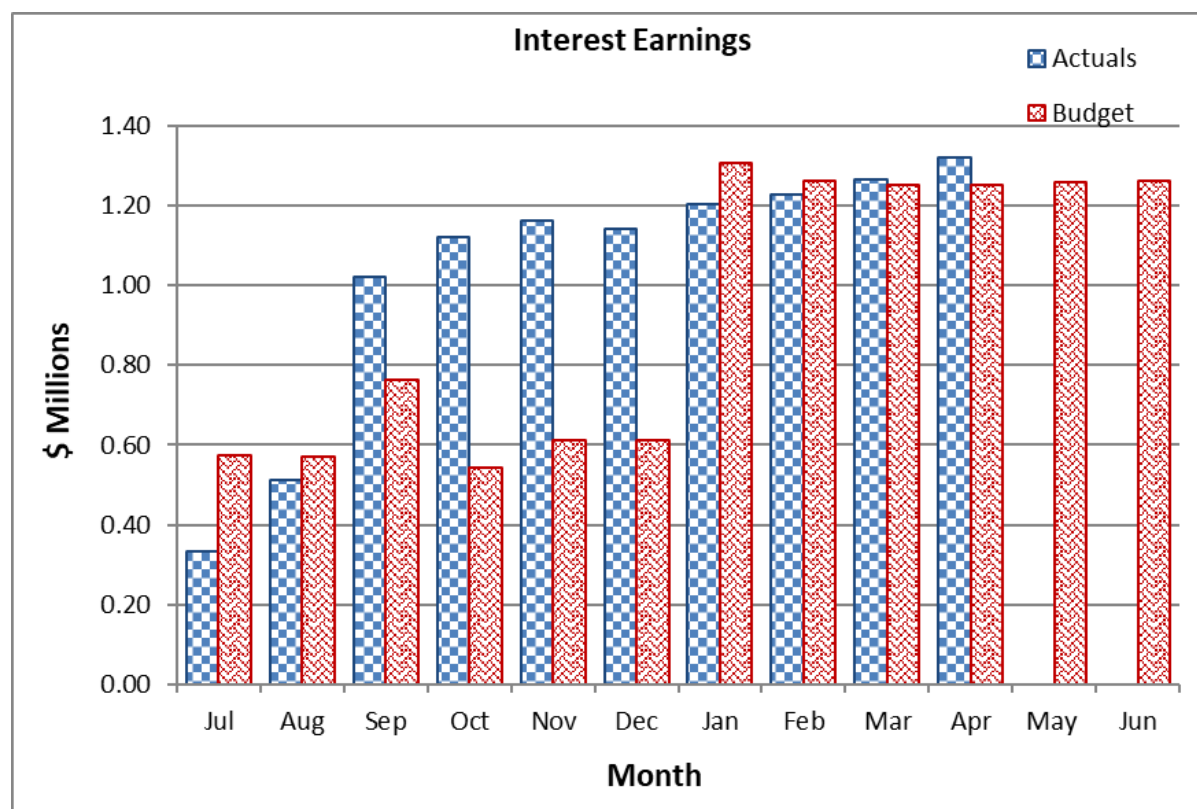


Note 4 Interest Earnings**Month to Date - (Actual \$1.32m, Revised Budget \$1.25m)**

The variance is favourable by \$67K due to higher interest rates.

Year to Date - (Actual \$10.3m, Revised Budget \$8.7m)

The favourable variance of \$1.6m mainly due to higher interest income from Reserves Investments due to ongoing interest rate increases.

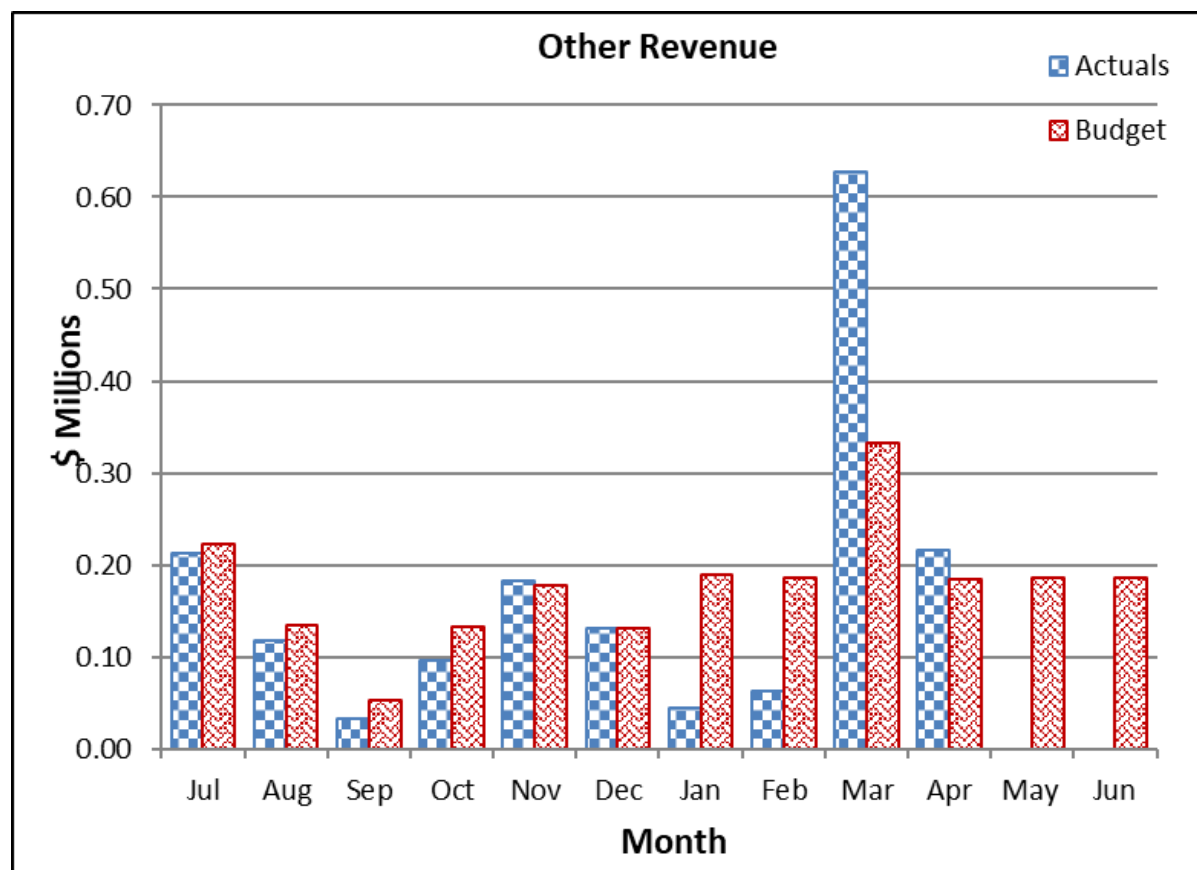


Note 5 Other Revenue**Month to Date - (Actual \$216k, Revised Budget \$185k)**

The favourable variance of \$31k is a result of a correction of under claimed fuel tax rebate.

Year to Date - (Actual \$1.7m, Revised Budget \$1.7m)

The variance is unfavourable by \$19k but is within the reportable threshold.



Expenses

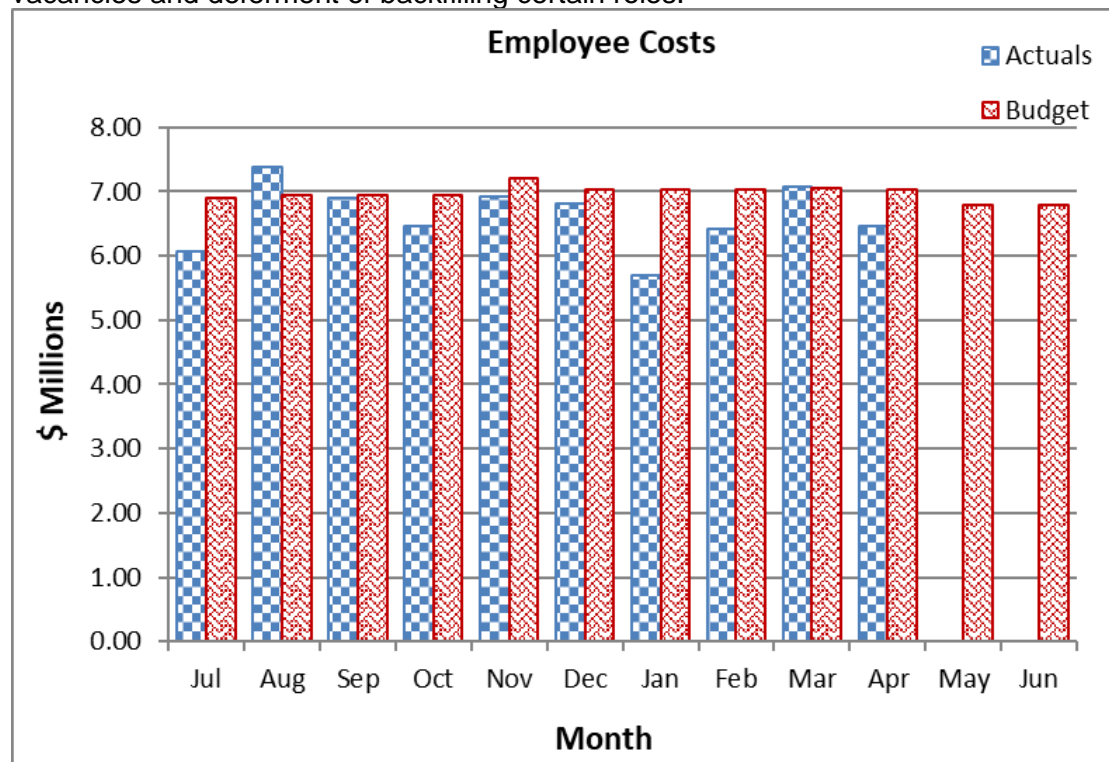
Note 6 Employee Costs

Month to Date - (Actual \$6.5m, Revised Budget \$7.0m)

The variance is favourable by \$559k due to lower normal salary expenses as a result of deferment of backfilling certain vacant roles due to prevailing market conditions.

Year to Date - (Actual \$66.2m, Revised Budget \$70.1m)

The favourable variance of \$3.9m mainly due to the higher than anticipated level of staff vacancies and deferment of backfilling certain roles.

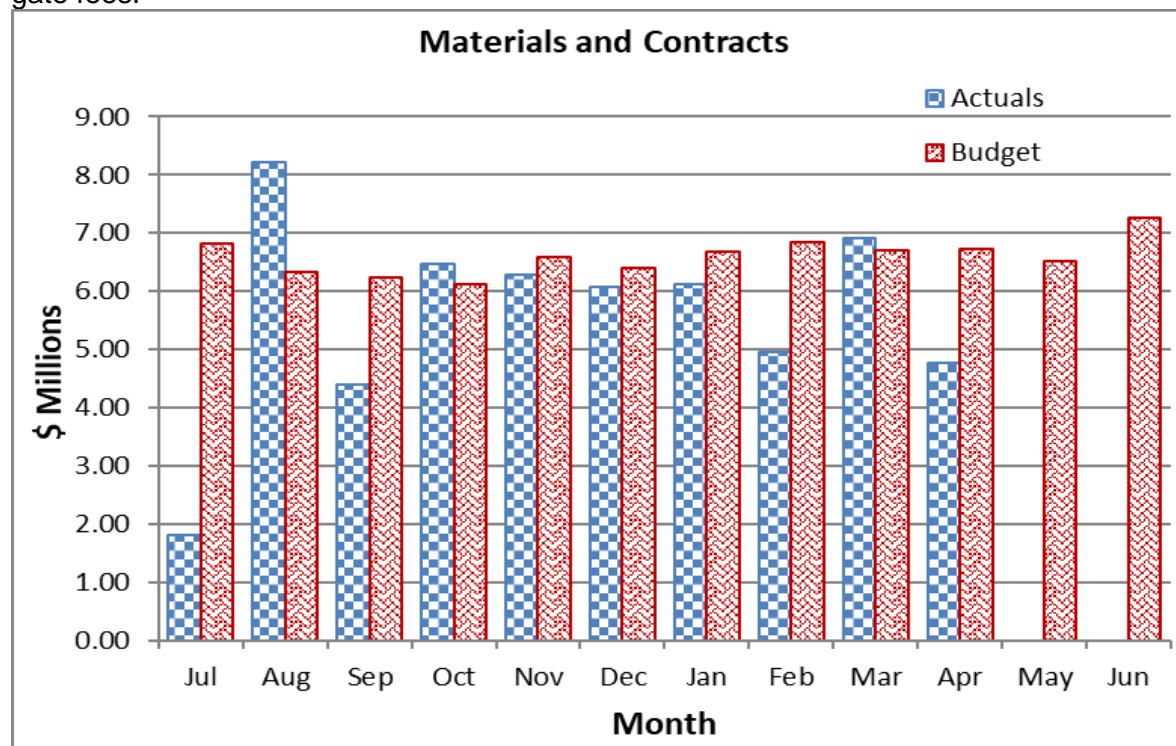


Note 7 Materials and Contracts**Month to Date - (Actual \$4.8m, Revised Budget \$6.7m)**

The favourable variance of \$2.0m is due to timing differences of various contract expenses primarily for refuse removal, drainage, sport assets, streetscape and turf maintenance.

Year to Date - (Actual \$56.0m, Revised Budget \$65.4m)

The variance is favourable by \$7.4m mainly resulting from timing differences in various contract expenses of \$4.1m and lower refuse removal expenses of \$3.3m due to decrease in gate fees.



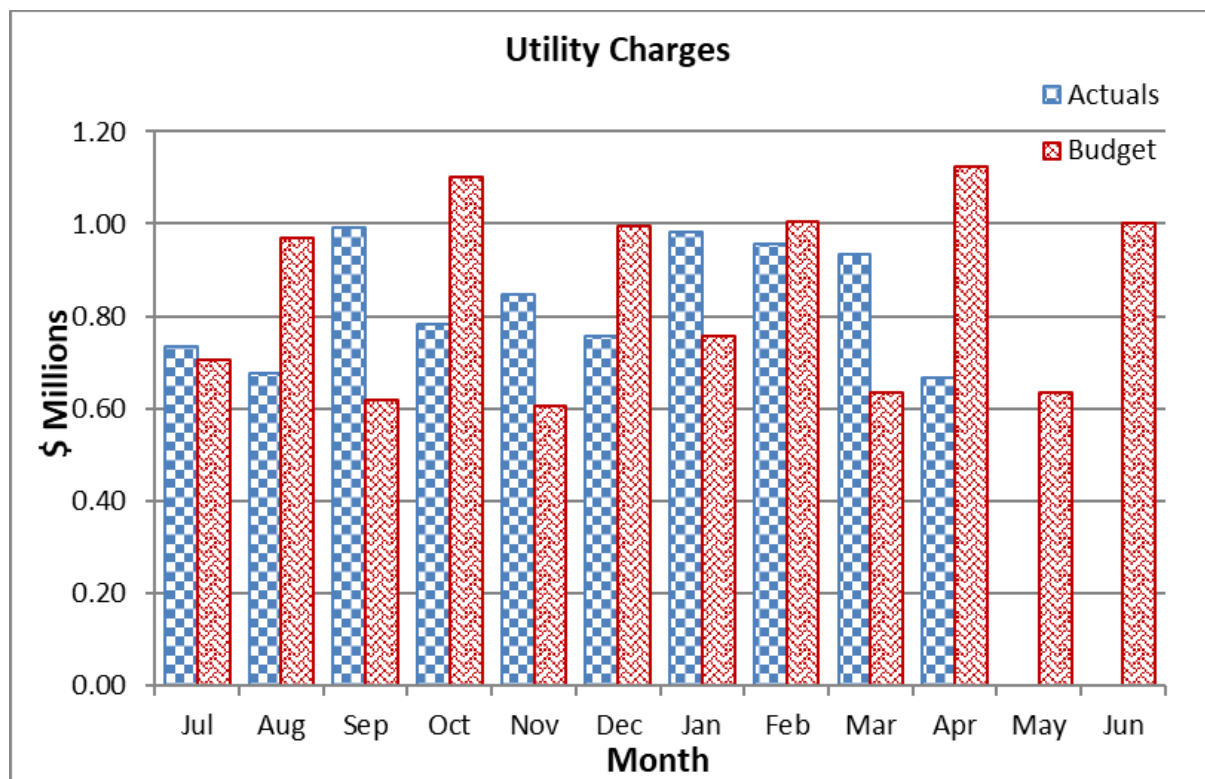
Note 8 Utility Charges

Month to Date - (Actual \$666k, Revised Budget \$1.1m)

The favourable variance of \$457k is mainly due to lower electricity consumption from various venues of \$358k, lower water usage for community facilities and parks of \$86k and lower gas consumption from community facilities of \$13k.

Year to Date - (Actual \$8.3m, Adopted Budget \$8.5m)

The favourable variance of \$189k is mainly due to lower expenses from electricity consumption of \$253k and gas usage of \$59k partially offset by higher expenses from water usage of \$100k and telephone expenses of \$23k.

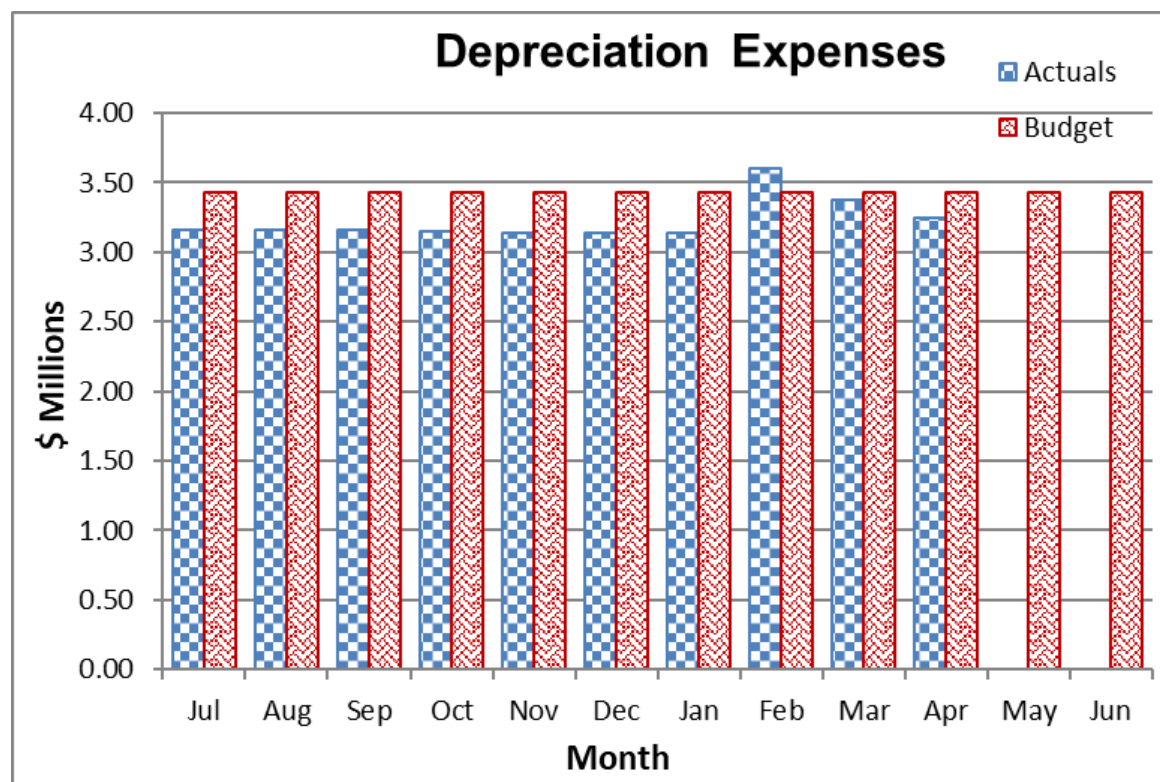


Note 9 Depreciation**Month to Date - (Actual \$3.2m, Revised Budget \$3.4m)**

The variance is favourable by \$187k mainly due to lower depreciation related to various infrastructure assets due to delay in completion of various capital projects.

Year to Date - (Actual \$32.3m, Revised Budget \$34.3m)

The favourable variance of \$2.1m results from lower value of assets mainly due to delays in completion of various capital projects.

**Non Operating Revenue & Expenses****Note 10 Non Operating Grants, Subsidies & Contributions****Month to Date – (Actual \$2.0m, Revised Budget \$370k)**

The favourable variance of \$1.6m is due to timing difference of State Government grants received for various main road grants.

Year to Date – (Actual \$12.7m, Revised Budget \$15.3m)

The unfavourable variance of \$2.6m is mainly due to delays in receiving State and Federal Government grants for various projects.

Note 11 Profit / Loss on Asset Disposals**Month to Date – (Combined Actual -\$57k, Combined Revised Budget \$141k)**

The unfavourable variance of \$57k is due to reversal of unrealised profit in disposal of residential land.

Year to Date – (Combined Actual \$1.7m, Combined Revised Budget \$1.4m)

The variance is favourable by \$239k mainly attributed to timing difference of plant and vehicles disposals.

Note 12 Town Planning Scheme (TPS) Revenues**Month to Date – (Actual \$890k, Revised Budget \$1.2m)**

The unfavourable variance of \$324k is due to lower contributions of \$431k received from developers partially offset by the higher interest income from Town Planning Schemes of \$103k.

Year to Date – (Actual \$13.9m, Revised Budget \$13.4m)

The favourable variance of \$526k is due to higher contributions received from developers of \$189k and interest income from Town Planning Schemes and Reserves of \$337k.

Note 13 Town Planning Scheme (TPS) Expenses**Month to Date – (Actual \$267k, Revised Budget \$0m)**

The unfavourable variance of \$268k is due to timing differences of contract expenses of \$215k and higher interest expenses of \$53k.

Year to Date – (Actual \$2.8m, Revised Budget \$22.3m)

The favourable variance of \$19.6m is mainly due to timing differences of contract expenses.

Note 14 Contributed Physical Assets**Month to Date – (Actual \$1.5m, Revised Budget \$2.1m)**

The unfavourable variance of \$587k is due to timing differences of contributions of various roads, foot paths, drainages, and kerbs from residential land developers.

Year to Date – (Actual \$14.4m, Revised Budget \$20.7m)

The unfavourable variance of \$6.3m is due to delays 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 30 APRIL 2023

Description	30 June 2022 Actual \$	30 April 2023 Actual \$	Movement		Notes
			\$	%	
Current Assets	461,402,418	523,994,995	62,592,577	13.6	
Current Liabilities	(103,079,055)	(95,791,631)	7,287,424	7.1	
NET CURRENT ASSETS	358,323,363	428,203,364	69,880,001	19.5	1
Non Current Assets	2,369,141,127	2,384,425,582	15,284,455	0.6	2
Non Current Liabilities	(165,154,615)	(165,425,047)	(270,432)	(0.2)	3
NET ASSETS	2,562,309,875	2,647,203,899	84,894,024	3.3	
TOTAL EQUITY	2,562,309,875	2,647,203,899	84,894,024	3.3	

Note 1 - Net Current Assets

When compared to the audited opening position as of 30 June 2022, Net Current Assets have increased by \$69.9m, which is predominately due to increased investments and receivables balances from the levying of 2022/23 Rates and Waste Service Fees.

Within the Current Assets, Current Receivables of \$21.7m mainly comprises of \$11.5m Rates and Waste Service Fees, \$1.5m Emergency Service Levy, with the remaining balance attributed to General Debtors.

Note 2 - Non-Current Assets

Non-Current Assets as of 30 April 2023 have increased by \$15.3m, from 30 June 2022. This movement is predominantly due to increase in work in progress and asset acquisitions.

Note 3 - Non-Current Liabilities

Non-Current Liabilities have increased by \$270k due to change in leave provisions.

Financial Performance Indicators

The table below presents data on relevant financial ratios, comparing the minimum standard expected as per the Department of Local Government, Sport and Cultural Industries (DLGSCI) status at the year to date figures, and at the same period of the last year.

A green highlight is used where the minimum standard is met or exceeded. Highlighted in red is below the standard (where relevant).

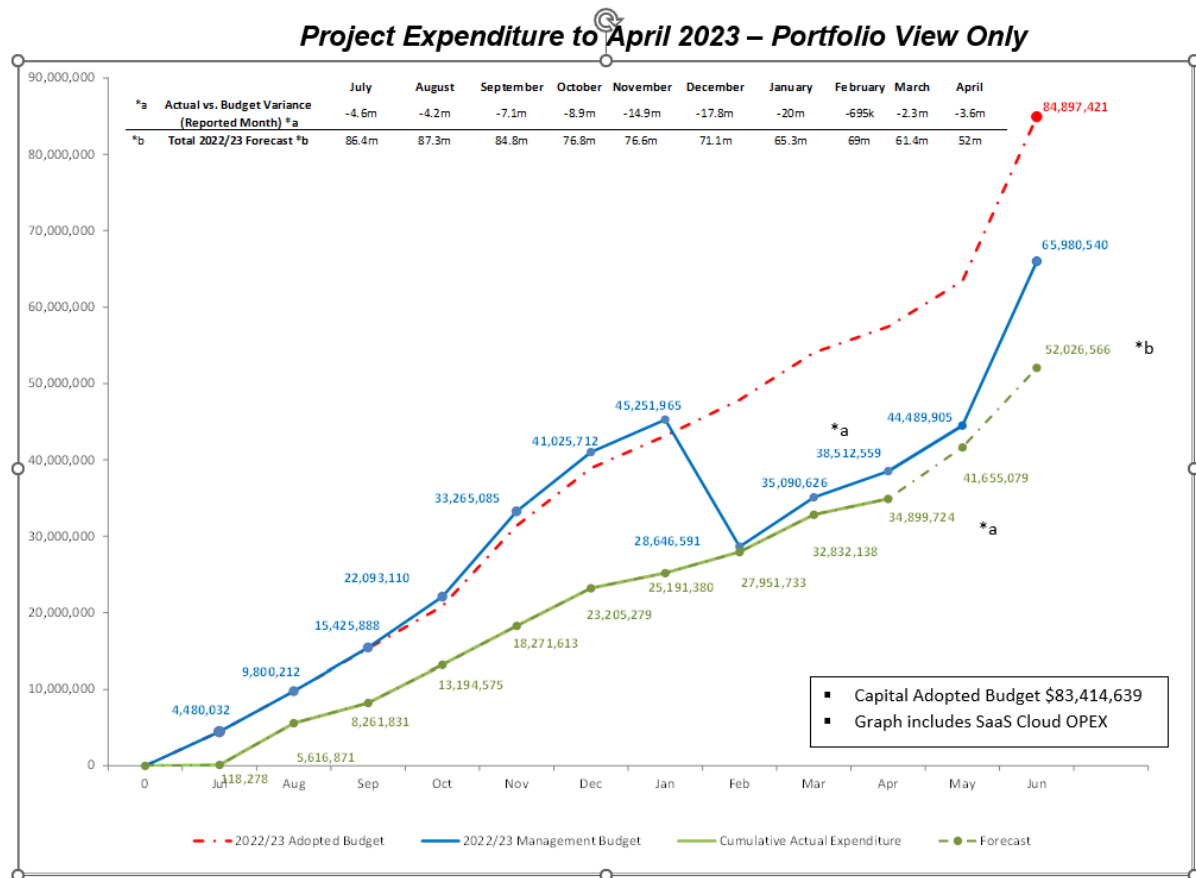
Details	DLGSCI Minimum Standard	As at 30/04/2022	As at 30/04/2023	For the month - Minimum Standard Met
Current Ratio				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	1.5:1	1.16:1	YES
Current Liabilities (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	19.48:1	26.59:1	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	1.2:1	1.31:1	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	0.21:1	0.22:1	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	20	341,200	1,962,761	3,997,855	49%
Community Safety	10	131,160	1,537,958	2,586,547	59%
Conservation Reserves	4	1,900	268,188	428,705	63%
Corporate Buildings	2	13,076	128,866	538,065	24%
Environmental Offset	4	5,535	174,454	402,396	43%
Fleet Management - Corporate	5	-	4,784,317	6,986,104	68%
Foreshore Management	8	307,449	1,072,611	3,922,995	27%
Golf Courses	3	3,029	40,225	556,286	7%
Investment Projects	15	105,591	1,173,860	3,046,570	39%
IT Equipment and Software	13	304,826	2,265,865	5,862,438	39%
Parks Furniture	10	31,476	2,451,617	3,058,657	80%
Parks Rehabilitation	1	136,125	804,313	1,496,800	54%
Passive Park Development	8	22,224	292,362	670,829	44%
Pathways and Trails	5	127,312	1,653,651	3,755,869	44%
Roads	22	189,547	4,276,251	6,969,590	61%
Sports Facilities	39	244,166	10,144,253	16,321,716	62%
Stormwater Drainage	4	21,232	147,006	180,338	82%
Street Landscaping	4	-	230,087	328,652	70%
Traffic Treatments	20	71,115	1,039,012	3,217,425	32%
Waste Management	3	-	303,723	432,892	70%
Grand Total	200	2,056,963	34,751,381	64,760,729	53.7%

During the month of April 2023, the City incurred \$2.0m of capital expenditure. Up to April 2023, the City has spent \$34.8m, which represents 53.7% of the \$64.8m Capital Works Revised Budget.



Above project expenditure graph includes operating expenditure budget of \$1.2m within 2022/23 Management Budget and actual operating expenditure of \$138k 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**).

Capital Changes

It is proposed that the following changes be made to the 2022/23 Capital Works Program.

PR-2016 Recurring Program, Renew Foreshore – An additional \$15,000 is required due to unexpected site erosion. It is proposed to fund this from savings identified in PR-1680 Recurring Program, Upgrade Tracks.

PR-2203 Recurring Program, Renew Community Facilities Furniture – It is proposed to transfer the unspent portion of the annual budget (\$2,488) to the Community Facilities operating account for non-capital furniture purchases at the recently upgraded Clarkson Youth Centre.

PR-2707 Recurring Program, New Minor Pathways and End of Trip Facilities – An additional \$40,000 is required for additional service locations actioned in 2022/23. It is proposed to fund this from savings identified in PR-2749 Recurring Program, New Major Pathways.

PR-4088 Neerabup Industrial Area. Neerabup, New Development – Additional clearing and grubbing is required this financial year, costing \$13,500. This project is funded from the Neerabup Development Reserve.

PR-4225 Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only – Additional designs have been undertaken this financial year to enable future works to be

started early in 2023/24. It is proposed to fund this from savings identified in PR-4384 Recurring Program, Upgrade Leased Building Assets - Minor Works (\$90,000) and PR-1055 Recurring Program, New Bus Shelter Installations (\$10,000).

PR-4307 Yellagonga Regional Park/Chianti Estate, Woodvale, Upgrade Pathway – Additional funds of \$19,000 are required due to construction costs higher than estimated. It is proposed to fund this from savings identified in PR-2749 Recurring Program, New Major Pathways.

PR-4336 Ashley Road, Tapping, Upgrade Traffic Management Scheme – Higher than anticipated construction costs have resulted in a deficiency of \$35,000. It is proposed to fund this from savings identified in PR-4232 Kingsbridge Boulevard, Butler, Traffic Management Scheme.

PR-4352 Blackmore Ave, Girrawheen, Renew from Templeton Cr to Beach Rd – The project has been completed with a minor overspend of \$7,075. It is proposed to fund this with savings from PR-1055 Recurring Program, New Bus Shelter Installations.

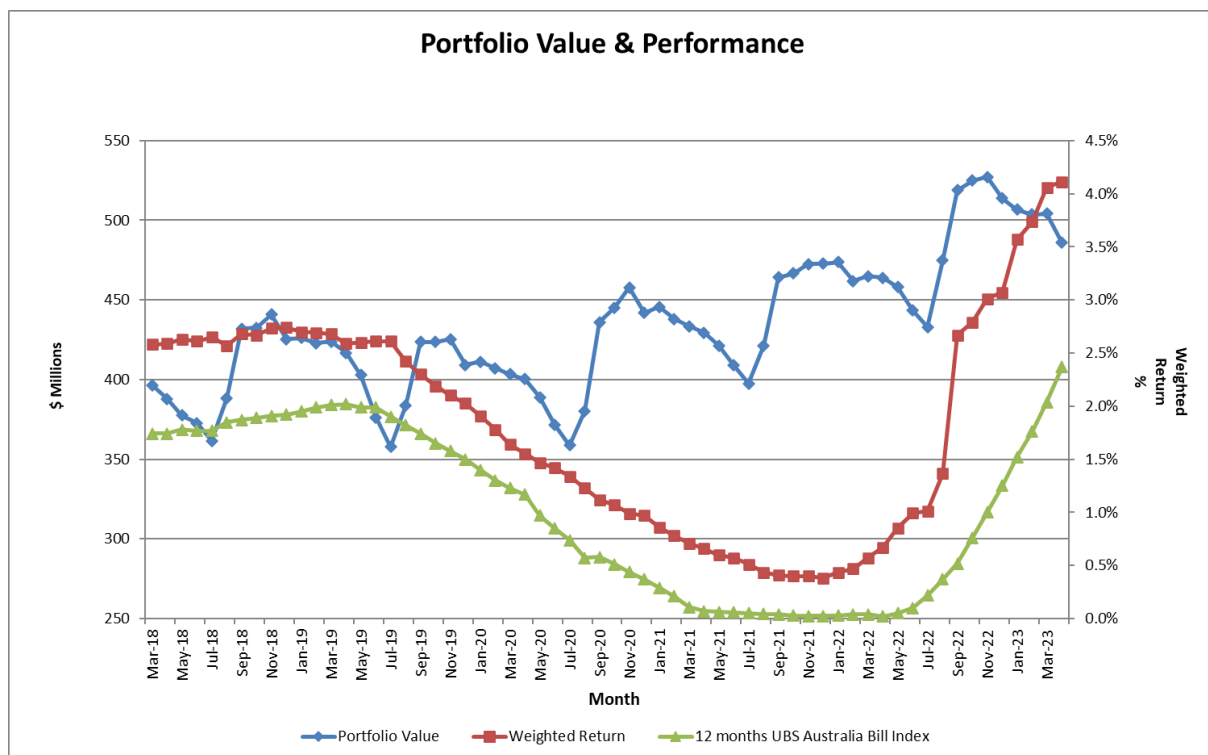
PR-4357 Gumblossom Community Centre, Quinns Rocks, Upgrade Works – An additional \$10,000 is required due to higher than expected consultancy costs associated with the project. It is proposed to fund this from savings identified in PR-4241 Recurring Program, Upgrade Accessibility to Community Car Parks.

PR-4387 Hepburn Avenue, Renew Asphalt from Spectator Dr to East of Hartman Dr – Additional funds are required due to a higher quote received for these works. Main Roads has approved an increase in funding for the project of \$46,314, with the City's one third contribution of \$23,157 to be funded from savings identified in PR-4263 Recurring Program, Upgrade Streetscape Infrastructure.

PR-4404 Moorpark Ave, Yanchep, New Access Ways Lot 4 and 5 – The project has been completed with a minor overspend of \$6,125. It is proposed to fund this with savings from PR-2656 Recurring Program, Miscellaneous Traffic and Parking Management.

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 April 2023, the City held an investment portfolio (Cash and Term Deposits) of \$485.9m (Face Value), equating to \$495.6m inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 1.74% pa (4.11% pa vs. 2.37% pa), which is higher than budgeted 1.79% yield during the financial year.

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 30 APRIL 2023

Description	30-June-2022 Actual \$	30-April-2023 Actual \$	30 June 2023
			Adopted Budget \$
Current Assets			
Cash & Cash Equivalents - Unrestricted	17,081,673	12,951,247	6,500,450
Term Deposit - Unrestricted	63,376,377	71,996,362	0
Term Deposit - Restricted	366,618,423	417,029,426	374,918,286
Receivables	13,997,090	21,673,139	17,930,842
Inventory	328,855	344,821	332,928
TOTAL CURRENT ASSETS	461,402,418	523,994,995	399,682,506
Current Liabilities			
Payables*	(79,335,918)	(72,778,274)	(30,144,411)
Provisions	(23,743,137)	(23,013,356)	(22,121,004)
TOTAL CURRENT LIABILITIES	(103,079,055)	(95,791,631)	(52,265,415)
Net Current Assets	358,323,363	428,203,364	347,417,091
Adjustments for Restrictions			
Term Deposit - Restricted	(366,623,623)	(417,029,426)	(374,918,286)
Provision for leave liability (Cash Backed)	13,527,914	13,500,109	15,277,991
Contract Liabilities*	32,056,762	32,808,832	12,223,204
TPS Receivables	106,754	45,199	-
TPS Payables	(648,800)	(648,800)	-
TOTAL RESTRICTED ASSETS	(321,580,992)	(371,324,085)	(347,417,091)
Surplus/(Deficit)	36,742,371	56,879,279	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

Recommendation

That Council:-

1. **RECEIVES** the Financial Activity Statement and commentaries on variances to Budget for the period ended 30 April 2023 consisting of:
 - a) April 2023 Financial Activity Statement;
 - b) April 2023 Net Current Assets Position;
 - c) April 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-2016	PR-1680 Recurring Program, Upgrade Tracks	PR-2016 Recurring Program, Renew Foreshore	\$15,000	Additional funds due to site erosion.
PR-2203	PR-2203 Recurring Program, Renew Community Facilities Furniture	Community Facilities operating account	\$2,488	Transfer funds to operating for non-capital furniture purchases.
PR-2707	PR-2749 Recurring Program, New Major Pathways	PR-2707 Recurring Program, New Minor Pathways and End of Trip Facilities	\$40,000	Additional service locations required in advance of 23/24 program.
PR-4088	Neerabup Development Reserve	PR-4088 Neerabup Industrial Area. Neerabup, New Development	\$13,500	Additional clearing and grubbing required this financial year.
PR-4225	PR-1055 Recurring Program, New Bus Shelter Installations	PR-4225 Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only	\$10,000	Additional designs have been undertaken this financial year.
PR-4225	PR-4384 Recurring Program, Upgrade Leased Building Assets - Minor Works	PR-4225 Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only	\$90,000	Additional designs have been undertaken this financial year.

PR-4307	PR-2749 Recurring Program, New Major Pathways	PR-4307 Yellagonga Regional Park / Chianti Estate, Woodvale, Upgrade Pathway	\$19,000	Construction costs higher than estimated.
PR-4336	PR-4232 Kingsbridge Boulevard, Butler, Traffic Management Scheme	PR-4336 Ashley Road, Tapping, Upgrade Traffic Management Scheme	\$35,000	Construction costs higher than cost estimate.
PR-4352	PR-1055 Recurring Program, New Bus Shelter Installations	PR-4352 Blackmore Ave, Girrawheen, Renew from Templeton Cr to Beach Rd	\$7,075	Minor overspend on completion of project.
PR-4357	PR-4241 Recurring Program, Upgrade Accessibility to Community Car Parks	PR-4357 Gumblossom Community Centre, Quinns Rocks, Upgrade Works	\$10,000	Consultancy costs higher than expected.
PR-4387	MRRP Grant funds	PR-4387 Hepburn Avenue, Renew Asphalt from Spectator Dr to East of Hartman Dr	\$46,314	Higher asphalt costs for project.
PR-4387	PR-4263 Recurring Program, Upgrade Streetscape Infrastructure	PR-4387 Hepburn Avenue, Renew Asphalt from Spectator Dr to East of Hartman Dr	\$23,157	Higher asphalt costs for project.
PR-4404	PR-2656 Recurring Program, Miscellaneous Traffic and Parking Management	PR-4404 Moorpark Ave, Yanchep, New Access Ways Lot 4 and 5	\$6,125	Minor overspend on completion of project.

Attachments:

1. Attachment 1 - Statement of Financial Position April 2023 23/175310
2. Attachment 2 - Top Capital Projects April 2023 23/175312
3. Attachment 3 - Investment Report April 2023 23/175316
4. Attachment 4 - Rate Setting Statement April 2023 23/175318

Attachment 1

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2023

Description	30/06/2022 Actual \$	30/04/2023 Actual \$
Current Assets		
Cash at Bank	80,458,050	84,947,609
Investments	366,618,423	417,029,426
Receivables	13,997,090	21,673,139
Inventories	328,855	344,821
	461,402,418	523,994,995
Current Liabilities		
Payables	(79,335,918)	(72,778,274)
Provisions	(23,743,137)	(23,013,356)
	(103,079,055)	(95,791,631)
NET CURRENT ASSETS	358,323,363	428,203,364
Non Current Assets		
Receivables	4,271,618	4,018,985
Investments	28,520,091	26,638,740
Inventories	17,236,832	17,236,832
Land	123,329,649	123,334,816
Buildings	205,598,007	202,877,452
Plant & Equipment	23,848,709	24,932,367
Furniture & Fittings	8,753,510	7,154,184
Leased Assets	55,254	5,525
Infrastructure	1,884,679,169	1,874,863,392
Work in Progress	72,848,289	103,363,288
	2,369,141,127	2,384,425,582
Non Current Liabilities		
Interest Bearing Liabilities	(74,334,488)	(74,334,488)
Provisions & Payables	(90,820,127)	(91,090,559)
	(165,154,615)	(165,425,047)
NET ASSETS	2,562,309,875	2,647,203,899
Equity		
Retained Surplus	1,232,810,571	1,271,800,449
Reserves - Cash/Investment Backed	258,873,372	304,777,518
Reserves - Asset Revaluation	1,070,625,932	1,070,625,932
TOTAL EQUITY	2,562,309,875	2,647,203,899

Top Capital Projects 2022/23 - April 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	678,572	22,000	140,988	515,584	5,791,231	5,800,629	(9,398)					35	S5. Delivery	Western Power lighting upgrade has been completed. Project postponed to 01 July 2023 due to the RFT and RFQ being rejected due costs higher than anticipated. The procurement strategy to be revised as agreed with Director to split the drainage and civil earthworks away from the finishing works such as asphalt, kerb and pathways. A new RFT will be proposed in 2023/24. Risk is currently amber to reflect the delivery risks that have been ongoing for this project. Carry forward required for delivery over two financial years.
PMO16061	002955	23756	Halesworth Park, Butler, New Sports Facilities	575,289	50,053	525,237	(1)	22,324,937	22,324,938	(1)					72	S5. Delivery	Council considered RFT23001 'Construction of Main Sports Pavilion (A) and Storage Building (C) at the 18 April 2023 meeting and accepted the tender submitted by Swan Group (Separable Portion 3 Buildings A & C), for a fixed lump sum price of \$9,332,882. In awarding the tender, a total funding shortfall of \$1.2M was noted and requires additional funding be allocated in 2023/24.
PMO16175	002664	25883	Dordaak Kepap Library and Youth Innovation Hub, Landsdale, New Building	383,442	152,940	230,501	1	10,451,250	10,451,249	1					61	S4. Design	Bollig Design Group currently undertaking detailed design. Consideration of User and IT needs, buildability, interior design and material selections ongoing. Delivery schedule being monitored. Risk amber due to construction labour and materials costs remaining high.
PMO18039	002455	28837	Clarkson Youth Centre, Clarkson, Upgrade Building	1,395,419	602,794	788,041	4,584	1,530,000	1,506,946	23,054					79	S5. Delivery	Internal works doors, windows, ceramics complete. Painting in progress. Potential savings due to contract cost lower than expected.
PMO18124	004169	34063	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	3,180,000	835,125	1,408,719	936,156	7,485,000	8,030,309	(545,309)					83	S5. Delivery	Detailed design completed and all documents finalised. Construction commenced February 2023. Completion of works expected for January 2024. Federal government funding of \$3.383M approved under the Coastal and Estuarine Risk Mitigation Program. Awaiting finalisation of funding agreement. Carry forward due to delays with commencement of construction associated with contractor resourcing resulting in extension of Stage 1 works into 2023/24.
PMO19071	004180	37143	Alexander Drive, Landsdale, New Shared Pathway from Gnaragala Rd to Hepburn Ave	376,114	8,692	1,672	365,750	3,200,000	3,199,183	817					25	S5. Delivery	Western Power delays pushing construction into 2023/24, resulting in red current year budget and amber overall risk. Schedule delays caused by Western Power is ongoing and once the extent of the delays is known, a change request will be submitted to adjust the finish date. Carry forward required.

Top Capital Projects 2022/23 - April 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
PMO20049	004271	40569	Splendid Park, Yanchep, New Cycling Facility	4,171,148	3,923,332	247,814	2	4,737,600	4,737,597	3					99	S5. Delivery	Defects Liability Period (DLP) phase until 25 November 2023. Minor operational works identified during DLP period including revised lines, speedbumps and signs have been completed. Left turn in lane designed (under review). Landscaping remediation planting anticipated mid-June 2023.
PMO20057	004277	40645	Alkimos, New Alkimos Aquatic and Recreation Centre	1,293,991	72,188	350,000	871,803	67,872,624	67,872,624	0					46	S4. Design	Project achieving major milestone by entering detailed design stage. Carry forward required for continuing project.
PMO20062	004283	40782	Heath Park, Eglinton, New Sports Amenities Building	180,951	31,378	99,573	50,000	3,399,000	6,492,000	(3,093,000)					37	S4. Design	Despite a reduction to scope due to cost escalation (high inflation, material shortage, high labour and freight costs) the project's anticipated cost is \$6,492,000. The intention is to finalise the detailed design by July 2023 and commence procurement to minimise the impact of predicted cost escalation in 2023-2024. Change Request submitted to address Total Budget shortfall. Risk amber due to unknown variables (availability of consultants, budget and construction materials) during the project's detailed design and construction phases. Carry forward required to continue with the project design in 2023/24.
PMO21008	004297	41322	Wangara Industrial Area, Wangara, New CCTV Network	1,203,189	821,119	350,230	31,840	1,352,500	1,381,758	(29,258)					73	S5. Delivery	Due to delays from Western Power (WP), Community development grant extended to 30 June 2023. LCRIP Phase 3 grant deadline updated to June 2024. WP works completed and all poles installed. Commenced camera installations. CAM1 operational on first milestone payment of \$450k paid from Community Development Grant. Schedule amber 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. Carry forward required due to Western Power delays.
PMO21042	004331	42285	Kingsway Regional Sporting Complex, Madeley, Upgrade Soccer Field Floodlighting	2,673,500	2,502,690	75,605	95,205	2,786,000	2,753,603	32,397					92	S5. Delivery	Practical completion awarded 31 March 2023. Additional spare lights ordered just in case they are needed during the FIFA tournament. If not used, they will be given to Dalvik Park sports floodlighting project. Two Site Sentries were hired to maintain security at field until FIFA handover. Poles were installed by 17 February 23. Potential grant funding savings identified, Sponsor to discuss with DLGSCI.

Top Capital Projects 2022/23 - April 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
PMO21060	004347	42656	Flynn Drive, Neerabup, Upgrade from Wanneroo Road to Old Yanchep Road	1,037,350	407,738	629,612	(0)	22,750,001	22,750,001	(0)					58	S5. Delivery	Tender report for Stage 1 & 2 construction to go to council meeting in June. Schedule amber due to ATCO Gas delays in realignment of high pressure gas main in Stage 1.
PMO22023	004400	44424	Two Rocks Road, Yanchep, Upgrade Street Lighting	119,350	28,571	750	90,029	1,167,500	1,097,324	70,176					34	S4. Design	Western Power (WP) have been informed that Clearing Permit efforts will run parallel with WP's detailed design efforts, currently at internal approval stage. WP agreed to prioritise this project. Clearing Permit application in place. Construction works anticipated to commence November 2023. RFQ for UXO evaluated, no contract awarded. A different RFQ went out, closing June 2023. UXO clearing anticipated to commence August 2023. Carry forward required to continue procurement for the UXO contractor.
				17,268,315	9,458,622	4,848,742	2,960,951	154,847,643	134,550,835	(3,550,518)							

Schedule Status-Indicator	Budget Indicators (Annual & Total)	Overall Risk Indicator
On Target-Baseline (<10%time increase)	On Target (Variance <10%)	Low
Behind Schedule (10 - 20%time increase)	Almost on Budget (Variance of 10 - 20%)	Medium
Behind Schedule (>20%time increase)	Under / Over Budget (Variance > 20%)	High

INVESTMENT SUMMARY - As At 30 April 2023

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Deposit Category	Current Value \$	YTD Accrued Interest \$
Current Account Investment Group									
30,872,500.00	0.25	Commonwealth Bank of Australia Perth	A1	N/A		N/A	Cash	30,872,500.00	
30,872,500.00	0.25%							30,872,500.00	
Term Investment Group									
20,000,000.00	3.01	Commonwealth Bank of Australia Perth	A1	10-May-2023	20,000,000.00	10-May-2022	Term Deposit	20,585,506.85	501,391.78
10,000,000.00	3.25	Members Equity Bank Melbourne	A2	22-May-2023	10,000,000.00	20-May-2022	Term Deposit	10,307,191.78	270,684.95
15,000,000.00	3.70	Members Equity Bank Melbourne	A2	13-June-2023	15,000,000.00	10-June-2022	Term Deposit	15,492,657.53	462,246.58
10,000,000.00	3.80	Members Equity Bank Melbourne	A2	20-June-2023	10,000,000.00	05-August-2022	Term Deposit	10,279,013.70	279,013.70
15,000,000.00	4.07	Westpac Banking Corporation	A1	20-June-2023	15,000,000.00	15-August-2022	Term Deposit	15,431,531.51	431,531.51
15,000,000.00	4.16	Westpac Banking Corporation	A1	15-July-2023	15,000,000.00	15-August-2022	Term Deposit	15,441,073.97	441,073.97
15,000,000.00	4.16	Westpac Banking Corporation	A1	18-July-2023	15,000,000.00	15-August-2022	Term Deposit	15,441,073.97	441,073.97
80,000,000.00	4.37	Westpac Banking Corporation	A1	06-September-2023	80,000,000.00	06-September-2022	Term Deposit	82,260,427.40	2,260,427.40
20,000,000.00	4.33	Westpac Banking Corporation	A1	08-September-2023	20,000,000.00	08-September-2022	Term Deposit	20,555,189.04	555,189.04
50,000,000.00	4.45	Commonwealth Bank of Australia Perth	A1	19-September-2023	50,000,000.00	19-September-2022	Term Deposit	51,359,383.56	1,359,383.56
10,000,000.00	4.46	Commonwealth Bank of Australia Perth	A1	25-September-2023	10,000,000.00	23-September-2022	Term Deposit	10,145,408.22	267,600.00
15,000,000.00	4.59	Suncorp	A1	24-August-2023	15,000,000.00	28-September-2022	Term Deposit	15,403,668.49	403,668.49
10,000,000.00	4.53	Westpac Banking Corporation	A1	10-October-2023	10,000,000.00	10-October-2022	Term Deposit	10,250,701.37	250,701.37
10,000,000.00	4.67	Suncorp	A1	24-October-2023	10,000,000.00	25-October-2022	Term Deposit	10,239,257.53	239,257.53
20,000,000.00	4.55	Suncorp	A1	07-November-2023	20,000,000.00	07-November-2022	Term Deposit	20,433,808.22	433,808.22
10,000,000.00	4.63	Commonwealth Bank of Australia Perth	A1	09-November-2023	10,000,000.00	09-November-2022	Term Deposit	10,218,180.82	218,180.82
25,000,000.00	4.72	Westpac Banking Corporation	A1	18-January-2024	25,000,000.00	18-January-2023	Term Deposit	25,038,794.52	329,794.52
25,000,000.00	4.55	Commonwealth Bank of Australia Perth	A1	19-January-2024	25,000,000.00	19-January-2023	Term Deposit	25,314,760.27	314,760.27
10,000,000.00	4.76	Commonwealth Bank of Australia Perth	A1	30-January-2024	10,000,000.00	30-January-2023	Term Deposit	10,117,369.86	117,369.86
20,000,000.00	5.01	Westpac Banking Corporation	A1	23-February-2024	20,000,000.00	23-February-2023	Term Deposit	20,181,183.56	181,183.56
20,000,000.00	4.92	Bank of Queensland	A2	08-March-2024	20,000,000.00	09-March-2023	Term Deposit	20,140,186.30	140,186.30
30,000,000.00	4.61	Suncorp	A1	28-March-2024	30,000,000.00	30-March-2023	Term Deposit	30,117,460.27	117,460.27
455,000,000.00	4.37%							464,753,828.77	10,015,946.53
	Weighted Return								
485,872,500.00	4.11%	Totals						495,626,328.77	10,015,946.53

2.37% 12 month UBS Australia Bank Bill Index for 30 April 2023

1.74% 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 30 APRIL 2023

Attachment 4

Description	Year To Date				Annual			
	Actual	Revised Budget	Variance		Adopted Budget	Revised Budget	Variance	
	\$	\$	\$	%	\$	\$	\$	%
Opening Surplus/(Deficit)	36,742,371	15,570,986	21,171,385	0	15,570,986	15,570,986	0	0
OPERATING ACTIVITIES								
Revenues								
Operating Grants, Subsidies & Contributions	5,630,647	4,707,068	923,579	20	5,596,390	5,922,986	326,596	6
Fees & Charges	47,799,271	47,254,065	545,205	1	51,292,833	50,764,165	(528,668)	(1)
Interest Earnings	10,307,099	8,746,072	1,561,027	18	7,024,598	11,264,494	4,239,896	38
Other Revenue	1,724,168	1,743,563	(19,395)	(1)	650,319	2,114,039	1,463,720	69
Ex Gratia Rates	0	0	0	0	24,000	24,000	0	0
	65,461,185	62,450,768	3,010,417	5	64,588,140	70,089,684	5,501,544	8
Expenses								
Employee Costs	(66,160,825)	(70,092,408)	3,931,583	6	(83,660,259)	(83,660,258)	1	0
Materials & Contracts	(56,133,897)	(65,383,365)	9,249,468	14	(79,704,653)	(79,231,402)	473,251	1
Utility Charges	(8,327,576)	(8,516,791)	189,216	2	(10,380,146)	(10,154,163)	225,983	2
Depreciation	(32,271,305)	(34,349,006)	2,077,701	6	(41,218,774)	(41,218,774)	0	0
Insurance	(1,277,326)	(1,207,146)	(70,180)	(6)	(1,439,911)	(1,439,111)	800	0
Interest Expenses	(3,563,990)	(3,550,500)	(13,490)	(0)	(4,264,103)	(4,259,431)	4,672	0
	(167,734,919)	(183,099,217)	15,364,297	8	(220,667,846)	(219,963,139)	704,707	0
Non-Cash Amounts Excluded								
Depreciation	32,271,305	34,349,006	(2,077,701)	(6)	41,218,774	41,218,774	0	0
	(70,002,429)	(86,299,442)	16,297,014	19	(114,860,932)	(108,654,681)	6,206,251	6
INVESTING ACTIVITIES								
Revenues								
Non Operating Grants, Subsidies & Contributions	12,739,255	15,306,370	(2,567,115)	(17)	21,965,725	17,786,227	(4,179,498)	(23)
Contributed Physical Assets - Revenue	14,434,797	20,707,000	(6,272,203)	(30)	24,848,400	24,848,400	0	0
TPS & DCP Revenues	13,921,636	13,395,670	525,965	4	29,069,490	25,973,360	(3,096,130)	(12)
Profit on Asset Disposals	1,766,929	2,129,860	(362,931)	(17)	2,555,831	2,555,831	0	0
Proceeds From Disposal Of Assets	792,020	3,106,625	(2,314,605)	(75)	3,727,950	3,727,950	0	0
	43,654,637	54,645,525	(10,990,888)	20	82,167,396	74,891,768	(7,275,628)	10
Expenses								
Non Operating Contract Expenses	0	0	0	0	(128,582)	(128,582)	0	0
Loss on Assets Disposals	(115,758)	(717,750)	601,992	0	(861,296)	(861,296)	0	0
TPS & DCP Expenses	(2,783,289)	(22,340,287)	19,556,998	88	(24,348,082)	(25,136,869)	(788,787)	(3)
Capital Expenditure	(34,751,381)	(53,966,667)	19,215,286	36	(83,414,639)	(64,760,729)	18,653,910	29
Contributed Physical Assets - Expenses	(14,434,797)	(20,707,000)	6,272,203	30	(24,848,400)	(24,848,400)	0	0
	(52,085,225)	(97,731,704)	45,646,478	47	(133,600,999)	(115,735,876)	(17,865,123)	(15)
Non-Cash Amounts Excluded								
Contributed Physical Assets - Revenue	(14,434,797)	(20,707,000)	6,272,203	(30)	(24,848,400)	(24,848,400)	0	0
Profit on Asset Disposals	(1,766,929)	(2,129,860)	362,931	(17)	(2,555,831)	(2,555,831)	0	0
Loss on Assets Disposals	115,758	717,750	(601,992)	(84)	861,296	861,296	0	0
Contributed Physical Assets - Expenses	14,434,797	20,707,000	(6,272,203)	30	24,848,400	24,848,400	0	0
Movement in Equity Accounted Investments	1,881,351	0	1,881,351	0	0	0	0	0
Movement in Non- Current Deferred Pensioner Rates	252,632	0	252,632	0	0	0	0	0
Movement in Non- Current Leave Liability Provision	27,806	0	27,806	0	0	0	0	0
	510,618	(1,412,110)	1,922,728	(136)	(1,694,535)	(1,694,535)	0	0
	(7,919,970)	(44,498,288)	36,578,318	82	(53,128,138)	(42,538,643)	10,589,495	25
FINANCING ACTIVITIES								
Revenues								
Contributions from New Loans	0	0	0	0	0	0	0	0
Transfers from Restricted Grants, Contributions & Loans	454,314	259,866	194,448	75	311,839	311,839	0	0
Transfers from Reserves	20,648,787	39,250,675	(18,601,888)	(47)	47,100,810	47,100,810	0	0
Transfers from TPS's	3,228,566	22,175,996	(18,947,430)	(85)	26,611,195	26,611,195	0	0
Transfers from Trust Fund- Cash Paid in Lieu of POS	39,350	0	39,350	0	0	0	0	0
Net Transfers to/from Cash Backed Employee Provisions	(809,014)	0	(809,014)	0	0	0	0	0
Non-cash movement in DCP	(3,626,918)	1,585,323	(5,212,241)	0	1,902,388	1,902,388	0	0
	19,935,084	63,271,860	(43,336,776)	0	75,926,232	75,926,232	0	0
Expenses								
Transfers to Restricted Grants, Contributions & Loans	0	0	0	0	0	0	0	0
Transfers to Reserves	(66,839,937)	(36,822,890)	(30,017,047)	(82)	(44,187,468)	(44,187,468)	0	0
Transfers to TPS's	(3,228,566)	(22,175,996)	18,947,430	85	(26,611,195)	(26,611,195)	0	0
	(70,068,503)	(58,998,886)	(11,069,617)	(19)	(70,798,663)	(70,798,663)	0	0
	(50,133,419)	4,272,974	(54,406,393)	(1,273)	5,127,569	5,127,569	0	0
(DEFICIT)/SURPLUS	(91,313,446)	(110,953,770)	19,640,324	(18)	(147,290,515)	(130,494,769)	16,795,746	13
Amount To Be Raised From General Rates	147,204,188	147,260,515	(56,327)	(0)	147,290,515	147,290,515	0	0
Closing Surplus/(Deficit)	55,890,742	36,306,745	19,583,997	54	0	16,795,746	16,795,746	0

CS03-06/23 Financial Hardship - Collection of Rates and Service Charges

File Ref: 38562 – 23/168331
Responsible Officer: Director, Corporate Strategy & Performance
Attachments: 3

Issue

To consider proposed amendments to the Financial Hardship – Collection of Rates and Service Charges Policy (the Policy) due to the Ministerial Order in relation to financial hardship provisions under the Local Government (COVID-19) Amendment Order (the Order) which was ended effective 3 February 2023.

Background

On the 20 July 2020, the Financial Hardship – Collection of Rates and Services Charges was amended to incorporate the financial hardship provisions under the Order.

The Order extended certain financial hardship concessions in relation to:

- Interest on money owed to local governments;
- Options for payment of rates and service charges; and
- Accrual of interest on overdue rates and service charges.

Following the end of the State of Emergency on 4 November 2022, the Order automatically revoked three months after 4 November 2022.

This means that from 3 February 2023, all the provisions in the Orders made under a State of Emergency were ended, including those for financial hardship.

Detail

The proposed amendment to the Policy is shown in mark-up in **Attachment 1**. Amended policy without track changes is shown in **Attachment 2**.

Under the Amendment Order, the following three additional delegations were introduced. It is suggested that 1 and 3 can now be removed and that item 2 remain in the delegation with the removal of the monetary value.

“The CEO:

1. is delegated the authority to grant a \$100 concession on Council Rates;
2. is delegated the authority to waive the administration fee (payment arrangement fee) of \$30; and/or
3. may grant an interest moratorium for Council Rates, Charges and State Government Emergency Services Levy in accordance with the COVID -19 Ministerial Order 2020, gazetted on 8 May 2020.

In circumstances where the CEO is satisfied that the applicant(s) meets the criteria of experiencing severe Financial Hardship due COVID-19 Pandemic. The status of each approved application will be reviewed every 3 months to monitor the arrangement.”

The proposed amendments to the Delegated Authority 1.1.28 resulting from the policy changes is shown in mark-up in **Attachment 3**.

Consultation

This draft amended policy was submitted for consideration by the Council Members at the Briefing Session held on 14 March 2023 and referred to discuss at a Forum.

It was presented for Council Members' consideration at the Budget Workshop held 8 May 2023.

Comment

The City recognises its responsibility in responding to the needs of ratepayers experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity, and confidentiality.

Statutory Compliance

Nil

Strategic Implications

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

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

7.5 - Customer focused information and services

Risk 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 and Performance	Manage

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

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

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

Local Jobs

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

Strategic Growth

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

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

Policy Implications

Nil

Financial Implications

In the 2023/24 Draft Budget an amount of \$30,000 has been allocated for Rates write-offs due to financial hardship. There will be monthly and quarterly reviews to monitor this expenditure and make necessary adjustments at the Mid-Year Review of the 2023/24 Budget.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **ADOPTS the proposed revised Financial Hardship – Collection of Rates and Service Charges Policy as shown in Attachment 2.**
2. **ADOPTS BY ABSOLUTE MAJORITY the amendments to the instrument of delegation as shown in Attachment 3.**

Attachments:

1	Track Changes to Financial Hardship - Collection of Rates and Service Charges Policy	23/58583
2	Financial Hardship - Collection of Rates and Service Charges Policy Track Changes Accepted	23/76009
3	Track Changes to Delegated Authority 1.1.28 - Financial Hardship	23/67913

Financial Hardship – Collection of Rates and Service Charges

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Manager Finance
Date of Approval:	20 July 2020 TBA
Council Resolution No:	SCS04-07/20 TBA

1. POLICY STATEMENT

The purpose of this policy is to allow flexibility for payment of overdue Rates and Service Charges for ratepayers ~~in who are experiencing~~ severe financial distress.

2. OBJECTIVE AND PURPOSE

The City recognises its responsibility in responding to the needs of ratepayers experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.

- ~~• The level of relief applicants may receive will be based on the evidence of genuine financial hardship because of trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant by the Chief Executive Officer (CEO).~~
- ~~• The City will determine the financial contribution amount an applicant may contribute to the reduction of the debt.~~
- ~~• If the CEO is satisfied that the contribution will exacerbate the level of financial hardship, then consideration may be given to grant a concession to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00~~
- ~~• In the case of severe financial hardship, as determined by the CEO, the City will not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).~~
- ~~• The CEO is delegated the authority to determine alternative payment options based on individual circumstances. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished 3 years from the date of the arrangement.~~
- ~~• The CEO:~~
 - ~~1. is delegated the authority to grant a \$100 concession on Council Rates;~~
 - ~~2. is delegated the authority to waive the administration fee (payment arrangement fee) of \$30; and/or~~

~~3. may grant an interest moratorium for Council Rates, Charges and State Government Emergency Services Levy in accordance with the COVID-19 Ministerial Order 2020, gazetted on 8 May 2020.~~

~~in circumstances where the CEO is satisfied that the applicant(s) meets the criteria of experiencing severe Financial Hardship due COVID-19 Pandemic. The status of each approved application will be reviewed every 3 months to monitor the arrangement.~~

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to all City of Wanneroo ratepayers in financial distress.

5. IMPLICATIONS

This Policy aligns with the Strategic Community Plan 2021-2031, as follows:

7.5 Customer focused information and services.

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Consideration is to be given to the following for all requests for financial hardship relief:

- Financial Implications to be considered with each case;
- Section 6.51 of the *Local Government Act 1995*;
- Section 6.12 of the *Local Government Act 1995*;
- Section 6.47 of the *Local Government Act 1995*;
- Delegation 1.1.243 – Defer, Grant Discounts, Waive or Write Off Debts ~~Waiver, Grant of Concession or Write off of Monies Owed;~~
- Delegation 1.1.265 Agreement as to Payment of Rates and Service Charges; and
- Delegation 1.1.2833 - Grant of Concession on Rates ~~Financial Hardship – Agreement as to Payment and Grant of a Concession on Council Rates and Service Charges~~

6. IMPLEMENTATION

~~There is currently a detailed Collection of Rates and Service Charges Management Procedure guiding the debt recovery process for overdue Rates and Service Charges. By the adoption of this Financial Hardship – Collection of Rates and Services Charges Policy, the key changes will be embedded into the management procedure and be actioned accordingly.~~

Financial Hardship – Collection of Rates and Service Charges Policy and Financial Hardship – Collection of Rates and Service Charges Management Procedure has been in place since July 2020 ~~The CEO will:~~

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- determine the level of relief ratepayers may receive based on evidence of genuine financial hardship due to trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant;
- determine the periodical debt repayment amount an applicant may pay to the City to reduce the outstanding debt;
- consider, if satisfied that the contribution will exacerbate the level of financial hardship, grant a concession to all or part of the late payment interest incurred (excluding the

- late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00;
- in the case of severe financial hardship, as determined by the CEO or his nominee, not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy);
 - determine alternative payment plan options based on individual circumstances, subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished within 3 years from the date of the arrangement.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO or his nominee is delegated by Council to

- The level of relief ratepayers may receive will be based on the evidence of genuine financial hardship due to trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant by the CEO.
- The CEO will determine the periodical debt repayment amount an applicant may pay to the City to reduce the outstanding debt.
- If the CEO is satisfied that the contribution will exacerbate the level of financial hardship, then consideration may be given to grant a concession to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00
- In the case of severe financial hardship, as determined by the CEO, the City will not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

The CEO is delegated the authority to determine alternative payment plan options based on individual circumstances. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished within 3 years from the date of the arrangement. Delegation: Financial Hardship — Agreement as to payment and grant of a concession on council rates and service charges provides the authority to:-

Determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49); and/or

Grant a concession on Council rates (s.6.47) in respect of a financial hardship application; subject to conditions adopted by Council.

The CEO is delegated by Council to determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49) subject to conditions adopted by Council.

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8. ROLES AND RESPONSIBILITIES

The implementation of this Financial Hardship – Collection of Rates and Services Charges Policy is ~~delegated by Council to the CEO~~ the responsibility of Finance.

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9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

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10. EVALUATION AND REVIEW

This Financial Hardship – Collection of Rates and Service Charges Policy will be reviewed every five years or as required in the event of legislative changes. Where, as a result of [an](#) amendment to legislation the CEO may initiate such variations as deemed necessary subject to the submission of a report to the Council advising of the changes implemented to the next [e](#)Ordinary Council meeting.

11. RELATED DOCUMENTS

This policy is supported by the following policies and/or delegations:

- ~~Financial Hardship – Collection of Rates and Service Charges Management Procedure.~~
- Delegation to the CEO to determine alternative payment options.

12. REFERENCES

- ~~1.~~Local Government Act 1995.
- ~~2.~~Ombudsman Western Australia - Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

REVISION HISTORY

Version	Next Review	Record No.
V1	April 2024	19/143532
V2	April 2023	19/143532[v2]
V3	April 2028	

Financial Hardship – Collection of Rates and Service Charges

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Manager Finance
Date of Approval:	TBA
Council Resolution No:	TBA

1. POLICY STATEMENT

The purpose of this policy is to allow flexibility for payment of overdue Rates and Service Charges for ratepayers who are experiencing severe financial distress.

2. OBJECTIVE AND PURPOSE

The City recognises its responsibility in responding to the needs of ratepayers experiencing severe financial hardship. This policy establishes clear guidelines ensuring that they are treated with respect, dignity, fairness, equity and confidentiality.

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to all City of Wanneroo ratepayers in financial distress.

5. IMPLICATIONS

This Policy aligns with the *Strategic Community Plan 2021-2031*, as follows:

7.5 Customer focused information and services.

Consideration is to be given to the following for all requests for financial hardship relief:

- Financial Implications to be considered with each case;
- Section 6.51 of the *Local Government Act 1995*;
- Section 6.12 of the *Local Government Act. 1995*;
- Section 6.47 of the *Local Government Act 1995*;
- Delegation 1.1.23 – Defer, Grant Discounts, Waive or Write Off Debts
- Delegation 1.1.25 Agreement as to Payment of Rates and Service Charges; and
- Delegation 1.1.28 - Financial Hardship – Agreement as to Payment and Grant of a Concession on Council Rates and Service Charges

6. IMPLEMENTATION

The CEO will:-

- determine the level of relief ratepayers may receive based on evidence of genuine financial hardship due to trauma/tragedy, level of income, reliance on social security, illness/disability, business failure or other factors considered relevant;
- determine the periodical debt repayment amount an applicant may pay to the City to reduce the outstanding debt;
- consider, if satisfied that the contribution will exacerbate the level of financial hardship, grant a concession to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), to a maximum amount of \$400.00;
- in the case of severe financial hardship, as determined by the CEO or his nominee, not impose additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy);
- determine alternative payment plan options based on individual circumstances, subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished within 3 years from the date of the arrangement.

7. AUTHORITIES AND ACCOUNTABILITIES

The CEO is delegated by Council to determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49) subject to conditions adopted by Council.

8. ROLES AND RESPONSIBILITIES

The implementation of this Financial Hardship – Collection of Rates and Services Charges Policy is the responsibility of Finance.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy & Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

10. EVALUATION AND REVIEW

This Financial Hardship – Collection of Rates and Service Charges Policy will be reviewed every five years or as required in the event of legislative changes. Where, as a result of an amendment to legislation the CEO may initiate such variations as deemed necessary subject to the submission of a report to the Council advising of the changes implemented to the next Ordinary Council meeting.

11. RELATED DOCUMENTS

This policy is supported by the following policies and/or delegations:

- Delegation to the CEO to determine alternative payment options.

12. REFERENCES

Local Government Act 1995.

Ombudsman Western Australia - Local Government collection of overdue Rates for People in situations of vulnerability: Good Practice Guidelines.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

REVISION HISTORY

Version	Next Review	Record No.
V1	April 2024	19/143532
V2	April 2023	19/143532[v2]
V3	April 2028	

1.1.28 FINANCIAL HARDSHIP – AGREEMENT AS TO PAYMENT AND GRANT OF A CONCESSION ON COUNCIL RATES AND SERVICE CHARGES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>The authority to:-</p> <p>(1) Determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49); and/or</p> <p>(2) grant a concession on Council rates (s.6.47)</p> <p>in respect of a financial hardship application.</p>
Statutory Power being Delegated:	<p>Local Government Act 1995</p> <p>s.6.49 Agreement as to payment of rates and service charges</p> <p>s.6.47 Concession</p>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<p><i>Local Government Act 1995</i></p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Subject to the Financial Hardship – Collection of Rates and Service Charges Policy:-</p> <p>(1) The CEO being satisfied that the applicant(s) meet the criteria of experiencing Financial Hardship;</p> <p>(2) Concessions to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), not to exceed \$400;</p> <p>(3) In circumstances where the CEO is satisfied that the applicant(s) meet the criteria of experiencing severe financial hardship due to the COVID-19 pandemic then the following additional assistance applies;</p> <p>(a) A waiver of the \$30 administration fee associated with a payment arrangement; and/or</p> <p>(b) A moratorium on the late payment interest on Council rates and charges.</p> <p>(4) The payment arrangement agreed to being on the basis that the total debt outstanding will be extinguished within three years from the date of the arrangement.</p> <p>(5) The status of each approved application to be reviewed every 3 (three) months to monitor the arrangement.</p>
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i></p> <p>s.5.44 CEO may delegate some powers and duties to other employees</p>

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Chief Operations Officer		
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.		
Record Keeping Statement (LGA 1995) <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The full details of the determination to be recorded in the appropriate financial record and rate record.		
Compliance Links	<i>City of Wanneroo Financial Hardship—Collection of Rates and Services Charges Policy and Management Procedure</i> <i>Financial Interest Return required - Yes</i>		
Delegation Administration:			
Decision Reference	Decision Reference	Decision Reference	
1. SCS04-07/20	6.	11.	
2. CE03-06/21	7.	12.	
3.	8.	13.	
4.	9.	14.	

CS04-06/23 Review of Accounting Policy

File Ref: 5115 – 23/184193
Responsible Officer: Director, Corporate Strategy & Performance
Attachments: 3

Issue

To review the City's Accounting Policy.

Background

The City's current Accounting Policy (the **Policy**) was adopted by Council in June 2021. The contents of this Policy include the significant accounting Policies, which are required to be administrated and thoroughly monitored for compliance and accountability. Of utmost importance, is that the significant accounting Policies will be incorporated as 'Notes' to both the Audited Annual Financial Statements and Annual Budget, which will be available to the general public for usage and viewing.

Detail

The purpose of the Policy is to provide a framework to ensure all City accounts are prepared and reported to Council with consistent application of the Australian Accounting Standards and in compliance with statutory requirements under the *Local Government Act 1995* (the **Act**) and *Local Government (Financial Management) Regulations 1996* (the **Regulations**).

The Policy contains a set of specific policies known as '*Summary of Significant Accounting Policies*' to be applied in the preparation of the City's Annual Financial Statements. These include methods, measurement systems and procedures for presenting disclosures as required by the Australian Accounting Standards Board (**AASB**). AASB 101 Presentation of Financial Statements requires the City to use the summary of significant accounting policies to disclose how the City prepared its Annual Financial Statements in order to assist users in making informed decisions.

Consultation

Comments from the City's external Auditors, the Office of Auditor General and Grant Thornton, for the Financial Statement 2021/22 have been considered in the production of this Policy. Relevant internal stakeholders have also been consulted. The draft Accounting Policy has been presented to the Audit & Risk Committee on 23 May 2023 and considered proposed recommendations.

Background

The City's current Accounting Policy (the Policy) was adopted by Council in June 2021 at the Ordinary Council Meeting. The contents of this Policy include the significant accounting Policies, which are required to be administrated and thoroughly monitored for compliance and accountability. Of utmost importance, is that the significant accounting Policies will be incorporated as 'Notes' to both the Audited Annual Financial Statements and Annual Budget, which will be available to the general public for usage and viewing.

Detail

The purpose of the Policy is to provide a framework to ensure all City accounts are reported to Council with consistent application of the Australian Accounting Standards and in compliance

with statutory requirements under the *Local Government Act 1995* (the Act) and *Local Government (Financial Management) Regulations 1996* (the Regulations).

The Policy contains a set of specific policies known as '*Summary of Significant Accounting Policies*' to be applied in the preparation of the City's Annual Financial Statements. These include methods, measurement systems and procedures for presenting disclosures as required by the Australian Accounting Standards Board (AASB). AASB 101 Presentation of Financial Statements requires the City to use the summary of significant accounting policies to disclose how the City prepared its Annual Financial Statements in order to assist users in making informed decisions.

Consultation

Comments from the City's external Auditors, the Office of Auditor General and Grant Thornton, for the Financial Statement 2021/22 have been considered in the production of this Policy. Relevant internal stakeholders have also been consulted.

Comment

The following extract from the Audit and Risk Committee Terms of Reference relates to the Committee's role in reviewing the Statutory Accounts:

"To review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.

To review the local government's draft annual financial report, focusing on:

- *Accounting policies and practices;*
- *Changes to accounting policies and practices;*
- *The process used in making significant accounting estimates;*
- *Significant adjustments to the financial report (if any) arising from the audit process;*
- *Compliance with accounting standards and other reporting requirements; and*
- *Significant variances from prior years.*

To consider and recommend adoption of the annual financial report to Council, and to review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed."

The revised Accounting Policy showing tracked changes can be found in **Attachment 2**.

Statutory Compliance

The Policy complies with the City accounting requirements as detailed in:

- *Local Government Act 1995;*
- *Local Government (Financial Management) Regulations 1996; and*
- *Accounting Standards published by the Australian Accounting Standards Board.*

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-O17 Financial Management	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

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

Local Jobs

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

Strategic Growth

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

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

Policy Implications

If adopted by Council, the revised Policy will form the part of the City Annual Financial Report and will supersede the current Policy.

Financial Implications

Adoption of the Policy will ensure consistent application of accounting principles and treatments to aid comparative analysis for decision making.

Voting Requirements

Simple Majority

Recommendation

That Council ADOPTS the proposed revised Accounting Policy as shown in Attachment 3 as recommended by the Audit & Risk Committee.

Attachments:

- | | | |
|-----------------------------|--|--------------|
| 1. Download | Accounting Policy - Current Adopted | 17/34812[v5] |
| 2. Download | 17 34812v5 (Revision) Accounting Policy - with Track Changes | 23/92919 |
| 3. Download | Accounting Policy - Revised Version | 17/34812[v6] |



Policy Manual

Accounting Policy

Policy Owner: Finance
Contact Person: Manager Finance
Date of Approval: 15 June 2021

POLICY OBJECTIVE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

1. Summary of Significant Accounting Policies

(a) Basis of Preparation

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

Except for Cash Flow and Rate Setting information, all financial information is prepared on an accrual basis and based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies is appended to the Annual Financial Statements.



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(c) **Goods and Services Tax ("GST")**

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

(d) **Cash and Cash Equivalents**

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

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

(e) **Trade and Other Receivables**

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

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

(f) **Inventories**

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

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

(ii) **Land held for resale/capitalisation of borrowing costs**

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

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

(iii) **Library Books**

All library books are expensed at the point of acquisition either through purchase or inheritance.



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(g) **Non-Current Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Expenditure on items of equipment under \$5,000 are not capitalised but are placed on an "Attractive & Portable Device Register" list for reference and maintenance.

Mandatory requirement to revalue non current assets

Each asset class is revalued in accordance with the Regulations and the Australian Accounting Standards.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, are made in the financial statement as necessary.

Initial recognition and measurement between mandatory revaluation dates

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

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

Individual assets that are land, buildings, infrastructure and investment properties (including vested improvements) acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

The fair value of land, buildings, infrastructure and investment properties (including vested improvements) is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is in accordance with *Local Government (Financial Management) Regulation 17A (2)(a)* which requires land, buildings, infrastructure, investment properties and invested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(b)* and *17A (2)(c)*.

Increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation reserve. Decreases in the carrying amount that offset previous increases of the same asset classes are recognised against revaluation reserve, all other decreases are recognised in the Statement of Comprehensive Income.

Land under Control and Land under Roads

As a result of amendments to the Regulations, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.



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Vested improvements

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulations 1996 17A (2)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost.

Gains and losses on disposal of non current assets

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

(h) Depreciation of Non-Current Assets

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

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

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

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

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

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

Certain elements of a non-current asset useful life can be shorter than the particular asset and

these are depreciated faster than the parent asset.

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

(i) Financial Instruments

Recognition and derecognition

Financial Instruments, financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions of the financial instrument.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and initial measurement of financial assets

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with AASB 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

Financial assets, other than those designated and effective as hedging instruments, are classified into the following categories:

- amortised cost;
- fair value through profit or loss (FVTPL); and
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the City's business model for managing the financial asset; and
- the contractual cash flow characteristics of the financial asset.

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.

Subsequent measurement of financial assets

Financial assets at amortised cost

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):

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

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

Financial assets at fair value through profit or loss (FVTPL)

Financial assets that are held within a different business model than 'hold to collect' or 'hold to



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collect and sell', and financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments, for which the hedge accounting requirements apply.

Assets in this category are measured at fair value with gains or losses recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

Financial assets at fair value through other comprehensive income (FVOCI)

Financial assets are accounted for at FVOCI if the assets meet the following conditions:

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

Any gains or losses recognised in Other Comprehensive Income are reclassified upon derecognition of the asset. This category includes listed securities and debentures.

Classification and measurement of financial liabilities

Financial liabilities are initially measured at fair value, and, where applicable, adjusted for transaction costs unless the City designated a financial liability at fair value through profit or loss.

Subsequently, financial liabilities are measured at amortised cost using the effective interest method except for derivatives and financial liabilities designated at FVTPL, which are carried subsequently at fair value with gains or losses recognised in profit or loss (other than derivative financial instruments that are designated and effective as hedging instruments).

All interest-related charges and, if applicable, changes in an instrument's fair value that are reported in profit or loss are included within finance costs or finance income.

Impairment of Financial assets

The City considers a broad range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument.

(j) Fair Value Estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is determined using various valuation techniques. The City uses valuation methods and make assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting future contractual cash flows at the current market interest rate that is available to the City for similar financial instruments.



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(k) Provisions

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

(l) Leases

All Leases, excluding Peppercorn Leases (concessionary leases), are recognised in the Balance Sheet as a liability by capitalising the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments are recognised as depreciation on the 'right-of-use' asset, and interest is charged on the lease liability.

Right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(c)*. This means that all right-of-use assets (other than vested improvements) under zero-cost concessionary leases are measured at zero cost.

(m) Investments in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but does not convey control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associates. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in the profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses. This occurs unless the City has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(n) Impairment

The City's assets, other than inventories, are tested annually for impairment. Where impairment exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 Impairment of Assets and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the Statement of Comprehensive Income.

For non-cash generating assets such as roads, drains and public buildings value in use is represented by the asset's written down replacement cost.

(o) Trade and Other Payables

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed.

(p) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Employee Benefits

Provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

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

Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on state government bonds with terms to maturity and currency that match as closely as possible the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Superannuation

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

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.



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Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements

(t) **Rates, Grants, Donations and Other Contributions**

Revenue recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract or in the case of Rates, when the relevant rateable year commences.

AASB 1058 Income of Not-for-Profit Entities is considered where AASB 15 does not apply to a transaction. The timing of income recognition will depend on whether a transaction gives rise to a performance obligation, liability or contribution by owners.

Contract Liabilities

When an amount of consideration is received from a customer / fund provider prior to the City transferring a good or service to the customer, the City presents the funds which exceed revenue recognised as a contract liability. The contract liability remains until the City's obligations have been met.

Contract Assets

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, the City presents this as a contract asset, unless the rights to that amounts of consideration are conditional, in which case the City recognises a receivable.

(u) **Current and Non-Current Classification**

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

(v) **Rounding of Figures**

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

(w) **Comparative Figures**

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

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, a statement of financial position as at the beginning of the earliest period is disclosed.

(x) **Budget Comparative Figures**

Unless otherwise stated the budget comparative figures shown in the annual financial statement is the original budget for the relevant item of disclosure.

(y) **Investment Property**

Investment property, principally comprising freehold office buildings, is held for long-term rental yields. Investment property is carried at fair value, representing open-market value determined annually by external users.

(z) Non-Current Assets (or Disposal Groups) “Held for Sale” & Discontinued Operations

Non-current assets (or disposal groups) that are “held for sale” are classified as held for sale and stated at the lower of either:

- (i) their carrying amount or
- (ii) fair value less costs to sell.

The exception to this is plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained in Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

For any assets or disposal groups classified as Non-Current Assets “held for sale”, an impairment loss is recognised when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets “held for sale” are not depreciated or amortised while they are classified as “held for sale”.

Non-current assets classified as “held for sale” are presented separately from the other assets in the balance sheet.

A Discontinued Operation is a component of the City’s operations that has been disposed of or is classified as “held for sale”. A discontinued operation represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

(aa) Intangible Assets

The City is not expected to classify any assets as Intangible.

(ab) Money Paid in Lieu of Public Open Space

Section 154 of the *Planning and Development Act 2005* was amended on 20 July 2020. Prior to 20 July 2020 all money received by a local government under section 153 of the *Planning and Development Act 2005* was to be paid into a separate account of the “trust fund” of the local government established under the section 6.9 of the Act. The amendment requires all money received to be paid into a separate “reserve account” of the local government established under the section 6.9 of the Act.

(ac) Service Concession Arrangements: Grantors

The City has adopted recent changes in the Australian Accounting Standards AASB 1059 effective from 1 July 2020. AASB 1059 applies to arrangements that involve a third-party operator providing public services related to a service concession asset on behalf of a public sector grantor (in this case, local government) for a specified period of time and managing those services. The City has assessed the impact of AASB 1059, and concluded that there will be no impact.

(ad) AASB 2018-7 Definition of Materiality

The City has adopted the amendment to AASB 2018-7. The change includes additional



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explanation to expand the definition of what information may be considered material in nature and how presentation may also be an influence. Information is material if omitting, misstating or “obscuring” it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.

(ae) Council Members Remuneration

Section 44 of the Regulations was amended to include the remuneration for “each person” instead of the total amount paid to council members.

(af) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have been issued or amended but are not yet mandatory, will not be early adopted by the City. The City will adopt new Accounting Standards and Interpretations for the accounting periods on or after the effective date of the respective standard.

(ag) Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

2. Budget Variations

In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions (or reallocations) are required in a number of circumstances, actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or (b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.

CONSULTATION WITH STAKEHOLDERS

This policy is prepared in consultation with the Executive Leadership Team (ELT).

IMPLICATIONS (Financial, Human Resources)

At the time of adoption the City maintains sufficient financial and human resources to result in successful implementation of this policy. Further, there are sufficient and appropriate resources to ensure that changes in legislation affecting this policy are monitored and adhered to.

ROLES AND RESPONSIBILITIES



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The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management procedures, documents or delegations to ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All City of Wanneroo employees should be aware of the Policy.

EVALUATION AND REVIEW PROVISIONS

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy is supported by the following policies, procedures and delegations:

1. Investment Policy
2. Purchasing Policy
3. Financial (Cash Backed) Reserves Policy
4. Financial (Cash Backed) Reserves Management Procedure
5. Money Handling Procedure
6. Revenue Collection Management Procedure
7. Use of Corporate Credit Cards Management Procedure
8. Processing of Purchase Requisition and Purchase Orders Management Procedure
9. Part 3 Financial Management of the Delegated Authority Registry
10. Strategic Budget Policy
11. Financial Hardship - Collection of Rates and Service Charges Policy
12. Fee Waivers, Concessions and Debt Write Off Policy
13. Purchasing Card Management Procedure

REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting Manual.

RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

Versions:	Next Review:	Record No:
1 July 1999		
9 January 2002		



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26 April 2005 - GS04-04/05		
28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334
November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]



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1.1.1.1.1 Accounting Policy

Policy Owner: Finance
Contact Person: Manager Finance
Date of Approval: ~~May 2024~~ May 2023

POLICY OBJECTIVE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

1. Summary of Significant Accounting Policies

(a) Basis of Preparation

The City's financial information is prepared in accordance with ~~Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the Act and accompanying Regulations with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board (AASB) where no inconsistencies exist.~~

~~All right-of-use asset is measured at cost and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero costs.~~

Except for Cash Flow and Rate Setting information, all financial information is prepared on an accrual basis and based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of the City's financial information in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of Assets and Liabilities, Income and Expenses. The estimates and associated assumptions ~~are~~ are based on historical experience

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and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of Assets and Liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies ~~appears as a is to be appended to~~ Note to the Annual Financial Statements.

(c) Goods and Services Tax ("GST")

In accordance with recommended practice. Revenues, expenses and assets capitalised are stated net of any GST ~~recoverable~~. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(d) Cash and Cash Equivalents

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

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

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

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

(f) Inventories

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

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

(ii) Land held for resale/capitalisation of borrowing costs

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

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

(iii) Library Books

All library books are expensed at the point of acquisition either through purchase or inheritance.

(g) Non-Current Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value ~~as indicated~~ less, where applicable, any accumulated depreciation and impairment losses.

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

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

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~~Mandatory requirement to revalue non-current assets~~

~~Each asset class is revalued in accordance with the Regulations and the Australian Accounting Standards.~~

~~Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, are made in the financial statement as necessary.~~

~~Initial recognition and measurement between mandatory revaluation dates~~

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

In relation to initial measurement, cost is determined as ~~fair value of the assets given as the consideration paid~~ plus costs incidental to acquisition. For assets acquired at ~~no zero cost~~ or ~~otherwise significantly less than fair value for nominal consideration,~~ cost is determined as fair value at the date of acquisition ~~which is nil.~~

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The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.



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Individual assets that are land, buildings, infrastructure and investment properties (including vested improvements) acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework ~~detailed above~~.

Revaluation

The fair value of land, buildings, infrastructure and investment properties ~~(including vested improvements)~~ is determined ~~at least every three (3) years~~ every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land, acquired by the City.

Commented [WT1]: But we do every three years ?

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the Local Government (Financial Management) Regulation 17A (2) (a)(a), which requires land, buildings, infrastructure, investment properties and invested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(b) and 17A (2)(c)*.

Increases in the carrying amount arising on revaluation of assets ~~classes~~ are credited to a revaluation reserve. Decreases in the carrying amount that offset previous increases of the same asset classes are recognised against revaluation reserve directly in equity. ~~→a~~ All other decreases are recognised in the Statement of Comprehensive Income.

Land under Control and Land under Roads

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019.

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Vested improvements

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulations 1996 17A (2)(a)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost.

Gains and losses on disposal of non-current assets

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

(h) Depreciation of Non-Current Assets

All non-current assets that have a limited useful life are separately and systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits

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embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the assets is completed and held ready for use.

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

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

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

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

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

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. As asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Certain elements of a non-current asset useful life can be shorter than the particular asset and this is depreciated faster than the parent asset.

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

(i) Financial Instruments

Recognition and ~~d~~Derrecognition

Financial Instruments, financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions of the financial instrument.

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Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and initial measurement of financial assets

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with AASB 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

Financial assets, other than those designated and effective as hedging instruments, are classified into the following categories:

- amortised cost;
- fair value through profit or loss (FVTPL); and
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the City's business model for managing the financial asset; and
- the contractual cash flow characteristics of the financial asset.

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.

Subsequent measurement of financial assets

Financial assets at amortised cost

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):

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

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

Financial assets at fair value through profit or loss (FVTPL)

Financial assets that are held within a different business model than 'hold to collect' or 'hold to collect and sell', and financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments, for which the hedge accounting requirements apply.

Assets in this category are measured at fair value with gains or losses recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

Financial assets at fair value through other comprehensive income (FVOCI)

Financial assets are accounted for at FVOCI if the assets meet the following conditions:

- they are held under a business model whose objective is hold to collect the associated



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- cash flows and sell: and
- the contractual terms of the financial assets give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Any gains or losses recognised in Other Comprehensive Income ~~are recycled upon~~ will be realised upon derecognition of the asset. This category includes listed securities and debentures.

Classification and measurement of financial liabilities

Financial liabilities are initially measured at fair value, ~~and, and~~ where applicable, adjusted for transaction costs unless the City designated a financial liability at ~~fair value through profit or loss, FVTPL.~~

Subsequently, financial liabilities are measured at amortised cost using the effective interest method except for derivatives and financial liabilities designated at FVTPL, which are carried ~~subsequently~~ at fair value with gains or losses recognised in profit or loss (other than derivative financial instruments that are designated and effective as hedging instruments).

All interest-related charges ~~and, if applicable, and if applicable~~ changes in an instrument's fair value that are reported in profit or loss, are included within finance costs or finance income.

Impairment of Financial assets

The City considers a broad range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument.

(j) Fair Value Estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is determined using various valuation techniques. The City uses valuation methods and makes assumptions that are based on market conditions existing at each ~~balance~~ Statement of Financial Position date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting future contractual cash flows at the current market interest rate that is available to the City for similar financial instruments.

(k) Provisions

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

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(l) Leases

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All Leases, excluding Peppercorn Leases (concessionary leases), are recognised in the Balance Sheet as a liability by capitalising the present value of the minimum lease payments and showing a 'right of use' asset, while future lease payments are recognised as depreciation on the 'right of use' asset, and interest is charged on the lease liability.

Right of use assets are measured using the cost model in accordance with Local Government (Financial Management) Regulation 17A (2)(c). This means that all right of use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost. On adoption of AASB 16, The City recognised lease liabilities in relation to leases which had previously been classified as operating leases.

At the commencement date, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

(m) Investments in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associates. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses. This occurs unless the City has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(n) Impairment

In accordance with Australian Accounting Standards The City's assets, other than inventories, are tested annually for impairment. Where impairment exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 *Impairment of Assets* and

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appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the Statement of Comprehensive Income.

For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost.

(o) Trade and Other Payables

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed.

(p) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Employee Benefits

Provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

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

Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national state government bonds with terms to maturity, and currency, that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Superannuation

The City makes statutory contributions to a number of Superannuation Funds on behalf of its

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employees. It additionally co-contributes up to a maximum of 4.15% for employees who choose to make personal contributions by salary sacrifice. Contributions to employee defined contribution plans. All contributions are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

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(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements

(t) Rates, Grants, Donations and Other Contributions

Revenue recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract or in the case of Rates, when the relevant rateable year commences.

AASB 1058 Income of Not-for-Profit Entities is considered where AASB 15 does not apply to a transaction. The timing of income recognition will depend on whether a transaction gives rise to a performance obligation, liability or contribution by owners.

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Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

Contract and Other Liabilities

On 1 July 2019 the City adopted "AASB 15 Revenue from Contracts with Customers" and "AASB 1058 Income For Not-For-Profit Entities". The contract liabilities have arisen on adoption of AASB 15.

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When an amount of consideration is received from a customer / fund provider prior to the City transferring a good or service to the customer, the City presents the funds which exceed revenue recognised as a contract liability. The contract liability remains until the City's obligations have been met.

Contract Assets

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, the City presents this as a contract asset, unless the rights to that amounts of consideration are conditional, in which case the City recognises a receivable.

(u) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's

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

(v) Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

(w) Comparative Figures

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

When the City applies an accounting policy retrospectively, or corrects prior period errors, the City makes a retrospective restatement or reclassifies items in its financial statements that have a material effect on the Statement of Financial Position. ~~– An additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative Financial Statements is presented, a statement of financial position as at the beginning of the earliest period is disclosed.~~

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(x) Budget Comparative Figures

Unless otherwise stated the budget comparative figures shown in the annual financial statement is the original budget for the relevant item of disclosure.

(y) Investment Property

Investment property, principally comprising freehold ~~office~~ buildings, is held for long-term rental yields. Investment property is carried at fair value, representing open-market value determined annually by external users.

(z) Non-Current Assets (or Disposal Groups) "Held for Sale" & Discontinued Operations

Non-current assets (or disposal groups) that are "held for sale" are classified as held for sale and stated at the lower of either:

- (i) their carrying amount or
- (ii) fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use.

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The exception to this is plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained in Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

For any assets or disposal groups classified as Non-Current Assets "held for sale", an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

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Non-current assets "held for sale" are not depreciated or amortised while they are classified as "held for sale".

Non-current assets classified as "held for sale" are presented separately from the other assets in the ~~balance sheet~~ Statement of Financial Position.

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A Discontinued Operation is a component of the City's operations that has been disposed of or is classified as "held for sale". A discontinued operation represents a separate major line of



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business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

(aa) Intangible Assets

The City is not expected to classify any assets as Intangible.

(ab) Money Paid in Lieu of Public Open Space

Section 154 of the *Planning and Development Act 2005* was amended on 20 July 2020. Prior to 20 July 2020 all money received by a local government under section 153 of the *Planning and Development Act 2005* was to be paid into a separate account of the "trust fund" of the local government established under the section 6.9 of the Act.

The amendment requires all money received to be paid into a separate "reserve account" of the local government established under the section 6.9 of the Act. In Accordance with the amended Section 154 of the *Planning and Development Act 2005*, unexpended funds received in lieu of public open space prior to 10 April 2006 and 12 September 2020 will be transferred to a separate reserve account. Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.

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(ac) Service Concession Arrangements: Grantors

The City has adopted recent changes in the Australian Accounting Standards AASB 1059 effective from 1 July 2020. AASB 1059 applies to arrangements that involve a third-party operator providing public services related to a service concession asset on behalf of a public sector grantor (in this case, local government) for a specified period of time and managing those services. The City has assessed the impact of AASB 1059, and concluded that there will be no impact.

(ad) AASB 2018-7 Definition of Materiality

The City has adopted the amendment to AASB 2018-7. The change includes additional explanation to expand the definition of what information may be considered material in nature and how presentation may also be an influence. Information is material if omitting, misstating or "obscuring" it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.

(ae) Council Members Remuneration

Section 44 of the Regulations was amended to include the remuneration for "each person" instead of the total amount paid to council members.

(af) New Accounting Standards and Interpretations for Application in Future Periods

The following new accounting standards will have application to the City in future years:

- AASB 2020-1 Amendment to Australian Accounting Standards — classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendment to Australian Accounting Standards — Annual Improvements 2018-2020 and Other Amendments
- AASB 202-2 Amendments to Australian Accounting Standards — Disclosure of Accounting Policies or Definition of Accounting Estimates.

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It is not expected that these standards will have an impact on the Financial Statements.



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Australian Accounting Standards and Interpretations that have been issued or amended but are not yet mandatory, will not be early adopted by the City. The City will adopt new Accounting Standards and Interpretations for the accounting periods on or after the effective date of the respective standard.

(ag) Standards not Applicable to the City

~~There are no other standards that are "not yet effective" and expected to have a material impact on the City in the current or future reporting periods and on the foreseeable future transactions~~

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(ahg) Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

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2. Budget Variations

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In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions, ~~reallocations or reporting is required in the following circumstances and~~ ~~(or reallocations) are required in a number of circumstances,~~ actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or (b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.

CONSULTATION WITH STAKEHOLDERS

This policy is prepared in consultation with the Executive Leadership Team (ELT).

IMPLICATIONS (Financial, Human Resources)

At the time of adoption the City maintains sufficient financial and human resources to result in successful implementation of this policy. Further, there are sufficient and appropriate resources to ensure that changes in legislation affecting this policy are monitored and adhered to.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management procedures, documents or delegations to

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ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

All City of Wanneroo employees should be aware of the Policy.

EVALUATION AND REVIEW PROVISIONS

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

This policy is supported by the following policies, procedures and delegations:

1. Investment Policy
2. Purchasing Policy
3. Financial (Cash Backed) Reserves Policy
- ~~4. Financial (Cash Backed) Reserves Management Procedure~~
- ~~5. Money Handling Procedure~~
- ~~6. Revenue Collection Management Procedure~~
- ~~7. Use of Corporate Credit Cards Management Procedure~~
- ~~8. Processing of Purchase Requisition and Purchase Orders Management Procedure~~
9. Part 3 Financial Management of the Delegated Authority Registry
10. Strategic Budget Policy
11. Financial Hardship - Collection of Rates and Service Charges Policy
12. Fee Waivers, Concessions and Debt Write Off Policy
- ~~13. Purchasing Card Management Procedure~~

REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting Manual.

RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

Versions:	Next Review:	Record No:
1 July 1999		
9 January 2002		
26 April 2005 - GS04-04/05		
28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334

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November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]
May 2023	May 2025	17/34812 [v6]

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ACCOUNTING POLICY

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Finance
Contact Person:	Manager Finance
Date of Approval:	TBA
Council Resolution No:	TBA

1. POLICY STATEMENT

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

Summary of Significant Accounting Policies

(a) Basis of Preparation

The City's financial information is prepared in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board (AASB) where no inconsistencies exist.

All right-of-use asset is measured at cost and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero costs.

Except for Cash Flow and Rate Setting information, all financial information is prepared on an accrual basis and based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of the City's financial information in conformity with Australian Accounting Standards requires management to make judgements, estimates and



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assumptions that affect the application of policies and reported amounts of Assets and Liabilities, Income and Expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of Assets and Liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears as a Note to the Annual Financial Statements.

(c) Goods and Services Tax ("GST")

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(d) Cash and Cash Equivalents

Cash and cash equivalents in the Statement of Financial Position comprise cash at bank and on hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. These exclude outstanding bank overdrafts which are included as short-term borrowings in current liabilities on the Statement of Financial Position.

(e) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. A loss allowance is recognised by applying the expected credit loss model.



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(f) Inventories

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

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

(ii) Land held for resale/capitalisation of borrowing costs

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

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

(iii) Library Books

All library books are expensed at the point of acquisition either through purchase or inheritance.

(g) Non-Current Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

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

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



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Initial recognition and measurement between mandatory revaluation dates

In relation to initial measurement, cost is determined as fair value of the assets given as consideration plus costs incidental to acquisition. For assets acquired at zero cost or otherwise significantly less than fair value cost is determined as fair value at the date of acquisition.

The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties (including vested improvements) acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined three years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the *Local Government (Financial Management) Regulation 17A (2) (a)*, which requires land, buildings, infrastructure, investment properties and invested improvements to be shown at fair value.

Individual assets that are plant and equipment type assets and right-of-use assets are measured using the cost model in accordance with *Local Government (Financial Management) Regulation 17A (2)(b)* and *17A (2)(c)*.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation reserve. Decreases in the carrying amount that offset previous increases of the same asset classes are recognised against revaluation reserve directly in equity. All other decreases are recognised in the Statement of Comprehensive Income.

Land under Control and Land under Roads

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.



Council Policy

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019.

Vested improvements

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulations 1996 17A (2)(a)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use asset at zero cost.

Gains and losses on disposal of noncurrent assets

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

(h) Depreciation of Non-Current Assets

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

Depreciation is recognised on a straight-line basis over the useful life, using rates which are reviewed at each reporting period.

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

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



Council Policy

Sealed Car Parks – Pavement*	40 - 80 years
Road – Kerb	40 years
Road – Seal*	15 - 40 years
Road Pavement *	40 years
Underpasses	40 years
Water Supply Piping & Drainage Systems*	40 -80 years

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

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

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. As asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

(i) Financial Instruments

Recognition and Derecognition

Financial Instruments, financial assets and financial liabilities are recognised when the City becomes a party to the contractual provisions of the financial instrument.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and substantially all the risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Classification and initial measurement of financial assets

Except for those trade receivables that do not contain a significant financing component and are measured at the transaction price in accordance with AASB 15, all financial assets are initially measured at fair value adjusted for transaction costs (where applicable).

Financial assets, other than those designated and effective as hedging instruments, are classified into the following categories:

- amortised cost;
- fair value through profit or loss (FVTPL); and
- fair value through other comprehensive income (FVOCI).

The classification is determined by both:

- the City's business model for managing the financial asset; and
- the contractual cash flow characteristics of the financial asset.



Council Policy

All income and expenses relating to financial assets that are recognised in profit or loss are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other expenses.

Subsequent measurement of financial assets

Financial assets at amortised cost

Financial assets are measured at amortised cost if the assets meet the following conditions (and are not designated as FVTPL):

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

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

Financial assets at fair value through profit or loss (FVTPL)

Financial assets that are held within a different business model than 'hold to collect' or 'hold to collect and sell', and financial assets whose contractual cash flows are not solely payments of principal and interest are accounted for at FVTPL. All derivative financial instruments fall into this category, except for those designated and effective as hedging instruments, for which the hedge accounting requirements apply.

Assets in this category are measured at fair value with gains or losses recognised in profit or loss. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

Financial assets at fair value through other comprehensive income (FVOCI)

Financial assets are accounted for at FVOCI if the assets meet the following conditions:

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

Any gains or losses recognised in Other Comprehensive Income will be realised upon derecognition of the asset. This category includes listed securities and debentures.



Council Policy

Classification and measurement of financial liabilities

Financial liabilities are initially measured at fair value and where applicable, adjusted for transaction costs unless the City designated a financial liability at FVTPL.

Subsequently, financial liabilities are measured at amortised cost using the effective interest method except for derivatives and financial liabilities designated at FVTPL, which are carried at fair value with gains or losses recognised in profit or loss (other than derivative financial instruments that are designated and effective as hedging instruments).

All interest-related charges and if applicable changes in an instrument's fair value that are reported in profit or loss, are included within finance costs or finance income.

Impairment of Financial assets

The City considers a broad range of information when assessing credit risk and measuring expected credit losses, including past events, current conditions, reasonable and supportable forecasts that affect the expected collectability of the future cash flows of the instrument.

Measurement of the expected credit losses is determined by a probability-weighted estimate of credit losses over the expected life of the financial instrument.

(j) Fair Value Estimation

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is determined using various valuation techniques. The City uses valuation methods and makes assumptions that are based on market conditions existing at each Statement of Financial Position date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting future contractual cash flows at the current market interest rate that is available to the City for similar financial instruments.

(k) Provisions

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



Council Policy

(l) Leases

On adoption of AASB 16, The City recognised lease liabilities in relation to leases which had previously been classified as operating leases.

At the commencement date, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

(m) Investments in Associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associates. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate.

When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses. This occurs unless the City has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently generates a profit, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(n) Impairment

In accordance with Australian Accounting Standards the City's assets, other than inventories, are tested annually for impairment. Where impairment exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136



Council Policy

Impairment of Assets and appropriate adjustments made. Assets that are subject to amortisation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. Impairment losses are recognised in the Statement of Comprehensive Income.

For non-cash generating assets such as roads, drains and public buildings and the like, value in use is represented by the asset's written down replacement cost.

(o) Trade and Other Payables

Trade and other payables reflect obligations to make future payments in respect of the purchase of goods and services and are carried at amortised cost. The amounts are unsecured and are usually paid within 30 days from the date of receipt of the invoice unless otherwise agreed.

(p) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid for the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the City has an unconditional right to defer settlement of the liability for at least 12 months after the Statement of Financial Position date. Borrowing costs are recognised as an expense when incurred, except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Employee Benefits

Provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are to be calculated as follows:

Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

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



Council Policy

Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits. It is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date, using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity, and currency, that match as closely as possible, the estimated future cash outflows.

Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(r) Superannuation

The City makes statutory contributions to a number of Superannuation Funds on behalf of its employees. It additionally co-contributes maximum 15% for employees who choose to make personal contributions by salary sacrifice. All contributions are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(s) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The City's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements

(t) Rates, Grants, Donations and Other Contributions

Revenue recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract or in the case of Rates, when the relevant rateable year commences.

AASB 1058 Income of Not-for-Profit Entities is considered where AASB 15 does not apply to a transaction. The timing of income recognition depends on whether a transaction gives rise to a performance obligation, liability or contribution by owners.

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.



Council Policy

Contract and Other Liabilities

On 1 July 2019 the City adopted "AASB 15 Revenue from Contracts with Customers" and "AASB 1058 income For Not-For-Profit Entities". The contract liabilities have arisen on adoption of AASB 15.

When an amount of consideration is received from a customer / fund provider prior to the City transferring a good or service to the customer, the City presents the funds which exceed revenue recognised as a contract liability. The contract liability remains until the City's obligations have been met.

(u) Current and Non-Current Classification

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

(v) Rounding of Figures

All figures in the annual financial statement, other than a rate in the dollar, are rounded to the nearest dollar.

(w) Comparative Figures

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

When the City applies an accounting policy retrospectively or corrects prior period errors, the City makes a retrospective restatement or reclassifies items in its financial statements that have a material effect on the Statement of Financial Position. an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative Financial Statements is presented.

(x) Budget Comparative Figures

Unless otherwise stated the budget comparative figures shown in the annual financial statement is the original budget for the relevant item of disclosure.

(y) Investment Property

Investment property, principally comprising freehold buildings, is held for long-term rental yields. Investment property is carried at fair value, representing open-market value determined annually by external users.



Council Policy

(z) Non-Current Assets (or Disposal Groups) “Held for Sale” & Discontinued Operations

Non-current assets (or disposal groups) that are “held for sale” are classified as held for sale and stated at the lower of either:

- (i) their carrying amount or
- (ii) fair value less costs to sell, if their carrying amount will be recovered principally through a sale transaction rather than through continuing use

The exception to this is plant and motor vehicles, which are sold on a regular basis. Plant and motor vehicles are retained in Non-Current Assets under the classification of Property, Plant and Equipment unless the assets are to be traded in after balance date and the replacement assets were already purchased and accounted for as at balance date.

For any assets or disposal groups classified as Non-Current Assets “held for sale”, an impairment loss is recognised at any time when the assets carrying value is greater than its fair value less costs to sell.

Non-current assets “held for sale” are not depreciated or amortised while they are classified as “held for sale”.

Non-current assets classified as “held for sale” are presented separately from the other assets in the Statement of Financial Position.

A Discontinued Operation is a component of the City’s operations that has been disposed of or is classified as “held for sale”. A discontinued operation represents a separate major line of business or geographical area of operations, is part of a single co-ordinated plan to dispose of such a line of business or area of operations, or is a subsidiary acquired exclusively with a view to resale.

The results of discontinued operations are shown separately on the face of the Statement of Comprehensive Income.

(aa) Intangible Assets

The City is not expected to classify any assets as Intangible.

(ab) Money Paid in Lieu of Public Open Space

Section 154 of the *Planning and Development Act 2005* was amended on 20 July 2020. Prior to 20 July 2020 all money received by a local government under section 153 of the *Planning and Development Act 2005* was to be paid into a separate account of the “trust fund” of the local government established under the section 6.9 of the Act.

In Accordance with the amended Section 154 of the *Planning and Development Act 2005*, unexpended funds received in lieu of public open space prior to 10 April 2006 and 12 September 2020 will be transferred to a separate reserve account. Funds received from 10 April 2006 until 11 September 2020 will remain in trust funds.



Council Policy

(ac) Service Concession Arrangements: Grantors

AASB 1059 applies to arrangements that involve a third-party operator providing public services related to a service concession asset on behalf of a public sector grantor (in this case, local government) for a specified period of time and managing those services. The City has assessed the impact of AASB 1059, and concluded that there will be no impact.

(ad) AASB 2018-7 Definition of Materiality

The City has adopted the amendment to AASB 2018-7. The change includes additional explanation to expand the definition of what information may be considered material in nature and how presentation may also be an influence. Information is material if omitting, misstating or “obscuring” it could reasonably be expected to influence decisions that the primary users of general purpose financial statements make on the basis of those financial statements, which provide financial information about a specific reporting entity.

(ae) Council Members Remuneration

Section 44 of the Regulations was amended to include the remuneration for “each person” instead of the total amount paid to council members.

(af) New Accounting Standards and Interpretations for Application in Future Periods

Australian Accounting Standards and Interpretations that have been issued or amended but are not yet mandatory, will not be early adopted by the City. The City will adopt new Accounting Standards and Interpretations for the accounting periods on or after the effective date of the respective standard.

(ag) Provision of Financial Guarantees and Lending Money

In certain circumstances the City may consider pre-funding selected community projects with special approval from Council. The interest is charged at the borrowing cost to the City. The City does not offer financial guarantees to external entities.

2. Budget Variations

In order to maintain sound financial control the City maintains a Revised Budget. Budget revisions, reallocation or reporting is required in the following circumstances and actioned as follows:

Circumstances	Action
(a) Where expenditure is required to be incurred for a purpose for which there was no provision in the budget; or	In accordance with Section 6.8 of the <i>Local Government Act 1995</i> , by way of a report and recommendation to the council seeking authorisation of the expenditure and to endorse the necessary budget variation.
(b) Where grant or other monies are received that necessitate expenditure to be incurred and no provision was included in the budget.	



Council Policy

Circumstances	Action
(c) Where a material variance has occurred, or is likely to occur.	Variances over 10% and \$100,000 will be reported to Council via the monthly Financial Activity Statement Report.

To facilitate proper accountability requirements, each Director will be presented with a report summarising all forecast changes within their Directorate for their endorsement.

2. OBJECTIVE AND PURPOSE

To provide a framework to ensure the City's financial information is reported to Council with consistent application of Australian Accounting Standards and in compliance with statutory requirements under the *Local Government Act 1995* (the "Act"), and *Local Government (Financial Management) Regulations 1996* (the "Regulations").

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy will apply to the development and presentation of the City's;

- Management Accounts;
- Annual Financial Statements;
- Annual Budget; and
- Long Term Financial Plan.

5. 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

6. IMPLEMENTATION

Finance Service Unit is responsible for implementation of the Accounting Policy in preparing various reports listed under "Scope" section.

7. AUTHORITIES AND ACCOUNTABILITIES

No Authority delegation required from Council.

8. ROLES AND RESPONSIBILITIES

The Chief Executive Officer has a duty to ensure that accounts and records are kept in accordance with this policy. Through the directives of the Chief Executive Officer all staff are required to comply with this policy and other relevant policies, management



Council Policy

procedures, documents or delegations to ensure the City is in compliance with the Act, Regulations and relevant Australian Accounting Standards.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance and in the event that an agreement cannot be reached the matter will be submitted to the Chief Executive Officer for arbitration.

10. EVALUATION AND REVIEW

Where, as a result of an amendment to legislation the need arises to action contrary to the provisions of this policy, the Director Corporate Strategy and Performance may initiate such variations as deemed necessary.

11. RELATED DOCUMENTS

This policy is supported by the following policies, procedures and delegations:

- Investment Policy;
- Purchasing Policy;
- Financial (Cash Backed) Reserves Policy;
- Part 3 Financial Management of the Delegated Authority Registry;
- Strategic Budget Policy;
- Financial Hardship - Collection of Rates and Service Charges Policy;
- Fee Waivers, Concessions and Debt Write Off Policy.

12. REFERENCES

- The *Local Government Act 1995*;
- The *Local Government (Financial Management) Regulations 1996*;
- Australian Accounting Standards Board (AASB) Standards; and
- Western Australian Local Government Accounting Manual.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Finance

REVISION HISTORY

	Next Review	Record No.
1 July 1999		
9 January 2002		
26 April 2005 - GS04-04/05		



Council Policy

28 August 2007 - CS05-08/07	July 2009	892532
May 2010 – CS06-05/10	October 2014	10/1334
November 2014	October 2015	14/289534[v1]
September 2015	September 2016	14/289534[v2]
March 2017	January 2018	17/34812
May 2018	May 2019	17/34812 [v2]
May 2019	May 2020	17/34812 [v3]
May 2020	May 2023	17/34812 [v4]
May 2021	May 2023	17/34812 [v5]
May 2023	May 2025	17/34812 [v6]

Contracts & Procurement

CS05-06/23 Purchasing Policy Review

File Ref: 3131V03 – 23/175273
Responsible Officer: Director, Corporate Strategy & Performance
Attachments: 4

Issue

To consider proposed amendments to the City's Purchasing Policy.

Background

The Purchasing Policy (Policy) was developed in 2007 and was last reviewed in September 2019 (with a minor administrative amendment made in May 2020; refer Attachment 1).

The Policy provides guidance to all City Officers conducting procurement on behalf of the City to ensure compliance with the relevant sections to the Local Government Act 1995 (Act) and Part 4 of the Local Government (Functions and General Regulations 1996 (Regulations)).

Detail

The Policy informs on procurement best practice and contains strategic statements relevant to supporting the key procurement principles identified. These statements include reference to 'value for money' 'social and sustainable procurement' and 'managing safety and risk' within procurement. The Policy also meets the requirements of the Regulations in terms of prescribing procurement thresholds and the requirements for request for quotation purposes.

The Policy has been amended to meet the requirements of the City's adopted Policy and Procedure Development and Review Framework (Framework) with input sought from Governance as to the level of detail prescribed within the Policy.

Refer to Attachment 2 for a marked-up copy of the draft revised Policy and to Attachment 3 for a 'clean copy' of the proposed revised Policy.

Consultation

Operational Managers were consulted in the review and drafting of the revised Policy and proposed amendments to the Policy were considered by the Executive Leadership Team at meeting of 4 May 2023 and presented to Council Forum at meeting of 15 May 2023.

Comment

Aside from formatting changes to the new Framework, the key changes relate to enhancing the social and sustainable procurement considerations to include reference to ensuring buy local commitments by suppliers are achieved through effective contract management and a new section dealing with contract management more broadly.

The current application of a qualitative weighting to the 'buy local' evaluation criterion is considered as achieving the overall intent to the support of local suppliers with the award of contracts over the previous 12 months to 1 May 2023 resulting in some 38 of 174 contracts awarded to local suppliers (22%) and some \$22.94m of \$59.36m in total value of those contracts awarded to local suppliers (38%).

Aside from established contracts, an order of priority is applied to source goods and services from local suppliers where a relevant local supplier can provide such goods and services to the required standards and quality and offers value for money to the overall purchase.

A review of other outer metropolitan and neighbouring local government authority purchasing policies was also undertaken to consider 'buy local' and 'social and sustainable procurement' considerations. Refer to Attachment 4 for a summary of that comparison.

Statutory Compliance

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders. Local Government (Functions and General) Regulations 1996, Part 4 Provision of goods and services, Division 1 Purchasing Policies

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (b) the minimum number of oral quotations and written quotations that must be obtained; and
 - (c) the recording and retention of written information, or documents, in respect of
 - (i) all quotations received; and
 - (ii) all purchases made.

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-O07 Purchasing	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

Risk Title	Risk Rating
CO-O17 Financial Management	Medium
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 Corporate risk register. Action plans have been developed to manage these risks to support existing management systems.

Policy Implications

Upon adoption by Council the revised Policy will be implemented across the City in conjunction with a formal Communication and Implementation Plan and with supporting documentation which includes Corporate Procurement and Contract Management guidelines.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council ADOPTS the revised Purchasing Policy as shown in Attachment 3.

Attachments:

- | | |
|---|---------------|
| 1. Purchasing Policy - May 2020 | 14/207443[v5] |
| 2. Revised Purchasing Policy showing marked up changes | 23/141601 |
| 3. proposed amended Purchasing Policy - May 2023 | 14/207443[v6] |
| 4. LG Buy Local & Sustainable Procurement comparison - May 2023 | 23/23547 |



Policy Manual

PURCHASING POLICY

Policy Owner: Corporate Strategy and Performance
Contact Person: Manager Contracts & Procurement
Date of Approval: 5 May 2020 (CS01-05/20)

1. POLICY STATEMENT

The City of Wanneroo (the **City**) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended).

2. POLICY OBJECTIVE

The objective of this Policy is to ensure compliance with the Act and the Regulations and ensure best practice management procedures and corporate guidelines are followed in relation to all procurement undertaken on behalf of the City.

3. SCOPE

The Policy applies to all City Officers undertaking procurement on behalf of the City.

Procurement processes to be complied with are defined within the Policy and prescribed corporate guidelines and associated documentation.

4. POLICY DETAILS

4.1 Ethics and Integrity

All City Officers are bound by the City's policies, Code of Conduct and Statement of Business Ethics when undertaking procurement activities and shall:

- ensure that documentation relating to confidentiality and conflict of interest declarations are completed where relevant;
- observe the highest standards of ethics and integrity; and
- act in an honest and professional manner at all times.



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4.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve the most optimal outcome for the City and value for money;
- all procurement practices shall comply with the Act, Regulations, and requirements consistent with the City's policies, Code of Conduct and Statement of Business Ethics;
- procurement shall be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
- subject to legislative requirements and only to the extent required, any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or pursuant to relevant legislation; and
- any canvassing of the City's Councillors or staff shall disqualify businesses seeking to do business with the City in relation to the applicable procurement.

4.3 Managing Safety and Risk

The City will effectively manage risk in procuring goods and services from external contractors and suppliers to achieve the best procurement outcome whilst meeting the City's safety standards to achieve the City's Strategic Community Plan and Corporate Business Plan objectives. Risk management shall be applied in accordance with the City's Enterprise and Safety Risk Management Frameworks.

The City will ensure prudent risk management principles are also applied to the financial and performance assessment of suppliers and contractors to the City including the risk of default and the competency of suppliers and contractors in terms of their operational, technical capabilities and compliance to specification requirements in the supply and delivery of required goods and services.



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4.4 Value for Money

Value for Money (**VFM**) is an overarching principle governing procurement that provides for the best possible procurement outcome to be achieved for the City. The City considers that VFM is "the utility derived from every purchase or every sum of money spent" and is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase.

4.5 Sustainable Procurement (Corporate Social Responsibility)

Sustainable procurement is the procurement of goods and services that have less environmental and social impacts than competing products and services.

The City is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrated sustainable business practices including social advancement, environmental protection and local economic benefits.

The City supports the procurement of products and services that create a universally accessible community for people with disability, diverse backgrounds and cultures.

The City shall endeavour to design Request for Quotations and Request for Tenders to provide an advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace CSR principles. Sustainable and CSR considerations must be balanced against VFM outcomes and in accordance with the City's broader environmental strategy and objectives.

The following statements support the City's commitment to CSR principles:

4.5.1 Local Economic Benefit

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the City, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works procured or contracted by government agencies in accordance with the City's local economy objectives and the City's Strategic Community Plan.

The City encourages the development of competitive local businesses within its boundary first and secondly within the broader region. It is recognised however that not every category of goods, services or works that is purchased by the City will lend itself to supply by local businesses.

To this extent, a qualitative weighting will be included in the evaluation criteria for formal quotations and public tenders where suppliers are located within the boundaries of the



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City or where suppliers are able to demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.

4.5.2 Procurement from Australian Disability Enterprises

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied by an Australian Disability Enterprise ('ADE'), as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Wherever possible and contingent of demonstrating capability and value for money consideration, ADEs are to be invited to directly supply goods and services to the City without the requirement to participate in a competitive procurement process. ADE's may also be invited to competitively quote and / or publicly tender for goods and services and a qualitative weighting may therefore be afforded in the evaluation of quotes and tenders to provide an incentive to ADEs.

4.5.3 Procurement from Aboriginal Businesses

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the public tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide incentives to Aboriginal owned businesses or businesses that demonstrate a high level of Aboriginal employment.

4.5.4 Environmentally Sustainable Businesses

The City will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the City towards achievement of its community strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotations and tenders to provide advantages to suppliers who:



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- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

4.6 Procurement Thresholds

Unless otherwise stated in this Policy, all procurement that is up to \$250,000 in total value (exclusive GST) must utilise the applicable RFQ process, either direct to the market or through a panel of pre-qualified suppliers that include:

- WALGA Preferred Supplier Program;
- State or Commonwealth Government CUAs, where local government application and use is permitted; or
- the City's existing pre-qualified supplier Panel contract arrangements; and

Procurement which exceeds \$250,000 in total value (exclusive of GST) must be put to public Tender unless a regulatory Tender exemption as set out by Regulation 11.2 of the Regulations is utilised by the City.

The following table sets out the relevant procurement process that must be complied with based on the actual or expected value of each procurement undertaken by the City:

Procurement Thresholds (exclusive of GST)	Procurement Requirement
Up to \$10,000	Procure directly from a supplier by obtaining at least one (1) written vendor quotation. Quotations are subject to relevant review and approval.



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above \$10,000 and up to \$50,000	<p>Seek a minimum of two (2) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of two (2) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations received are subject to relevant evaluation, review and approvals using the City's proforma template.</p>
Above \$50,000 and up to \$250,000	<p>Seek a minimum of three (3) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of three (3) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations must be sought in conjunction with the City's Contracts and Procurement service unit and quotations received are subject to relevant evaluation, review and approvals using the City's proforma template.</p>
Above \$250,000	<p>Conduct a public Tender process in accordance with this Policy and relevant management procedures; or</p> <p>Seek a minimum of three (3) quotations directly from a regulatory Tender exempt or pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>The above processes must be conducted in conjunction with the City's Contracts & Procurement service unit and are subject to formal evaluation, review and approvals.</p>

Where it is considered appropriate and beneficial, the City may consider calling public tenders in lieu of undertaking an RFQ process for procurement up to the \$250,000 threshold (excluding GST). Any such determination should be made after considering the benefits of undertaking a Public Tender in comparison to the costs, risks, timeliness, regulatory compliance requirements and also whether the purchasing requirement may be satisfied through a pre-qualified panel of suppliers such as WALGA, CUA or the City's preferred supplier panel arrangements (where applicable).



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4.7 Competitive Procurement Exemptions

4.7.1 Public Tendering Exemptions

An exemption from publicly inviting tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the supply of the goods or services is associated with a state of emergency;
- the purchase is from a pre-qualified supplier under a Panel established by the City;
- or
- any of the other exclusions under Regulation 11.2 of the Regulations apply.

4.7.2 Other Procurement Exemptions

The following are further exemptions where the City is not required to undertake a competitive procurement process and only where the total value of the procurement does not exceed \$250,000 (exclusive of GST);

- Advance payments (accommodation, travel, seminars, training, conferences);
- Annual service / software maintenance / support or licensing fees;
- Engagement of artists or performers, art works and/or sculptures;
- Legal services (subject to legal preferred supplier panel arrangements);
- Memberships, subscriptions and/or renewals;
- Provision of advertising services;
- Provision of utility services (where the relevant utility is the only provider of such services);
- Procurement from an original equipment manufacturer and where warranty provisions may be void; and
- Procurement as required and determined by the CEO providing that both the CEO and one other Director provide their approval in writing prior to the procurement and that the details are recorded in an annual register.

4.7.3 Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in circumstances where the City is satisfied that there is genuinely only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the supplier is genuinely a sole source supplier by exploring if there are any alternative sources of supply and once determined, written confirmation must be kept on file for audit purposes.



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The CEO must approve any determination of sole source of supply.

4.8 Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Regulations, a Panel of Pre-qualified Suppliers may be created where the City determines that there is or will be a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the Regulations and in accordance with relevant corporate guideline and associated documentation.

4.9 Records Management

Records of all Public Tenders, RFQs and any relevant exemptions must be retained in compliance with the State Records Act 2000 and the City's internal Records Keeping Policy.

5. IMPLICATIONS (Strategic, Financial, Human Resources)

The Policy aligns with the City's Strategic Community Plan and Corporate Business Plan.

6. IMPLEMENTATION

The City shall implement processes to facilitate the ongoing monitoring and assess compliance with this Policy and associated Procurement Corporate Guidelines and will report departures, non-compliance and/or exceptions to the relevant authority within the City and to external authorities where applicable.

7. ROLES AND RESPONSIBILITIES

7.1. Council

Council will review and endorse the overarching principles that support this Policy including establishing the Procurement Thresholds and adoption of this Policy.

7.2. Audit and Risk Committee

In accordance with the Terms of Reference for the Audit and Risk Committee, the Audit and Risk Committee will receive reports (from auditor/s and/or the CEO) in relation to emerging issues with procurement activities and make recommendations to Council in



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respect of risk. In respect of existing internal controls governing procurement processes, the Audit and Risk Committee will also:

- consider whether existing internal controls are sufficiently robust;
- consider whether further internal controls are required; and/or
- recommend action required by the City to ensure such internal controls are sufficiently robust.

7.3. Directors

The Director Corporate Strategy and Performance will review and endorse policies, management procedures and corporate guidelines relating to procurement activities as developed and recommended by the Manager, Contracts & Procurement.

Each Director shall direct and provide instruction to their respective Directorates that all procurement activities must be undertaken in accordance with this Policy.

7.4. City Officers, Suppliers, Contractors and Consultants

All City Officers involved in procurement activities on behalf of the City will incorporate and comply with all requirements of the Act, Regulations, this Policy, the City's Statement of Business Ethics and associated corporate policies, guidelines and management procedures whilst upholding principles of good governance and ethical conduct.

8. DISPUTE RESOLUTION

All disputes in regard to this Policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

9. EVALUATION AND REVIEW PROVISIONS

The Policy will be evaluated and reviewed every three (3) years to determine its effectiveness in achieving its objectives. The City shall also ensure that a compliance audit of this Policy and associated management procedures is undertaken at least every three (3) years and report audit findings to the City's Audit and Risk Committee.

10. DEFINITIONS

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

'Act'	means the Local Government Act 1995
'CS'	means Corporate Social Responsibility



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'CUA'	means the Department of Finance Common Use Agreements
'Panel'	means the City's Prequalified Supplier Panel Arrangements
'Regulations'	means the Local Government (Functions and General) Regulations 1996 (as amended)
'RFQ'	means Request for Quotation
'VFM'	means Value for Money
'WALGA'	means the Western Australian Local Government Association

11. RELEVANT MANAGEMENT POLICY/ MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Procurement Corporate Guidelines
- Contract Management Corporate Guidelines
- Delegated Authority Register (Consolidated)

12. REFERENCES

- Local Government Act 1995
- Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended)

13. RESPONSIBILITY FOR IMPLEMENTATION

Director Corporate Strategy & Performance

Version	Next Review	Record No:
March 2007 (S.03-07-07)	March 2009	10/8086
July 2011 – CS03-07/11	July 2013	11/74816
November 2014	November 2016	14/207443
April 2016	April 2018	14/207443(V2)
May 2017 CS05-05/17	May 2019	14/207443[v3]
Sep 2019 CS08-09/19	Aug 2022	14/207443[v4]
May 2020	Aug 2022	14/207443[v5]



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PURCHASING POLICY

Policy Owner: Corporate Strategy and Performance

Contact Person: Manager Contracts & Procurement

Date of Approval: 5 May 2020 (CS01-05/20)

1. Purchasing Policy

<u>Responsible Directorate:</u>	<u>Corporate Strategy & Performance</u>
<u>Responsible Service Unit:</u>	<u>Contracts & Procurement</u>
<u>Contact Person:</u>	<u>Manager Contracts & Procurement</u>
<u>Date of Approval:</u>	<u>TBA</u>
<u>Council Resolution No:</u>	<u>Council Resolution No.</u>

1. POLICY STATEMENT

The City of Wanneroo (the **City**) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended).

2. POLICY OBJECTIVE AND PURPOSE

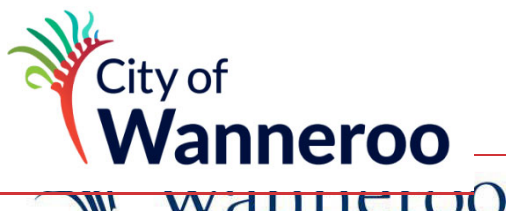
Objective

The objective of this Policy is to ensure compliance with the Act and the Regulations and ensure ~~best practice management procedures and corporate guidelines are followed~~ complied with in ~~relation to~~ all procurement undertaken on behalf of the City.

3. SCOPE

Purpose

The ~~Policy applies~~ purpose of this policy is to provide guidance to all ~~City~~ Officers ~~undertaking conducting~~ procurement on behalf of the City.



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Procurement and that procurement processes ~~to be complied with are~~ defined within the Policy and ~~prescribed~~ corporate guidelines are understood and ~~associated~~ documentation complied with.

3. KEY DEFINITIONS

<u>DEFINITIONS: Any definitions listed in the following table apply to this document only.</u>	
<u>A&RC</u>	<u>means Audit and Risk Committee</u>
<u>'Act'</u>	<u>means the Local Government Act 1995</u>
<u>'CUA'</u>	<u>means the Department of Finance Common Use Agreements</u>
<u>'Officer'</u>	<u>means any employee of the City of Wanneroo or an external party engaged to perform services for the City and which involves undertaking procurement activities on behalf of the City, e.g. consultant or temporary personnel</u>
<u>'Panel'</u>	<u>means the City's Prequalified Supplier Panel Arrangements</u>
<u>'Regulations'</u>	<u>means the Local Government (Functions and General) Regulations 1996 (as amended)</u>
<u>'RFQ'</u>	<u>means a request to provide a quote for specific goods or services and refers to the document prepared by the City seeking formal submissions from invited parties</u>
<u>'RFT'</u>	<u>means a request for tender and refers to the document prepared by the City seeking formal submissions from interested parties for the provision of goods or services as required by the Regulations.</u>
<u>'State of Emergency'</u>	<u>has the meaning given in s3 of the Emergency Management Act 2005</u>
<u>'VFM'</u>	<u>means Value for Money</u>
<u>'WALGA'</u>	<u>means the Western Australian Local Government Association</u>

4. SCOPE

The Policy applies to all Officers undertaking procurement on behalf of the City.



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5. POLICY DETAILS

4.5.1 Ethics and Integrity

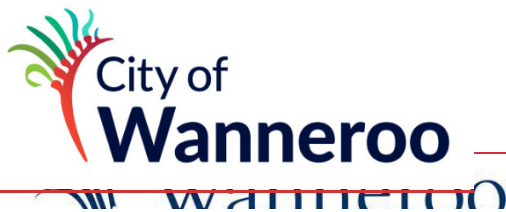
All ~~City~~ Officers are bound by the City's policies, Code of Conduct and Statement of Business Ethics when undertaking procurement activities and shall:

- ~~ensure~~ Ensure that ~~documentation relating to confidentiality and conflict of interest declarations are completed where relevant;~~
- observe the highest standards of ethics and integrity; ~~and~~
- act in an honest and professional manner ~~at all times~~ always.

4.5.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- ~~full~~ Full accountability for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve the most optimal outcome for the City and value for money;
- ~~all~~ All procurement practices shall comply with the Act, Regulations, and requirements consistent with the City's policies, corporate guidelines, Code of Conduct and Statement of Business Ethics;
- ~~procurement~~ Procurement shall be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently;
- ~~all~~ All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- ~~any~~ Any actual ~~or perceived conflicts of interest are to be identified, disclosed and appropriately managed;~~
- ~~subject~~ Subject to legislative requirements and only to the extent required, any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or pursuant to relevant legislation; ~~and~~
- ~~any~~ Any canvassing of the City's Councillors or staff shall disqualify businesses seeking to do business with the City in relation to the applicable procurement.



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~~4.5.3~~ Managing Safety and Risk

The ~~City~~ will ~~effectively~~ ~~manage~~ safety and risk ~~in~~ ~~procuring~~ ~~goods and~~ ~~services~~ from external contractors and suppliers to achieve the best procurement outcome whilst meeting the City's risk tolerance and safety standards to achieve the City's Strategic Community Plan and Corporate Business Plan objectives. Risk management shall be applied in accordance with the City's Enterprise and Safety Risk Management Frameworks.

The City will ensure prudent risk management principles are also applied to the financial and performance assessment of suppliers and contractors to the City including the risk of default and the competency of suppliers and contractors in terms of their operational, technical capabilities and compliance to specification requirements in the supply and delivery of required goods and services.

~~4.5.4~~ Value for Money

Value for Money (~~VFM~~) is an overarching principle governing procurement that provides for the best possible procurement outcome for the City to be achieved ~~for the City~~. The City considers that VFM is "the utility derived from every purchase or every sum of money spent" and is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase and determining an acceptable level of risk to the City.

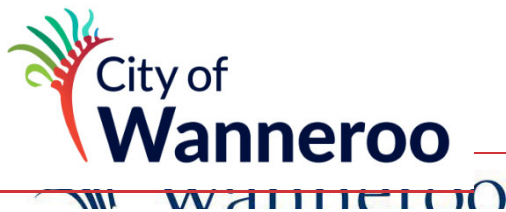
~~4.5.5~~ Social and Sustainable Procurement (~~Corporate Social Responsibility~~)

~~Sustainable~~ Social and sustainable procurement is the procurement of goods ~~and~~ services and works that have less environmental and social impacts than competing products and services and where social value is created above the value of the goods services or construction being procured.

The City is committed to implementing social and sustainable procurement by providing a preference to suppliers that demonstrated sustainable business practices including social advancement, commitment to the Commonwealth's Modern Slavery Act (where applicable), environmental protection, and local economic benefits.

The City supports the procurement of products and services that create a universally accessible community for people with disability, diverse backgrounds and cultures.

The City shall endeavour to design Request for Quotations and Request for Tenders to provide an opportunity advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace CSR ~~such~~ principles. ~~Sustainable and CSR~~



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~~Such~~ considerations must be balanced against VFM outcomes and in accordance with the City's broader environmental strategy and objectives.

The following statements support the City's commitment to ~~CSR~~social and sustainable procurement principles:

45.5.1 Local Economic Benefit

~~Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the City, are encouraged~~The City is committed to maximise participation~~the ongoing support~~ of local and small businesses in the supply of goods, services and works procured or contracted by government agencies~~business~~ in accordance with the ~~City's~~City's local economy objectives and the ~~City's~~ Strategic Community Plan~~, and as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.~~

~~The City encourages the development of competitive local businesses within its boundary first and secondly within the broader region. It is recognised however that not every category of goods, services or works that is purchased by the City will lend itself to supply by local businesses.~~

Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

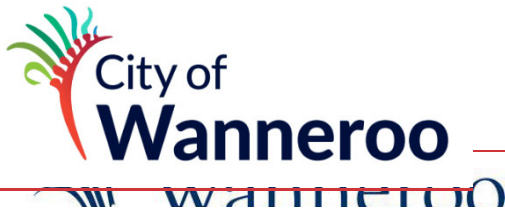
To this extent, a qualitative weighting ~~of 10% or greater~~to a maximum of 20% ~~will be~~ included in the evaluation criteria for formal quotations and public tenders and applied where suppliers are located within the boundaries of the City or where suppliers ~~are able to~~can demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.

~~4~~The City shall ensure such local or broader region economic commitments identified by suppliers through procurement processes are delivered through effective contract management.

5.5.2 Procurement from Australian Disability Enterprises

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied by an Australian Disability Enterprise ('ADE'), as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Wherever possible and contingent of demonstrating capability and value for money consideration, ADEs are to be invited to directly supply goods and services to the City without the requirement to participate in a competitive procurement process. ADE's may also be invited to competitively quote and / or publicly tender for goods and services and



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~~a qualitative weighting may therefore be afforded in the evaluation of quotes and tenders to provide an incentive to ADEs.~~

45.5.3 Procurement from Aboriginal and Torres Strait Islander Businesses

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

~~Where~~Wherever possible, Aboriginal and Torres Strait Islander businesses are to be invited to quote for supplying goods and services under the public tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide incentives to Aboriginal and Torres Strait Islander businesses owned businesses or businesses that demonstrate a high level of Aboriginal and Torres Strait Islander businesses employment.

45.5.4 Environmentally Sustainable Businesses

The City will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the City towards achievement of its community strategic and operational objectives.

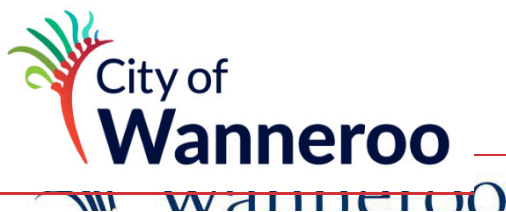
A qualitative weighting will be used in the evaluation of quotations and tenders to provide advantages to suppliers who:

- ~~demonstrate~~Demonstrate sustainable policies and practices that have been implemented by the business as part of its operations;;
- Reduce impact on the environment by reducing emissions, minimising water use and generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- ~~encourage~~Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

45.6 Procurement Thresholds

Unless otherwise stated in this Policy, all procurement that is up to \$250,000 in total value (exclusive GST) must utilise the applicable RFQ process, either direct to the market or through a panel of pre-qualified suppliers that include:

- WALGA Preferred Supplier Program;;
- State or Commonwealth Government CUAs, where local government application and use is permitted;; or
- ~~the~~The City's existing pre-qualified supplier Panel contract arrangements; and

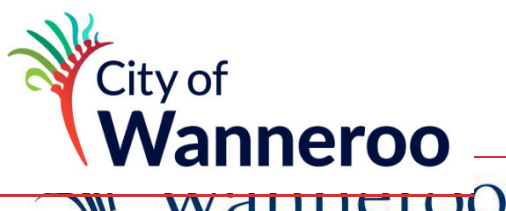


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~~Procurement which exceeds \$250,000 in total value (exclusive of GST) must be put to public Tender unless a regulatory Tender exemption as set out by Regulation 11.2 of the Regulations is utilised by the City.~~

The following table sets out the relevant procurement process that must be complied with based on the actual or expected value of each procurement undertaken by the City:

Procurement Thresholds (exclusive of GST)	Procurement Requirement
Up to \$10,000	Procure directly from a supplier by obtaining at least one (1) written vendor quotation. Quotations are subject to relevant review and approval.
above \$10,000 and up to \$50,000	<p>Seek a minimum of two (2) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of two (2) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations received are subject to relevant evaluation,</p>
Above \$50,000 and up to \$250,000	<p>Seek a minimum of three (3) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of three (3) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations must be sought in conjunction with the City's Contracts and Procurement service unit and quotations received are subject to relevant evaluation, review and</p>



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Above \$250,000	<p>Conduct a public Tender process in accordance with this Policy and relevant management procedures; or</p> <p>Seek a minimum of three (3) quotations directly from a regulatory Tender exempt or pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>The above processes must be conducted in conjunction with the City's Contracts & Procurement service unit and are</p>
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Where it is considered appropriate and beneficial, the City may consider calling public tenders in lieu of undertaking an RFQ process for procurement up to the \$250,000 threshold (excluding GST). Any such determination should be made after considering the benefits of undertaking a Public Tender in comparison to the costs, risks, timeliness, regulatory compliance requirements and ~~also~~ whether the purchasing requirement may be satisfied through a pre-qualified panel of suppliers such as WALGA, CUA or the City's preferred supplier panel arrangements (where applicable).

4.5.7 Competitive Procurement Exemptions

4.5.7.1 Public Tendering Exemptions

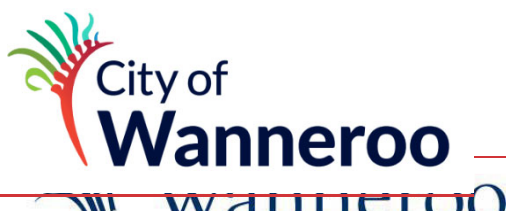
An exemption from publicly inviting tenders may apply in the following instances:

- ~~the~~The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement.
- ~~the~~The purchase is from a Regional Local Government or another Local Government;
- ~~the~~The supply of the goods or services is associated with a state of emergency;
- ~~the~~The purchase is from a pre-qualified supplier under a Panel established by the City; or
- ~~any~~Any of the other exclusions under Regulation 11.2 of the Regulations apply.

4.5.7.2 Other Procurement Exemptions

The following are further exemptions where the City is not required to undertake a competitive procurement process and only where the total value of the procurement does not exceed \$250,000 (exclusive of GST):

- Advance payments (accommodation, travel, seminars, training, conferences);
- Annual service / software maintenance / support or licensing fees;
- Engagement of artists or performers, art works and/or sculptures;
- Legal services (subject to legal preferred supplier panel arrangements);
- Memberships, subscriptions and/or renewals;
- Provision of advertising services;
- Provision of temporary personnel under established panel arrangements.



~~Council Policy~~ ~~Policy Manual~~

- Provision of utility services (where the relevant utility ~~or nominated contractor~~ is the only provider of such services);~~;~~.
- Procurement from an original equipment manufacturer and where warranty provisions may be void;~~and.~~
- Procurement as required and determined by the CEO providing that both the CEO and one other Director provide their approval in writing prior to the procurement and that the details are recorded in an annual register.

45.7.3 Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier, or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in circumstances where the City is satisfied that there is genuinely only one source of supply for those goods, services or works. ~~The City must use its best endeavours to determine if the supplier is genuinely a sole source supplier by exploring if there are any alternative sources of supply and once determined, written confirmation~~Written confirmation to evidence sole source of supply status must be kept on file for audit purposes.

The CEO must approve any determination of sole source of supply.

45.8 Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Regulations, a Panel of Pre-qualified Suppliers may be created where the City determines that there is or will be a continuing need for the ~~particular~~ goods or services to be supplied by pre-qualified suppliers.

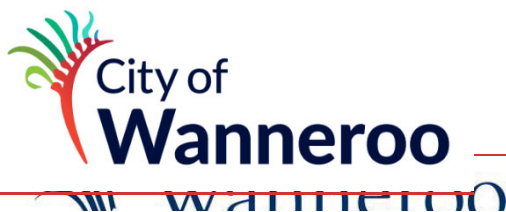
Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the Regulations and in accordance with relevant corporate guideline and associated documentation.

45.9 ~~Records~~Contract Management

The City is committed to ensuring that contracts are implemented and effectively managed to realise the outcomes, deliverables and expected benefits as specified within the contract and to mitigate risk to the City and the broader community.

The objectives of effective contract management are to ensure that:

- A consistent and standardised approach under a defined framework is adopted in managing the City's contracts and contractors;
- Contracts are effectively managed, and reporting requirements are satisfied to ensure objectives and performance requirements as stated in the contracts are met;
- Contracts are managed in compliance with relevant legislations;



~~Council Policy~~ ~~Policy Manual~~

- ~~• Contractor safety is managed in compliance with Work Health and Safety Guidelines for Contractors;~~
- ~~• Contracts and associated support documents are recorded in compliance with the State Records Act 2000 and the City's Recordkeeping Plan;~~
- ~~• Probity risk associated with contract management is mitigated by establishing and enforcing contract and supplier management processes that are consistent, fair, open and ethical; and~~
- ~~• Sustainable benefits, such as environmental, social and local economic impacts as set out in the contracts are realised.~~

5.10 Records Management

Records of all Public Tenders, RFQs and any relevant exemptions must be retained in compliance with the State Records Act 2000 and the City's internal Records Keeping Policy.

5.11 Payment Terms

The City's standard payment terms are 30 days from receipt of invoice.

6. 5. IMPLICATIONS (Strategic, Financial, Human Resources)

The Policy aligns with the City's following Goal and Priority within the Strategic Community Plan and Corporate Business Plan 2021-2031:

6. Goal 7 – A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services

Priority 7.2 Responsibly and ethically managed

7. IMPLEMENTATION

The City shall implement processes to facilitate the ongoing monitoring and assess compliance with this Policy and associated Procurement and Contract Management Corporate Guidelines and will report departures, non-compliance and/or exceptions to the relevant authority within the City and to external authorities where applicable.

7. A formal Communication and Implementation Plan will inform the Policy to relevant stakeholders.

8. AUTHORITIES AND ACCOUNTABILITIES

Authorities are defined within relevant delegations relating to Tenders and Contracts as defined within the City's Delegated Authority Register (Consolidated).



~~Council Policy~~ ~~Policy Manual~~

~~9.~~ **ROLES AND RESPONSIBILITIES**

~~79.1.~~ **Council**

Council will review and endorse the overarching principles that support this Policy including establishing the Procurement Thresholds and adoption of this Policy.

~~79.2.~~ **Audit and Risk Committee**

In accordance with the Terms of Reference for the Audit and Risk Committee, the Audit and Risk Committee will receive reports (from auditor/s and/or the CEO) in relation to emerging issues with procurement activities and make recommendations to Council in respect of risk. In respect of existing internal controls governing procurement processes, the Audit and Risk Committee will also:

- ~~consider~~Consider whether existing internal controls are sufficiently robust;
- ~~consider~~Consider whether further internal controls are required; and/or
- ~~recommend~~Recommend action required by the City to ensure such internal controls are sufficiently robust.

~~79.3.~~ **Directors**

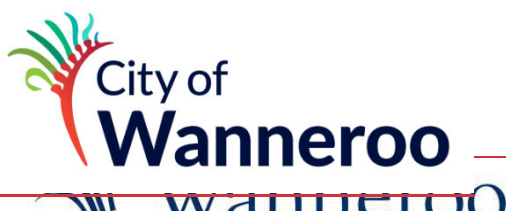
The Director Corporate Strategy and Performance will review and endorse ~~policies, management procedures and~~ corporate guidelines relating to procurement activities as developed and recommended by the Manager, Contracts & Procurement.

Each Director shall direct and provide instruction to their respective Directorates that all procurement activities must be undertaken in accordance with this Policy and associated corporate guideline.

~~79.4.~~ **City Officers, Suppliers, Contractors and Consultants**

All ~~City~~ Officers involved in procurement activities on behalf of the City will incorporate and comply with all requirements of the Act, Regulations, this Policy, the City's Statement of Business Ethics and associated corporate ~~policies, guidelines and management procedures~~templates whilst upholding principles of good governance and ethical conduct.

~~8.~~ **9.5. Suppliers, Contractors and Consultants**



~~Council Policy~~ ~~Policy Manual~~

~~Suppliers, contractors and consultants shall comply with the City's Statement of Business Ethics.~~

10. DISPUTE RESOLUTION

All disputes ~~in regard to~~ regarding this Policy will be referred to the Director Corporate Strategy and Performance in the first instance. ~~In the event that~~ If an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

11. ~~9.~~ EVALUATION AND REVIEW PROVISIONS

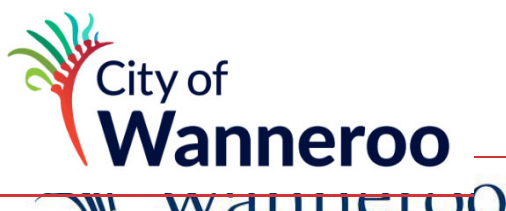
~~The Manager Contracts and Procurement shall ensure compliance with the Policy and corporate guidelines.~~

The Policy will be ~~evaluated and~~ reviewed every three (3) years to determine its effectiveness in achieving its objectives. The City shall also ensure that a compliance audit of this Policy ~~and associated management procedures~~ corporate guidelines is undertaken at least every three (3) years and report audit findings to the City's Audit and Risk Committee.

~~10.~~ DEFINITIONS

12. RELATED DOCUMENTS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
'Act'	means the Local Government Act 1995
'CS'	means Corporate Social Responsibility
'CUA'	means the Department of Finance Common Use Agreements
'Panel'	means the City's Prequalified Supplier Panel Arrangements
'Regulations'	means the Local Government (Functions and General) Regulations 1996 (as amended)
'RFQ'	means Request for Quotation
'VFM'	means Value for Money
'WALGA'	means the Western Australian Local Government Association



Council Policy Policy Manual

11. ~~RELEVANT MANAGEMENT POLICY/ MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS~~

- ~~Procurement Corporate Guidelines~~ Guideline
- ~~Contract Management Corporate Guidelines~~ Guideline
- Delegated Authority Register (Consolidated)

- ~~12. Code of Conduct 2021~~
- ~~Tender Register~~
- ~~Statement of Business Ethics~~
- ~~Reconciliation and Action Plan 2023-2025~~
- ~~Work Health and Safety Policy and Guidelines for Contractors~~

13. REFERENCES

- Local Government Act 1995 s3.57
- Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended)

14. ~~13.~~ RESPONSIBILITY FOR IMPLEMENTATION

Director Corporate Strategy & Performance

REVISION HISTORY

Version	Next Review	Record No.
March 2007 (S 03 07 07)	March 2009	10/8086
July 2011 CS02 07/11	July 2013	11/71816
November 2014	November 2016	14/207443
April 2016	April 2018	14/207443(v2)
V6 May 2017 CS05-05/172023	May 20192026	14/207443[v3]207443V6
Sep 2019 CS08 09/19	Aug 2022	14/207443[v4]
May 2020	Aug 2022	14/207443[v5]



Council Policy

Purchasing Policy

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Contracts & Procurement
Contact Person:	Manager Contracts & Procurement
Date of Approval:	TBA
Council Resolution No:	Council Resolution No.

1. POLICY STATEMENT

The City of Wanneroo (the **City**) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity, good governance and comply with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended).

2. OBJECTIVE AND PURPOSE

Objective

The objective of this Policy is to ensure compliance with the Act and the Regulations and ensure best practice corporate guidelines are complied with in relation to all procurement undertaken on behalf of the City.

Purpose

The purpose of this policy is to provide guidance to all Officers conducting procurement on behalf of the City and that procurement processes defined within the Policy and corporate guidelines are understood and complied with.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
'A&RC'	means Audit and Risk Committee
'Act'	means the Local Government Act 1995
'CUA'	means the Department of Finance Common Use Agreements
'Officer'	means any employee of the City of Wanneroo or an external party engaged to perform services for the City



Council Policy

	and which involves undertaking procurement activities on behalf of the City, e.g. consultant or temporary personnel
'Panel'	means the City's Prequalified Supplier Panel Arrangements
'Regulations'	means the Local Government (Functions and General) Regulations 1996 (as amended)
'RFQ'	means a request to provide a quote for specific goods or services and refers to the document prepared by the City seeking formal submissions from invited parties
'RFT'	means a request for tender and refers to the document prepared by the City seeking formal submissions from interested parties for the provision of goods or services as required by the Regulations.
'State of Emergency'	has the meaning given in s3 of the Emergency Management Act 2005
'VFM'	means Value for Money
'WALGA'	means the Western Australian Local Government Association

4. SCOPE

The Policy applies to all Officers undertaking procurement on behalf of the City.

5. POLICY DETAILS

5.1 Ethics and Integrity

All Officers are bound by the City's policies, Code of Conduct and Statement of Business Ethics when undertaking procurement activities and shall:

- Ensure that documentation relating to confidentiality and conflict of interest declarations are completed where relevant.
- observe the highest standards of ethics and integrity.
- act in an honest and professional manner always.

5.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- Full accountability for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve the most optimal outcome for the City and value for money.



Council Policy

- All procurement practices shall comply with the Act, Regulations, and requirements consistent with the City's policies, corporate guidelines, Code of Conduct and Statement of Business Ethics.
- Procurement shall be undertaken on a competitive basis to ensure that all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Subject to legislative requirements and only to the extent required, any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or pursuant to relevant legislation.
- Any canvassing of the City's Councillors or staff shall disqualify businesses seeking to do business with the City in relation to the applicable procurement.

5.3 Managing Safety and Risk

The City will effectively manage safety and risk in procuring goods and services from external contractors and suppliers to achieve the best procurement outcome whilst meeting the City's risk tolerance and safety standards to achieve the City's Strategic Community Plan and Corporate Business Plan objectives. Risk management shall be applied in accordance with the City's Enterprise and Safety Risk Management Frameworks.

The City will ensure prudent risk management principles are also applied to the financial and performance assessment of suppliers and contractors to the City including the risk of default and the competency of suppliers and contractors in terms of their operational, technical capabilities and compliance to specification requirements in the supply and delivery of required goods and services.

5.4 Value for Money

Value for Money is an overarching principle governing procurement that provides for the best possible procurement outcome for the City to be achieved. The City considers that VFM is "the utility derived from every purchase or every sum of money spent" and is based not only on the purchase price but also on qualitative measures including the efficiency and effectiveness of the purchase and determining an acceptable level of risk to the City.

5.5 Social and Sustainable Procurement

Social and sustainable procurement is the procurement of goods, services and works that have less environmental and social impacts than competing products and services and where social value is created above the value of the goods services or construction being procured.

The City is committed to implementing social and sustainable procurement by providing a preference to suppliers that demonstrated sustainable business practices including



Council Policy

social advancement, commitment to the Commonwealth's Modern Slavery Act (where applicable), environmental protection, and local economic benefits.

The City supports the procurement of products and services that create a universally accessible community for people with disability, diverse backgrounds and cultures.

The City shall endeavour to design Request for Quotations and Request for Tenders to provide an opportunity advantage to those suppliers and contractors who demonstrate they minimise environmental and negative social impacts and embrace such principles.

Such considerations must be balanced against VFM outcomes and in accordance with the City's broader environmental strategy and objectives.

The following statements support the City's commitment to social and sustainable procurement principles:

5.5.1 Local Economic Benefit

The City is committed to the ongoing support of local business in accordance with the City's local economy objectives and the Strategic Community Plan and as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.

Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

To this extent, a qualitative weighting of 10% to a maximum of 20% is included in the evaluation criteria for formal quotations and public tenders and applied where suppliers are located within the boundaries of the City or where suppliers can demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.

The City shall ensure such local or broader region economic commitments identified by suppliers through procurement processes are delivered through effective contract management.

5.5.2 Procurement from Australian Disability Enterprises

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied by an Australian Disability Enterprise ('ADE'), as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Wherever possible and contingent of demonstrating capability and value for money consideration, ADEs are to be invited to directly supply goods and services to the City without the requirement to participate in a competitive procurement process. ADE's may also be invited to competitively quote and / or publicly tender for goods and services and a qualitative weighting may therefore be afforded in the evaluation of quotes and tenders to provide an incentive to ADEs.

5.5.3 Procurement from Aboriginal and Torres Strait Islander Businesses

Pursuant to Part 4 of the Regulations, the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) and where the expected consideration under contract is worth



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\$250,000 or less. This is contingent on the demonstration of value for money.

Wherever possible, Aboriginal and Torres Strait Islander businesses are to be invited to quote for supplying goods and services under the public tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide incentives to Aboriginal and Torres Strait Islander businesses owned businesses or businesses that demonstrate a high level of Aboriginal and Torres Strait Islander businesses employment.

5.5.4 Environmentally Sustainable Businesses

The City will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the City towards achievement of its community strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotations and tenders to provide advantages to suppliers who:

- Demonstrate sustainable policies and practices that have been implemented by the business as part of its operations.
- Reduce impact on the environment by reducing emissions, minimising water use and generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

5.6 Procurement Thresholds

Unless otherwise stated in this Policy, all procurement that is up to \$250,000 in total value (exclusive GST) must utilise the applicable RFQ process, either direct to the market or through a panel of pre-qualified suppliers that include:

- WALGA Preferred Supplier Program.
- State or Commonwealth Government CUAs, where local government application and use is permitted. or
- The City's existing pre-qualified supplier Panel contract arrangements; and

Procurement which exceeds \$250,000 in total value (exclusive of GST) must be put to public Tender unless a regulatory Tender exemption as set out by Regulation 11.2 of the Regulations is utilised by the City.

The following table sets out the relevant procurement process that must be complied with based on the actual or expected value of each procurement undertaken by the City:



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Procurement Thresholds (exclusive of GST)	Procurement Requirement
Up to \$10,000	Procure directly from a supplier by obtaining at least one (1) written vendor quotation. Quotations are subject to relevant review and approval.
above \$10,000 and up to \$50,000	<p>Seek a minimum of two (2) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of two (2) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations received are subject to relevant evaluation, review and approvals using the City's proforma template.</p>
Above \$50,000 and up to \$250,000	<p>Seek a minimum of three (3) written quotations following a brief outlining the City's specific requirements and using the City's RFQ documentation; or</p> <p>Seek a minimum of three (3) written quotations directly from a pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>Quotations must be sought in conjunction with the City's Contracts and Procurement service unit and quotations received are subject to relevant evaluation, review and approvals using the City's proforma template.</p>
Above \$250,000	<p>Conduct a public Tender process in accordance with this Policy and relevant management procedures; or</p> <p>Seek a minimum of three (3) quotations directly from a regulatory Tender exempt or pre-qualified panel of suppliers which include WALGA or CUA.</p> <p>The above processes must be conducted in conjunction with the City's Contracts & Procurement service unit and are subject to formal evaluation, review, and approvals.</p>

Where it is considered appropriate and beneficial, the City may consider calling public tenders in lieu of undertaking an RFQ process for procurement up to the \$250,000 threshold (excluding GST). Any such determination should be made after considering the benefits of undertaking a Public Tender in comparison to the costs, risks, timeliness, regulatory compliance requirements and whether the purchasing requirement may be satisfied through a pre-qualified panel of suppliers such as WALGA, CUA or the City's preferred supplier panel arrangements (where applicable).



Council Policy

5.7 Competitive Procurement Exemptions

5.7.1 Public Tendering Exemptions

An exemption from publicly inviting tenders may apply in the following instances:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supplier Program or State Government Common Use Arrangement.
- The purchase is from a Regional Local Government or another Local Government.
- The supply of the goods or services is associated with a state of emergency.
- The purchase is from a pre-qualified supplier under a Panel established by the City; or
- Any of the other exclusions under Regulation 11.2 of the Regulations apply.

5.7.2 Other Procurement Exemptions

The following are further exemptions where the City is not required to undertake a competitive procurement process and only where the total value of the procurement does not exceed \$250,000 (exclusive of GST):

- Advance payments (accommodation, travel, seminars, training, conferences);
- Annual service / software maintenance / support or licensing fees.
- Engagement of artists or performers, art works and/or sculptures.
- Legal services (subject to legal preferred supplier panel arrangements).
- Memberships, subscriptions and/or renewals.
- Provision of advertising services.
- Provision of temporary personnel under established panel arrangements.
- Provision of utility services (where the relevant utility or nominated contractor is the only provider of such services).
- Procurement from an original equipment manufacturer and where warranty provisions may be void.
- Procurement as required and determined by the CEO providing that both the CEO and one other Director provide their approval in writing prior to the procurement and that the details are recorded in an annual register.

5.7.3 Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (manufacturer, supplier, or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in circumstances where the City is satisfied that there is genuinely only one source of supply for those goods, services or works. Written confirmation to evidence sole source of supply status must be kept on file for audit purposes.

The CEO must approve any determination of sole source of supply.

5.8 Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Regulations, a Panel of Pre-qualified Suppliers may be created where the City determines that there is or will be a continuing need for the goods or services to be supplied by pre-qualified suppliers.



Council Policy

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 of the Regulations and in accordance with relevant corporate guideline and associated documentation.

5.9 Contract Management

The City is committed to ensuring that contracts are implemented and effectively managed to realise the outcomes, deliverables and expected benefits as specified within the contract and to mitigate risk to the City and the broader community.

The objectives of effective contract management are to ensure that:

- A consistent and standardised approach under a defined framework is adopted in managing the City's contracts and contractors;
- Contracts are effectively managed, and reporting requirements are satisfied to ensure objectives and performance requirements as stated in the contracts are met;
- Contracts are managed in compliance with relevant legislations;
- Contractor safety is managed in compliance with Work Health and Safety Guidelines for Contractors;
- Contracts and associated support documents are recorded in compliance with the State Records Act 2000 and the City's Recordkeeping Plan;
- Probity risk associated with contract management is mitigated by establishing and enforcing contract and supplier management processes that are consistent, fair, open and ethical; and
- Sustainable benefits, such as environmental, social and local economic impacts as set out in the contracts are realised.

5.10 Records Management

Records of all Public Tenders, RFQs and any relevant exemptions must be retained in compliance with the State Records Act 2000 and the City's internal Records Keeping Policy.

5.11 Payment Terms

The City's standard payment terms are 30 days from receipt of invoice.

6. IMPLICATIONS

The Policy aligns with the following Goal and Priority within the Strategic Community Plan 2021-2031:

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

Priority 7.2 Responsibly and ethically managed

7. IMPLEMENTATION

The City shall implement processes to facilitate the ongoing monitoring and assess compliance with this Policy and associated Procurement and Contract Management



Council Policy

Corporate Guidelines and will report departures, non-compliance and/or exceptions to the relevant authority within the City and to external authorities where applicable.

A formal Communication and Implementation Plan will inform the Policy to relevant stakeholders.

8. AUTHORITIES AND ACCOUNTABILITIES

Authorities are defined within relevant delegations relating to Tenders and Contracts as defined within the City's Delegated Authority Register (Consolidated).

9. ROLES AND RESPONSIBILITIES

9.1. Council

Council will review and endorse the overarching principles that support this Policy including establishing the Procurement Thresholds and adoption of this Policy.

9.2. Audit and Risk Committee

In accordance with the Terms of Reference for the Audit and Risk Committee, the Audit and Risk Committee will receive reports (from auditor/s and/or the CEO) in relation to emerging issues with procurement activities and make recommendations to Council in respect of risk. In respect of existing internal controls governing procurement processes, the Audit and Risk Committee will also:

- Consider whether existing internal controls are sufficiently robust.
- Consider whether further internal controls are required; and/or
- Recommend action required by the City to ensure such internal controls are sufficiently robust.

9.3. Directors

The Director Corporate Strategy and Performance will review and endorse corporate guidelines relating to procurement activities as developed and recommended by the Manager, Contracts & Procurement.

Each Director shall direct and provide instruction to their respective Directorates that all procurement activities must be undertaken in accordance with this Policy and associated corporate guideline.

9.4. Officers

All Officers involved in procurement activities on behalf of the City will incorporate and comply with all requirements of the Act, Regulations, this Policy, the City's Statement of Business Ethics and associated corporate guidelines and templates whilst upholding principles of good governance and ethical conduct.

9.5. Suppliers, Contractors and Consultants

Suppliers, contractors and consultants shall comply with the City's Statement of Business Ethics.



Council Policy

10. DISPUTE RESOLUTION

All disputes regarding this Policy will be referred to the Director Corporate Strategy and Performance in the first instance. If an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

11. EVALUATION AND REVIEW

The Manager Contracts and Procurement shall ensure compliance with the Policy.

The Policy will be reviewed every three (3) years to determine its effectiveness in achieving its objectives. The City shall also ensure that a compliance audit of this Policy is undertaken at least every three (3) years and report audit findings to the City's Audit and Risk Committee.

12. RELATED DOCUMENTS

- Delegated Authority Register (Consolidated)
- Reconciliation and Action Plan 2023-2025
- Work Health and Safety Policy

13. REFERENCES

- Local Government Act 1995 s3.57
- Part 4 of the Local Government (Functions and General) Regulations 1996 (as amended)

14. RESPONSIBILITY FOR IMPLEMENTATION

Director Corporate Strategy & Performance

REVISION HISTORY

Version	Next Review	Record No.
V6 May 2023	May 2026	14/207443V6

Buy Local Policy

	Wanneroo (current)
Purchasing Policy	A qualitative weighting will be included in the evaluation criteria for formal quotations and public tenders where suppliers are located within the boundaries of the City or where suppliers are able to demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.
Definition of Local Supplier / Business	Within the City's boundary first and secondly within the broader region
Buy Local Weighting	Yes, relevant to the particular procurement
	Wanneroo (proposed)
Purchasing Policy	A qualitative weighting will be included in the evaluation criteria for formal quotations and public tenders where suppliers are located within the boundaries of the City or where suppliers are able to demonstrate a benefit or contribution to the local economy. This evaluation criterion will relate to local economic benefits that result from such processes.
Definition of Local Supplier / Business	Within the City's boundary first and secondly within the broader region
Buy Local Weighting	Yes, relevant to the particular procurement but min of 10% qualitative
	Armadale
Purchasing Policy	Policy encourages investment and development of competitive local businesses that operate from permanently staffed local business premises
Definition of Local Supplier / Business	within City boundaries and then broader region
Buy Local Weighting	qualitative - weighting not stated but not related to price
	Cockburn
Purchasing Policy	"The City will provide supply opportunities for local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees."
Definition of Local Supplier / Business	within City boundaries and broader region
Buy Local Weighting	Up to 10% qualitative (local and broader region) - where applicable
	Joondalup
Purchasing Policy	"Where possible, gives opportunity to businesses operating within City of Joondalup to quote for goods and services. ...It is recognised that not every category of goods and services lend itself to supply by local businesses."
Definition of Local Supplier / Business	Suppliers operating within City of Joondalup
Buy Local Weighting	NA
	Kwinana
Purchasing Policy	Policy encourages local and small business suppliers to participate and consider local economic benefit in evaluation process. Qualitative weighting may be applied in evaluation of formal quotes and tenders
Definition of Local Supplier / Business	Suppliers within boundaries and broader South West Metropolitan Group of Councils
Buy Local Weighting	NA
	Stirling
Purchasing Policy	Policy encourages participation of local and small business suppliers in accordance with City's local economy objectives and Strategic Community Plan. It is recognised that not every category of goods and services lend itself to supply by local businesses., best endeavours to include businesses defined as Stirling Business or Local Business that may have an economic impact on the City "Where possible suppliers operating within the City are to be given the opportunity to quote for goods and services required by the City."
Definition of Local Supplier / Business	Suppliers operating within City of Stirling
Buy Local Weighting	5% minimum for formal tenders only and where appropriate
	Swan
Purchasing Policy	Policy provides for giving consideration to local economic benefit within boundaries of the City. Local supplier register maintained with suppliers able to register interest.
Definition of Local Supplier / Business	within City boundaries only
Buy Local Weighting	NA

Chief Executive Office

Governance & Legal

CE01-06/23 Strategic Risk Register Update

File Ref: 2286V02 – 23/180013
 Responsible Officer: Chief Executive Officer
 Attachments: Nil

Issue

To consider the recommendation of the Audit and Risk Committee to endorse the City's updated Strategic Risk profile.

Background

In accordance with the Term of Reference of the Audit and Risk Committee, the Committee is to review and oversee progress and updates on all Strategic Risks biannually and thereafter provide to Council for adoption of the Strategic Risk Profile. The Strategic Risk Register and risk profile was presented to the Audit and Risk Committee on 23 May 2023 for consideration. The Audit and Risk Committee recommended Council endorse the City's updated Strategic risk profile.

Detail

The City's current Strategic Risk Profile identifies 10 strategic risks that are monitored by the Audit and Risk Committee and with the profile reported to Council for endorsement. The Strategic Risk Registers has been updated to include new or reviewed preventative and mitigating controls, emerging risks and updates on risk ratings taking into account the challenges the City had experienced during COVID-19 pandemic and other external factors.

Consultation

The Audit and Risk Committee reviews the City's Strategic Risk Register biannually.

Comment

The Audit and Risk Committee provided feedback for the City to address the risk of excess water availability. Consultation and discussions held with relevant stakeholders provided context around the City's preparedness for managing rising ground water which could impact on businesses, community, and management of City assets. This has been included in the City's Strategic Risk Profile. The Audit and Risk Committee recommended for Council to endorse the City's Strategic risk profile as set out below:

Strategic Risks

Risk Title	Risk Description	Risk Rating
ST-G09 Long Term Financial Planning	Ineffectiveness in long term financial planning leads to poor financial management including	Low

Risk Title	Risk Description	Risk Rating
	efficiency and timing of service and asset provision impacting the City's sustainability	
ST-S04 Integrated Infrastructure & Utility Planning	Infrastructure is not delivered in a timely and coordinated way leading to issues with access and service levels and/or additional expenses (Not CoW)	Low
ST-S05 Water Availability	Ineffective City preparedness for potential reduced water availability impacts business and community service delivery	Medium
ST-S06 Climate Change	Lack of preparedness to respond and adapt to climate change impacts leading to community and financial implications	Medium
ST-S12 Economic Growth	Ineffective economic development intervention results in limited opportunity to create local employment opportunities impacting on the City's vision to create sustainable communities	Medium
ST-S20 Strategic Community Plan	Inadequate strategic community planning results in misaligned strategies between the City and the Community	Low
ST-S23 Stakeholder Relationships	Ineffective engagement with stakeholders leads to, lost opportunities and negatively impacts on the quality of the relationship	Medium
ST-S24 Strategic Asset Management	Inadequate asset management processes and systems impacts on the City's ability to manage assets strategically	Medium
ST-S25 Legislative Reform or changes	Lack of preparedness to accommodate Legislative reform changes impacts on the City's ability to deliver the CBP, stakeholder commitments and operational effectiveness requires diversion of resources from current priorities and activities	Low
ST-S26 Resilient and Productive Communities	Lack of planning to deliver healthy, safe, vibrant and connected communities impacts on the ability of the Community to have productive lives and (respond) recover from adversity.	Medium

Risk Title	Risk Description	Risk Rating
New - ST-S27 Rising Ground Water	Ineffective preparedness for managing rising ground water impacts businesses, community and management of City assets.	Medium

Statutory Compliance

Implementation of Risk Management at the Strategic and Operational levels will assist the City to embed effective systems and processes for managing risk in line with the requirements of the *Local Government (Audit) 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-O16 Risk Management	Low
Accountability	Action Planning Option
Executive Manager Governance and Legal	Manage

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

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council ACCEPTS the recommendation of the Audit and Risk Committee and ENDORSES the updated Strategic Risk Profile as set out in the report.

Attachments: Nil

CE02-06/23 Annual Delegated Authority Review 2022/2023

File Ref: 9167V07 – 23/136993
Responsible Officer: Chief Executive Officer
Attachments: 2

Issue

To consider amendments to the City's Delegated Authority Register (the **Register**) as a result of the annual review required under the *Local Government Act 1995* (the **Act**).

Background

Sections 5.18 and 5.46(2) of the Act require that the City's delegated statutory authorities are reviewed at least once each financial year by the delegator (Council and the CEO). The last annual review of the Register was undertaken in June 2022.

Detail

To satisfy the legislative requirement to undertake an annual review, Governance, in conjunction with delegated officers and the Executive, undertook to review:

- Relevant legislation to ensure the delegation remains current and compliant;
- Drafting of delegation instruments to ensure clarity of intent and execution;
- Whether the delegation and sub-delegation are to the appropriate officer level;
- Whether there is a requirement for new delegations to improve efficiencies and subject to satisfactory documented guidance for consistent decision making;
- Policies or procedures that support the delegation; and
- Delegation instruments against the WALGA model templates delegation instruments.

Consultation

There was no consultation with external parties in relation to the content of this report.

Comment

Amendments to the Delegated Authority Register are shown in mark-up and some of the amendments relate to:-

- Removing superfluous information;
- Improving the terminology of the functions across the register for consistency;
- Update of legislative references where required; and
- The removal of procedural information that is provided in more detail through legislation or policy.

The amendments referred to above are not material to the context and intent of the delegation. For ease of reference, **Attachment 1** provides a summary of those amendments proposed and a complete marked-up version of the Delegated Authority Register is shown at **Attachment 2**.

Statutory Compliance

The Act provides for the delegation of certain powers and duties of Council to the CEO who may, (unless prohibited by Council's instrument of delegation or the respective legislation), further on-delegate powers and duties to employees. A power can only be delegated if it exists under legislation, and the legislation allows the delegation to take place.

- Section 5.42 of the Act prescribes that Council may delegate functions or duties to the CEO and Section 5.43 prescribes the limitations on such delegations.
- Section 5.44 of the Act prescribes that the CEO may delegate powers and duties vested in their office and sub-delegate powers and duties delegated to the office of CEO to other local government employees.

All delegations made by Council must be by absolute majority as prescribed by Section 5.42 of the Act. In accordance with Section 59 of the *Interpretation Act 1984* and the requirements of Sections 5.16 and 5.42 of the Act, the City is required to record statutory delegated authorities in written instruments of delegation contained in the City's Register.

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-C01 Compliance Framework	Low
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

Policy Implications

Policies and Procedures will be updated where they are impacted in changes to delegations.

Financial Implications

Nil

Voting Requirements



Absolute Majority

Recommendation

That Council:-

1. **ACCEPTS** the review of the City of Wanneroo Delegated Authority Register as required in accordance with sections 5.18 and 5.46(2) of the *Local Government Act 1995*; and
2. **ADOPTS BY ABSOLUTE MAJORITY** the City's Delegated Authority Register as shown at Attachment 2 accepting all marked up amendments.

Attachments:

- | | | | |
|---|---|--|---------------|
| 1 |  | Attachment 1 - Summary of Proposed Changes to Delegated Authority Register | 23/116597[v2] |
| 2 |  | Attachment 2 - Delegated Authority Register Consolidated - Website Version | 23/200215 |



**Summary of Changes to Delegated Authority Register
2022/2023 Review**

Del. No.	Title	Summary of Proposed Changes	Reason
1.1.11	Tenders for Goods and Services – Call for Tenders	Remove the word “and” after Long-Term Financial Plan and before The Annual Budget under Council's Conditions on Delegation.	Do not have to be identified in both the Annual Budget and the Long-Term Financial Plan.
1.1.20	Disposing of Property (Land) by Lease or Licence	Under CEO's Conditions on Sub-delegation amend the amounts as follows: 1. Disposal of Lease iii) change from \$75,000 to \$100,000 iv) change from 1,500 m2 to 2,000 m2 2. Disposal by Licence iv) change from \$20,000 to \$40,000 v) change from 2,000 m2 to 3,000 m2	Slight adjustment to threshold amounts under the conditions of the sub-delegation to reflect current climate.
1.1.28	Financial Hardship – Agreement as to Payment and Grant of Concession on Council Rates and Service Charges	Under Function Delegated remove item (2). Under Council's Conditions on Delegation remove from item (3) the words “due to the COVID 19 pandemic”. Under Council's Conditions on Delegation remove from item (3) (a) the amount “\$30”.	The State of Emergency ended on 4 November 2022 therefore the Local Government (COVID-19) Amendment Order 2020 automatically revoked three months after on 3 February 2023. Changes are required to be made to delegation 1.1.28 and the Financial Hardship – Collection of Rates and Services Charges Policy as presented in a previous report on today's agenda.
3.1.2	Administration	Remove any mention of City of Wanneroo Extractive Industries Local Law 1998	Extractive Industries Local Law 1998 was repealed by Council in February 2023.



CONSOLIDATED DELEGATED AUTHORITY REGISTER

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NOTE: City of Wanneroo Committees have no delegated decision making authority.

1 LOCAL GOVERNMENT ACT 1995

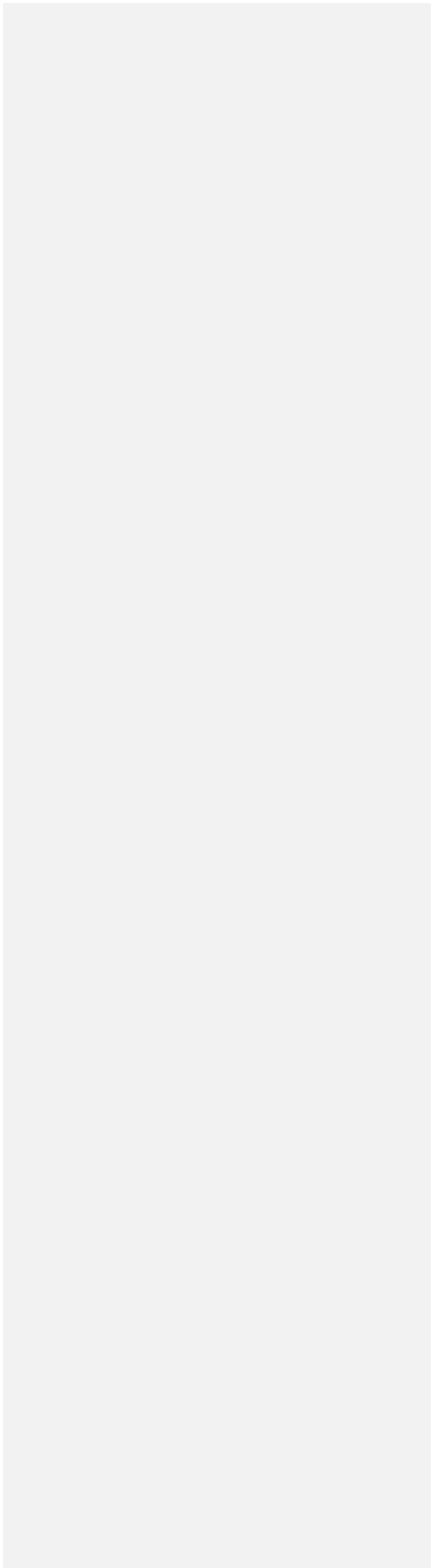
1.1 COUNCIL TO CEO

1.1.1 AUTHORITY TO MAKE DECISIONS ON BEHALF OF THE CITY DURING COUNCIL RECESS.

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	To make decisions on behalf of the City during Council recess.	
Statutory Power being Delegated:	The powers and duties of the City under the Local Government Act 1995.	
Power is originally assigned to:	Local Government	
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limits on delegations to the CEO	
Power Delegated to:	Chief Executive Officer	
Council's Conditions on Delegation:	The delegation is subject to any decisions being made by agreement with the Mayor (or in their absence the Deputy Mayor). Those matters prescribed in Section 5.43 of the Local Government Act 1995 are exempt.	
Statutory Power to Sub-Delegate:	Nil	
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
CEO's Conditions on Sub-delegation:	N/A	
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	A report on those decisions made is to be provided to Council at the conclusion of the delegation period.	
Compliance Links	<u>Local Government Act 1995</u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limits on delegations to the CEO</u> <i>Financial Interest Return required - Yes</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE06-05/17 2. CE01-06/18 3. 4.	6. 7. 8. 9.	11. 12. 13. 14.

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1.1.2 PERFORMING FUNCTIONS OUTSIDE THE DISTRICT

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.20(1) Performing functions outside district
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	1) This delegation is not to be sub-delegated. 2) A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant budget allocation and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Statutory Power to Sub-Delegate:	N/A
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken are to be recorded on the appropriate file or record and a report presented to Council at its next ordinary meeting.
Compliance Links	<u><i>Local Government Act 1995</i></u> <u>s.5.42 Delegation of some powers or duties to the CEO</u> <u>s.5.43 Limitations on delegations to the CEO</u> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. CE03-06/21	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

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1.1.3 COMPENSATION FOR DAMAGE INCURRED WHEN PERFORMING FUNCTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Assess and determine the extent of damage arising through the performance by the local government of its functions under the Local Government Act 1995 and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.22(1) Compensation s.3.23 Arbitration
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Delegation is limited to settlements which do not exceed \$20,000
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of decisions are to be recorded on the appropriate file or record and Council Members to be notified through the Council Members Hub.
Compliance Links	<u>Local Government Act 1995</u> <u>s.3.22(1) Compensation</u> <u>s.3.23 Arbitration</u> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18 2. CE03-06/21 3. 4.	6. 7. 8. 9. 11. 12. 13. 14.

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1.1.4 POWERS OF ENTRY

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect of entry by opening a fence [s.3.36].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.28 – Enter Land s.3.32 – Notice of Entry s.3.33 – Entry under warrant s.3.34 – Entry in an emergency s.3.36 – Opening fences
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Health & Compliance Manager Community Safety & Emergency Management Manager Parks & Conservation Management Manager Asset Maintenance Manager Approval Services Manager Waste Services
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the notice must be recorded in the appropriate record.
Compliance Links	<u>Local Government Act 1995</u> <u>s.3.28 – Enter Land</u> <u>s.3.35 – Notice of Entry</u> <u>s.3.36 – Entry under warrant</u> <u>s.3.37 – Entry in an emergency</u> <u>s.3.36 – Opening fences</u>
	Financial Interest Return required - Yes Delegation Administration:

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Decision Reference		Decision Reference		Decision Reference	
1.	Annual Review – May 2014	6.	18/274278	11.	
2.	CE06-05/17	7.	19/376416	12.	
3.	07/02/18 Administrative	8.	19/394864	13.	
4.	CE01-06/18	9.	CE03-06/21	14.	

1.1.5 DECLARING A VEHICLE TO BE AN ABANDONED VEHICLE WRECK

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)]
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.6 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees.
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Manager Community Safety and Emergency Management Coordinator Community Safety
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The declaration is to be recorded in the appropriate record to meet legislative requirements.
Compliance Links	<u><i>Local Government Act 1995</i></u> <u>s.3.40(4) Abandoned vehicle wreck may be taken</u> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6.
2. CE01-06/18	7.
3. 18/274278	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.6 CONFISCATED OR UNCOLLECTED GOODS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> <u>s.3.46 Goods may be withheld until costs paid</u> s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Director Planning & Sustainability Manager Health & Compliance Manager Community Safety and Emergency Management Coordinator Community Safety
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The sale or disposal of goods or vehicles is to be recorded in the appropriate record.
Compliance Links	<i>Local Government (Functions and General) Regulations 1996</i> r.30 Dispositions of property excluded from s.3.58 of the <i>Local Government Act 1995</i> s3.58 <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6.
2. CE01-06/18	7.
3. 18/274278	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.7 DISPOSAL OF SICK OR INJURED IMPOUNDED ANIMALS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine that an impounded animal is ill or injured to such an extent that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.47A Sick or injured animals, disposal of
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Manager Community Safety and Emergency Management Coordinator Community Safety
CEO's Conditions on Sub-delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The details of sick or injured animals disposed of are to be recorded in the appropriate record.
Compliance Links	<i>Local Government Act 1995</i> s.3.47A(2)(b)(i) Take reasonable steps to notify the owner <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6. 18/274278
2. 16/254349	7.
3. CE01-06/18	8.
4. 18/203840	9.
	11.
	12.
	13.
	14.

1.1.8 CLOSE THOROUGHFARES TO VEHICLES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so: <ul style="list-style-type: none"> • give local public notice; • written notice to prescribed persons and persons that own prescribed land; • consider submissions relevant to the road closure/s proposed; and • provide a copy of the public notice to the Commissioner of Main Roads; [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	The permanent closure of thoroughfares to be referred to Council for determination
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Director Planning & Sustainability For Function 4 - Partial Closures only:- Manager Asset Maintenance Manager Infrastructure Capital Works Manager Land Development

Manager Parks and Conservation Management	
CEO's Conditions on Sub-delegation:	As per Council's conditions to the CEO
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<p>Action taken to close thoroughfares (not partial closures for repairs or maintenance) must be recorded in the appropriate register and elected members advised accordingly.</p> <p>Details of partial closures for repairs or maintenance to be recorded on the appropriate record.</p>
Compliance Links	<ul style="list-style-type: none">• If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].• Maintain access to adjoining land [s.3.52(3)]; <p><i>Financial Interest Return required – Yes</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 18/203840	7.
3. 18/306398	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.9 CONTROL OF RESERVES AND CERTAIN UNVESTED FACILITIES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City of Wanneroo that the City of Wanneroo could do under s.5 of the <i>Parks and Reserves Act 1895</i> . [s.3.54(1)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Director Assets
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken are to be recorded on the appropriate file or record and a report presented to Council at its next ordinary meeting.
Compliance Links	<i>Parks and Reserves Act 1895</i> <i>Land Administration Act 1997</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18 2. 18/203840 3. 4.	6. 7. 8. 9.
	11. 12. 13. 14.

1.1.10 DETERMINING THAT TENDERS DO NOT HAVE TO BE INVITED FOR THE SUPPLY OF GOODS AND SERVICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11 (2)(f)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11(2)(f) When tenders have to be publicly invited
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	1. The determination is to be supported by a detailed report; and 2. Subject to the requirements and conditions of Council's Purchasing Policy.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The determination is to be recorded in the appropriate record.
Compliance Links	<u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures <i>City of Wanneroo Purchasing Policy</i> <i>Procurement Corporate Guideline</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.11 TENDERS FOR GOODS AND SERVICES – CALL FOR TENDERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Statutory Power being Delegated:	<p><i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.11(1), (2) When tenders have to be publicly invited r.13 <i>Requirements when local governments invite tenders though not required to do so</i> r.14 Publicly inviting tenders, requirements for. <u>r.19 Tenders to be notified of outcome</u> <u>r.24 Provide who submitted expression of interest to be notified of outcome.</u> <u>r.24AI Applicants to be notified of outcome</u></p>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Tenders can only be invited for those goods and services identified in the Long Term Financial Plan, and the Annual Budget, Corporate Business Plan or separately approved by Council</p> <p>Acceptance of the most advantageous tender is subject to Delegation 1.1.13.</p>
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	<p>Functions 1 to 3 All Directors</p> <p>Function 4 Manager Contracts & Procurement</p>
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.

Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The invitation to tender is to be entered into the Tender Register in the manner prescribed.
Compliance Links	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures City of Wanneroo Purchasing Policy City of Wanneroo Procurement Corporate Guideline Financial Interest Return required – Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 18/313146	7.
3. 18/306398	8.
4. 19/394864	9.
	11.
	12.
	13.
	14.

1.1.12 EXTENSION OF CONTRACTS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Statutory Power being Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions & General) Regulations 1996</i> r.11(2)(j) When tenders have to be publicly invited
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Subject to the: <ul style="list-style-type: none"> tender specifying the provisions of the option term; contract providing for the extension; extension being on the same terms and conditions as the last year of the original term but does allow for price increases in line with the contract provisions (if any) for price.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 - CEO may delegate powers or duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the extension must be recorded in the appropriate record.
Compliance Links	<i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures <i>City of Wanneroo Contract Management Corporate Guideline</i> <i>Financial Interest Return required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.13 CHOICE OF MOST ADVANTAGEOUS TENDER

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)].
Statutory Power being Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.18 (2), (4), (4a) & (5) Rejecting and accepting tenders
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer.
Council's Conditions on Delegation:	Function 3 is subject to a provision in the adopted Annual Budget and / or the Long Term Financial Plan and limited to: <ul style="list-style-type: none"> • Tenders resulting from the expiry of a recurring contract - \$5 million (life of contract). • Supply of plant and equipment - to a maximum amount of \$2,000,000. • All other tenders - to a maximum amount of \$1,000,000.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Where the CEO has a conflict of interest that precludes the CEO from exercising this delegation of authority, the CEO delegates to a Director the authority to exercise this function. <u>Function 2 only</u> Manager Contracts and Procurement
CEO's Conditions on Sub-delegation:	The approving Director is not to be the same Director making the recommendation.

	Once the tender has been accepted, the CEO or any Director may execute the contractual documents relating to the acceptance of the tender.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by Regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Compliance Links	<u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures City of Wanneroo Execution of Documents Policy and Management Procedure City of Wanneroo Purchasing Policy City of Wanneroo Procurement Corporate Guideline Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE04-12/16	6. CE01-04/20
2. 16/421025	7. CE02-06/20
3. 17/335505	8.
4. CE01-06/18	9.
	11.
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1.1.14 MINOR VARIATION IN GOODS OR SERVICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)].
Statutory Power being Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20(1), (3) Variation of requirements before entry into contract
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	That the variation is minor having regard to the total goods or services that tenderers were invited to supply
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors - \$10,000
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the minor variation must be recorded in the appropriate record.
Compliance Links	<u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

1.1.15 SELECTING THE NEXT MOST ADVANTAGEOUS TENDER

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].
Statutory Power being Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.20(2) Variation of requirements before entry into contract
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Subject to:- A provision in the adopted Annual Budget and / or the Long Term Financial Plan and limited to: <ul style="list-style-type: none"> o Tenders resulting from the expiry of a recurring contract - \$5 million (life of contract). o Supply of plant and equipment - to a maximum amount of \$2,000,000. o All other tenders – to a maximum amount of \$1,000,000.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Where the CEO has a conflict of interest that precludes the CEO from exercising this delegation of authority, the CEO delegates to a Director the authority to exercise this function.
CEO's Conditions on Sub-delegation:	The approving Director is not to be the same Director making the recommendation. Once the tender has been accepted, the CEO or any Director may execute the contractual documents relating to the acceptance of the tender.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Acceptance must be recorded in the appropriate record and in the Tender Register as required by regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Compliance Links	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures City of Wanneroo Execution of Documents Policy and Management Procedure City of Wanneroo Purchasing Policy City of Wanneroo Procurement Corporate Guideline

Financial Interest Return required - Yes		
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE06-05/17	6.	11.
2. CE01-06/18	7.	12.
3.	8.	13.
4.	9.	14.

1.1.16 EXPRESSIONS OF INTEREST FOR GOODS AND SERVICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Function 1 only: All Directors
CEO's Conditions on Sub-delegation:	
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the expression of interest sought, received and accepted must be recorded in the appropriate record and in the Tender Register as required by Regulation 17 of the <i>Local Government (Functions and General) Regulations 1996</i> .
Compliance Links	<u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 18/203840	7.
3. 18/313146	8.
4. 19/394864	9.
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1.1.17 VARIATION TO CONTRACT FOR THE SUPPLY OF GOODS AND SERVICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Function and General) Regulations 1996</i> r .21A Varying a contract for the supply of goods or services
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 - CEO may delegate powers or duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Asset Maintenance Manager Infrastructure Capital Works Manager Parks & Conservation Management Manager Waste Services
CEO's Conditions on Sub-delegation:	The amount of the variation limited to the sub-delegates purchasing approval limit; and The amount of the variation must be within the approved budget.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the variation must be recorded in the appropriate record.
Compliance Links	<i>Local Government (Functions and General) Regulations 1996</i> – prescribe applicable statutory procedures <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>City of Wanneroo Contracts Management Corporate Guideline</i> <i>Financial Interest Return Required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 17/102900	6.
2. CE01-06/18	7.
3. 19/394864	8.
4.	9.
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1.1.18 PANELS OF PRE-QUALIFIED SUPPLIERS FOR GOODS AND SERVICES

<p>Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<ol style="list-style-type: none"> 1. Authority to establish a panel of pre-qualified suppliers to supply particular goods or services [F&G r.24AB]. 2. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 3. Authority to determine, before inviting submissions, the written criteria for deciding which application should be accepted for inclusion in a panel of pre-qualified suppliers [F&G r.24AD(3)]. 4. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to ensure that each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 5. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 6. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 7. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 8. Authority to decline to accept any application [F&G r.24AH(5)]. 9. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)]
<p>Statutory Power being Delegated:</p>	<p><i>Local Government Act 1995</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulation 1996</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers r.24AJ(1) Contracts with pre-qualified suppliers</p>
<p>Power is originally assigned to:</p>	<p>Local Government</p>

Statutory Power of Delegation	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.44 Limits on delegations to CEO		
Power Delegated to:	Chief Executive Officer		
Council's Conditions on Delegation:	In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is included in the adopted Annual Budget.		
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees		
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Executive Manager Governance & Legal Manager Contracts & Procurement		
CEO's Conditions on Sub-delegation:	Subject to:- a) The conditions on delegation to the CEO; and b) Individual contracts entered into with prequalified suppliers in accordance with Function 9 not exceeding \$500,000 for Directors and \$250,000 for the Executive Manager Governance & Legal; and c) Manager Contracts & Procurement is only delegated the authority to undertake Functions 4 and 7 to vary a panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to provide each person who has enquired or submitted an application notice of the variation.		
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of the panel and any actions taken by the panel are to be recorded in the appropriate record.		
Compliance Links	<u>Local Government (Functions and General) Regulations 1996</u> – prescribe applicable statutory procedures <i>City of Wanneroo Purchasing Policy</i> <i>City of Wanneroo Procurement Corporate Guideline</i> <i>City of Wanneroo Contract Management Corporate Guideline</i> <i>Financial Interest Return Required – Yes</i>		
Delegation Administration:			
Decision Reference	Decision Reference	Decision Reference	
1. CS05-05/17	6. 18/306398	11.	
2. CE01-06/18	7.	12.	
3. 18/203840	8.	13.	
4. CE01-08/18	9.	14.	

1.1.19 DISPOSING OF PROPERTY (PUBLIC AUCTION, PUBLIC TENDER OR PRIVATE TREATY)

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> Authority to dispose of property to: <ol style="list-style-type: none"> to the highest bidder at public auction [s.3.58(2)(a)]. to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.58(2) & (3) Disposing of Property
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Subject to:</p> <ol style="list-style-type: none"> The disposal of property being less than \$250,000, except for land. The disposal of land by sale being: <ol style="list-style-type: none"> identified in the City's Annual Budget and valued up to \$600 000 excluding GST; or based on two independent market valuations engaged by the City, for an amount not exceeding \$250 000. The delegation to the Manager Contracts and Procurement is for disposal of Fleet, Plant and Equipment only.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets - \$150,000 Director Corporate Strategy & Performance - \$150,000 Manager Asset Maintenance - \$50,000 Manager Contracts & Procurement \$50,000 Manager Property Services \$150,000

CEO's Conditions on Sub-delegation:	(a) Subject to the conditions on delegation to the CEO. (b) The delegation to the Manager Property Services is for the disposal of land only. (b)(c) The delegation to the Manger Contracts and Procurement is for disposal of Fleet, Plant and Equipment only.
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.
Compliance Links	Local Government Act 1995 s.3.58 Disposing of Property <i>City of Wanneroo Strategic Land Policy and Management Procedure</i> <i>City of Wanneroo Disposal of Property other than Land and Buildings Management Procedure</i> Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. CE01-06/18	7.
3. 19/394864	8.
4.	9.
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	12.
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1.1.20 DISPOSING OF PROPERTY (LAND) BY LEASE OR LICENCE

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority for the disposal of property (Land) by lease or licence.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.58 Disposing of Property
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>The grant of a lease or licence in relation to:</p> <ol style="list-style-type: none"> 1. freehold land owned by the City; or 2. crown land managed/leased by the City; is further subject to: <ul style="list-style-type: none"> • Disposal by Lease: <ol style="list-style-type: none"> a) The disposal of property by lease being subject to: <ol style="list-style-type: none"> i. The lease being in accordance with the City's Leasing Policy (as then applicable); ii. The term of the lease being no greater than ten (10) years (including option periods); iii. The rental fee payable being no greater than \$75100100,000 (plus GST) per annum during the initial year of the lease term (exclusion of any rental incentives or abatements); and iv. The area leased being no greater than 450022,000m². b) An agreement to vary, or an agreement arising from the terms of a lease including but not limited to novations, terminations, surrenders, renewal options, assignments (including consent to a deemed assignment), subletting, special conditions or payment schedules of a lease subject to: <ol style="list-style-type: none"> i. In the case of a variation, the variation being minor in nature in accordance with the City's Leasing Policy (as then applicable); and ii. In the case of an extension: <ol style="list-style-type: none"> A. the lease providing for an option for extension and specifying the applicable terms of that option term; B. the exercise of the option for extension being in accordance with the terms of the option provisions of the original lease, and in

	<p>particular that the lessee is not in a material and unremedied breach of that lease; and</p> <p>C. the extension being in accordance with the option provisions of the original lease.</p> <ul style="list-style-type: none"> Disposal by Licence: <p>a) The disposal of property by licence being subject to:</p> <ol style="list-style-type: none"> The licence being in accordance with the City's Leasing Policy (as then applicable); The granting of a licence being permitted under the City's management order or lease; The term of the licence being no greater than ten (10) years; The fee payable being no greater than \$2940,000 (plus GST) per annum during the initial year of the licence term; and The area licenced being no greater than 20003.000m2. <p>b) An agreement to vary, or an agreement arising from the terms of a licence including but not limited to novations, terminations, surrenders, renewal options, assignments (including consent to a deemed assignment), sublicensing, special conditions or payment schedules of a licence subject to:</p> <ol style="list-style-type: none"> In the case of a variation, the variation being minor in nature in accordance with the City's Leasing Policy (as then applicable); and In the case of an extension: <ol style="list-style-type: none"> the licence providing for an option for extension and specifying the applicable terms of that option term; the exercise of the licence being in accordance with the terms of the option provisions of the original licence, and in particular that the licensee is not in a material and unremedied breach of that licence; and the extension being in accordance with the option provisions of the original licence
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995 s.5.44 CEO may delegate powers and duties to other employees</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Property Services
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.

Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.	
Compliance Links	<i>Local Government Act 1995</i> <i>s. 3.58 Disposing of Property</i> NOTE: Section 3.58(1) defines: 'dispose' as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and 'property' as includes the whole or any part of the interest of a local government in property, but does not include money. <i>City of Wanneroo Leasing Policy and Management Procedure</i> <i>Financial Interest Return required - Yes</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE03-10/17	6.	11.
2. 17/347558	7.	12.
3. CE01-06/18	8.	13.
4.	9.	14.

1.1.21 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to make appointments to the position of acting Chief Executive Officer for a period not exceeding three months.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.5.39C Policy for temporary employment or appointment of CEO
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer Executive Manager Governance and Legal (Conditional)
Council's Conditions on Delegation:	The appointment is subject to the Appointment of Acting Chief Executive Officer Policy (CE04-04/21)
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Nil
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of appointments made under this delegation are to be retained on the appropriate file or record.
Compliance Links	<u><i>Local Government Act 1995</i></u> <u><i>s. 5.39C Policy for temporary employment or appointment of CEO</i></u> The appointment is subject to the Appointment of Acting Chief Executive Officer Policy (CE04-04/21) <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	11.
2. 20/34041	12.
3. CE04-04/21	13.
4.	14.

1.1.22 PAYMENTS FROM THE MUNICIPAL FUND AND TRUST FUND

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to make payments from the municipal fund or the trust fund.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s. 6.10 Financial Management Regulations <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a). Payments from municipal fund or trust fund, restrictions on making.
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 – Delegation of some power or duties to the CEO s.5.43 – Limitations on delegation to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented at the next ordinary meeting of Council.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Group A: Director Corporate Strategy & Performance Director Community & Place Director Assets Director Planning & Sustainability Manager Finance Coordinator Financial & Strategic Accounting Group B: Team Leader Financial Accounting Coordinator Rates & Accounts Financial Accountant Strategic Finance Business Partner Capital Analyst
CEO's Conditions on Sub-delegation:	<ul style="list-style-type: none"> Each invoice is required to be approved for payment by instigating officer and approving officer in accordance to the requirements of the Procurement Corporate Guideline. When authorising payments each payment voucher is to be authorised as follows before payment is processed: <ul style="list-style-type: none"> Up to \$50,000 – One signature is required (either group A or B) \$50,001- and over – Two signatures required (either 2 from group A, or 1 from group A and 1 from group B) The actual transmission of the funds by EFT is authorised using password protected banking software by any 2 officers (either group A or B).

	<ul style="list-style-type: none"> Internal Fund Transfers* – One signature is required (either group A or B) Payroll Transfers** – One signature is required (either group A or B) <p>* Internal fund transfers are transfers between the City's trading accounts (excludes the City's Trust Account and the daily cash management account).</p> <p>** Subject to certification by officer preparing payroll and any 2 officers (either group A or B).</p>
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	As per the requirements of Regulation 13 of the <i>Local Government (Financial Management) Regulations 1996</i> .
Compliance Links	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual City of Wanneroo Purchasing Policy City of Wanneroo Procurement Corporate Guidelines Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CS05-11/14	6. 18/313146
2. CE06-05/17	7. 19/376416
3. CE01-06/18	8. 19/394864
4. 18/203840	9.
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1.1.23 DEFER, GRANT DISCOUNTS, WAIVE OR WRITE OFF DEBTS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. The waiver or Grant of concession in relation to any amount of money that is owed to the City (but specifically excludes rates and service charges) [s.6.12(1)(b)]. 2. The write off of any amount of money that it is owed to the City. <p>Note that:</p> <ul style="list-style-type: none"> • Function 1 applies to fees and charges as they are incurred; and • Function 2 applies to debts owed to the City.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.12) Power to defer, grant discounts, waive or write off debts
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 – Delegation of some power or duties to the CEO s.5.43 – Limitations on delegation to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Subject to:</p> <ol style="list-style-type: none"> a) Section 6.12(2) of the Act which states that Section 6.12 (1) (b) "<i>waive or grant concessions</i>" does not apply to an amount of money owing in respect of rates and service charges; <u>b) the waiver, concession or write off of money owing not exceeding \$10,000.</u> <u>c) All waivers, concessions or write offs of money owing greater than \$5001 to be reported to the Audit and Risk Committee.</u> b) All waivers, concessions or write offs of money owing greater than \$5001 to be reported to the Audit and Risk Committee.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Director Community & Place Director Assets Director Planning & Sustainability Manager Finance
CEO's Conditions on Sub-delegation:	<ol style="list-style-type: none"> 1. Subject to the conditions on delegation to the CEO. 2. Manager Finance is delegated Function 2 only to a maximum value of \$50.00. 3. All waivers, concessions or write offs of money owing \$5,000 or less to be reported to the Chief Executive Officer biannually.

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Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the	The full details of the waiver, concession or write off to be recorded on the appropriate financial record.	
power or the discharge of the duty."		
Compliance Links	<u>Local Government Act 1995</u> <u>s.6.12 Power to defer, grant discounts, waive or write off debts</u>	
	City of Wanneroo Accounting Policy City of Wanneroo Fee Waivers, Concessions and Debt Write Off Policy and Management Procedure Financial Interest Return required - Yes	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 17/46347	6. CE02-06/20	11.
2. CE01-06/18	7. CE04-08/20	12.
3. 19/470186	8. 21/223785	13.
4. CE01-04/20	9. CE03-06/21	14.

1.1.24 AMENDING THE RATE RECORD

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.39(2)(b) Rate record
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Finance
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
Compliance Links	<i>Local Government Act 1995</i> s.6.40 Effect of amendment of rate record <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 19/376416	7.
3. 19/394864	8.
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1.1.25 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.49 - Agreement as to payment of rates and service charges
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Subject to the arrangements agreed on the basis that the total debt outstanding will be extinguished 12 months from the date of the arrangement.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Chief Operating Officer Manager Finance Coordinator Rates & Accounts
CEO's Conditions on Sub-delegation:	a) Subject to Council's conditions on delegation; and b) the criteria determined by the Director Corporate Strategy and Performance detailed in the 'Collection of Rates and Service Charges' Management Procedure.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
Compliance Links	<u><i>Local Government Act 1995</i></u> <u><i>s.6.49 Agreement as to payment of rates and services charges</i></u> <i>City of Wanneroo Financial Hardship – Collection of Rates and Service Charges Policy</i> <i>and Management Procedure</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6. 19/394864
2. CE01-06/18	7. 20/418596
3. CS03-06/19 Insertion of (b) under conditions.	8. 21/86894
4. 19/376416	9. CE03-06/21
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1.1.26 RECOVERY OF RATES OR SERVICE CHARGES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.56 Rates or service charges recoverable in court
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Finance Chief Operating Officer
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
Compliance Links	City of Wanneroo Collection of Rates and Service Charges Management Procedure City of Wanneroo Financial Hardship – Collection of Rates and Services Charges Policy and Management Procedure Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 19/376416	7.
3. 19/394864	8.
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1.1.27 RECOVERY OF RATES DEBTS - REQUIRE LESSEE TO PAY RENT

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City of Wanneroo [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.60 Local Government may require lessee to pay rent
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
Compliance Links	<i>Local Government Act 1995</i> s.6.60(2 3) and (4) Local government may require lessee to pay rent <i>City of Wanneroo Collection of Rates and Services Charges Management Procedure</i> Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	11.
2.	12.
3.	13.
4.	14.

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1.1.28 FINANCIAL HARDSHIP – AGREEMENT AS TO PAYMENT AND GRANT OF A CONCESSION ON COUNCIL RATES AND SERVICE CHARGES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The authority to:- (1) Determine an alternative payment agreement with a person for the payment of rates or service charges (s.6.49); and/or (2) grant a concession on Council rates (s.6.47) in respect of a financial hardship application.
Statutory Power being Delegated:	Local Government Act 1995 s.6.49 Agreement as to payment of rates and service charges s.6.47 Concession
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Subject to the Financial Hardship – Collection of Rates and Service Charges Policy:- (1) The CEO being satisfied that the applicant(s) meet the criteria of experiencing Financial Hardship; (2) Concessions to all or part of the late payment interest incurred (excluding the late payment interest applicable to the Emergency Services Levy), not to exceed \$400; (3) In circumstances where the CEO is satisfied that the applicant(s) meet the criteria of experiencing severe financial hardship due to the COVID-19 pandemic then the following additional assistance applies; (a) A waiver of the \$30 administration fee associated with a payment arrangement; and/or (b) A moratorium on the late payment interest on Council rates and charges. (4) The payment arrangement agreed to being on the basis that the total debt outstanding will be extinguished within three years from the date of the arrangement. (5) The status of each approved application to be reviewed every 3 (three) months to monitor the arrangement.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Chief Operations Officer

CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.	
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate financial record and rate record.	
Compliance Links	<u>Local Government Act 1995</u> <u>s.6.47 Concessions</u> <u>s.6.49 Agreement as to payment of rates and services charges</u>	
	City of Wanneroo Financial Hardship – Collection of Rates and Services Charges Policy and Management Procedure Financial Interest Return required - Yes	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. SCS04-07/20	6.	11.
2. CE03-06/21	7.	12.
3.	8.	13.
4.	9.	14.

1.1.29 RATE RECORD - OBJECTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.6.76 Grounds of objection
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	An extension is not to be granted for a period exceeding six weeks. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this delegation.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Finance
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The full details of the determination to be recorded in the appropriate rate record.
Compliance Links	<u>Local Government Act 1995</u> <u>s.6.76 Grounds of objection</u> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2. 19/376416	7.
3. 19/394864	8.
4.	9.
	11.
	12.
	13.
	14.

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1.1.30 PUBLIC THOROUGHFARE – DANGEROUS EXCAVATIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Statutory Power being Delegated:	<p><i>Local Government Act 1995</i> <i>Sch 9.1, cl.6 - Dangerous excavation in or near public thoroughfare</i> <i>Local Government (Uniform Local Provisions) Regulations 1996:</i> <i>r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare</i></p>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<p><i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<ol style="list-style-type: none"> 1. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. c) Provided evidence of sufficient Public Liability Insurance. d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory Power to Sub-Delegate:	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees</p> <p><u><i>Local Government Act 1995</i></u> <u><i>Sch 9.1, cl.6 - Dangerous excavation in or near public thoroughfare</i></u> <u><i>Local Government (Uniform Local Provisions) Regulations 1996:</i></u> <u><i>r.11(1), (4), (6) & (8) Dangerous excavation in or near public Thoroughfare</i></u></p>

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CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Director Planning & Sustainability
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The permission and notice issued to be in writing and recorded on the appropriate record.
Compliance Links	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. CE01-06/18	7.
3. 18/313146	8.
4. 18/306398	9.
	11.
	12.
	13.
	14.

1.1.31 CROSSING – CONSTRUCTION, REPAIR AND REMOVAL

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 3. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Statutory Power being Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 <i>Delegation of some powers or duties to the CEO</i> s.5.43 <i>Limitations on delegations to the CEO</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	<p>Function 1 only: Director Planning & Sustainability Manager Approval Services Manager Land Development Coordinator Building Services Senior Building Surveyors</p> <p>Function 2 only: Manager Health & Compliance Coordinator Compliance</p> <p>Functions 2 & 3 to be undertaken by the following delegates: Director Assets Manager Asset Maintenance</p>
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records"	The approval is to be in writing and recorded on the appropriate record.

<i>in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	
Compliance Links	<p>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996</p> <p><i>Local Government Act 1995: Schedule 9.1, cl 7.</i></p> <p><i>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</i></p> <p><i>City of Wanneroo Crossovers Subsidy Policy</i></p> <p><i>Financial Interest Return required - Yes</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/329065 & 17/47779	6. 19/241380
2. CE01-06/18	7. 19/2895800
3. 18/313146	8.
4. 18/306398	9.
	11.
	12.
	13.
	14.

1.1.32 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Statutory Power being Delegated:	<i>Local Government Act 1995, Sch. 9.1 cl. 8 Local Government (Uniform Local Provisions) Regulations 1996 r.17 Private works on, over, or under public places</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Permission may only be granted where, the proponent has:</p> <ol style="list-style-type: none"> a) Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. b) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. c) Provided evidence of sufficient Public Liability Insurance. d) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995 s.5.44 CEO may delegate some powers and duties to other employees</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Director Planning & Sustainability
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The approval is to be in writing and recorded on the appropriate record.
Compliance Links	<i>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995.</i>

<p>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</p> <p>This delegated authority is effective in alignment with Delegated Authority 1.2.9 Determine and Manage Conditions on Permission for Private Works on, Over or Under Public Places</p> <p><i>Public Places and Local Government Property Local Law 2015</i></p> <p><i>Financial Interest Return required - Yes</i></p>		
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. CE01-06/18	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

1.1.33 OBSTRUCTION OF FOOTPATHS AND THOROUGHFARES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> prevent damage to the footpath; or prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. Authority to require an owner/occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Statutory Power being Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> <i>r.5 (2) Interfering with, or taking from, local government land</i> <i>r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)</i> <i>r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b)</i> <i>r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation	<i>Local Government Act 1995:</i> <i>s.5.42 Delegation of some powers or duties to the CEO</i> <i>s.5.43 Limitations on delegations to the CEO</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <i>s5.44 CEO may delegate powers or duties to other employees</i>

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Functions 1, 4 and 5 only Director Community & Place Manager Community Safety & Emergency Management Coordinator Community Safety Senior Rangers Functions 2 and 3 only Director Planning & Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors
CEO's Conditions on Sub-delegation:	Permission may only be granted where, the proponent has: <ul style="list-style-type: none"> i) Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii) Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii) Provided evidence of sufficient Public Liability Insurance. iv) Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	The permission and notice issued to be in writing and recorded on the appropriate record.
Compliance Links:	<i>Local Government (Uniform Local Provisions) Regulations 1996 - statutory compliance requirements apply.</i> <i>Local Government Act 1995</i> <i>Schedule 9.1, cl.3</i> <i>Financial Interest Return Required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE02-03/21 2. 3. 4.	6. 7. 8. 9. 11. 12. 13. 14.

1.1.34 COUNCIL MEMBER, COMMITTEE MEMBER & CANDIDATE CODE OF CONDUCT COMPLAINTS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to dismiss a Council Member, Committee Member and Candidate Code of Conduct Division 3 Complaint if satisfied that - (a) The behaviour to which the complaint relates occurred at a council meeting; and (b) Either – (i) the behaviour was dealt with by the person presiding at the meeting; or (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
Statutory Power being Delegated:	<i>Local Government Act 1995 s.5.103 Model code of conduct for council members, committee members and candidates Local Government (Model Code of Conduct) Regulations 2021 r.13 Dismissal of complaint</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995 s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</i>
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995 s.5.44 CEO may delegate powers or duties to other employees</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy and Performance Executive Manager Governance and Legal
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of actions taken under this delegation are to be retained on the appropriate file or record.
Compliance	<i>Local Government (Model Code of Conduct) 2021 Reg. 13 (2) - If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.</i> <i>City of Wanneroo Council Member, Committee Member and Candidate Code of Conduct Complaint Handling Policy (clause 5.7)</i> <i>Financial Interest Return Required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
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	14.

1.1.35 APPOINTMENT OF POUNDKEEPERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint fit and proper persons as Poundkeepers or Rangers (<i>Misc.Prov.s.449</i>).
Statutory Power being Delegated:	<i>Local Government (Miscellaneous Provisions) Act 1960</i> s.449 Pounds, establishing; poundkeepers and rangers, appointing
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> Section 5.42 Delegation of some powers or duties to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<div>1. Only persons who are appropriately qualified and trained may be appointed to undertake the duties of a Poundkeeper.</div> <div>2. Appointments are to be made in writing by issuing a Certificate of Appointment.</div>
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> Section 5.44 CEO may delegate powers or duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community and Place Manager Community Safety and Emergency Management
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Poundkeepers and Rangers is to be facilitated through Governance</i>
Compliance Links	<i>Local Government (Miscellaneous Provisions) Act 1960</i> s.450 Pounds, poundkeepers and rangers, notice and proof of etc <i>Financial Interest Return Required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE03-09/22	11.
2.	12.
3.	13.
4.	14.

1.2 CEO TO EMPLOYEES

1.2.1 DETERMINATION OF THE WARD OF RATEABLE PROPERTY

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine the ward for an enrolment eligibility claim in respect of rateable property situated in one ward and partly in another ward, where the ward was not nominated by the owner or occupier making the claim.
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.4.31(1B)(b) Rateable property: ownership and occupation
Power is originally assigned to:	Chief Executive Officer
Statutory Power of Delegation	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Council & Corporate Support
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the claim is to be retained as required by legislation.
Compliance Links	<i>Local Government Act 1995</i> s.4.31 Rateable property: ownership and occupation Financial Interest Return required - Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

1.2.2 ELECTORAL ENROLMENT ELIGIBILITY CLAIMS AND ELECTORAL ROLL

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Statutory Power being Delegated:	<p><i>Local Government Act 1995</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election</p> <p><i>Local Government (Elections) Regulations 1997</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)</p>
Power is originally assigned to:	CEO
Statutory Power of Delegation:	<p><i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Council & Corporate Support
CEO's Conditions on Sub-delegation:	Subject to the requirements of the relevant legislation
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the claim is to be retained as required by legislation. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Compliance Links	<u>Local Government Act 1995</u> <u>s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim</u> <u>s.4.34 Accuracy of enrolment details to be maintained</u> <u>s.4.35 Decision that eligibility to enrol under s.4.30 has ended</u> <u>s.4.37 New roll for each election</u> <u>Local Government (Elections) Regulations 1997</u> <u>r.11(1a) Nomination of co-owners or co-occupiers — s.4.31</u> <u>r.13(2) & (4) Register - s.4.32(6)</u> <u>Local Government (Elections) Regulations 1997</u> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. 18/203840	7.
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1.2.3 DESTRUCTION OF ELECTION MATERIAL

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.4.84 Retention and availability of electoral papers, regulations about <i>Local Government (Elections) Regulations 1997</i> r.82(4) Keeping election papers – s4.84(a)
Power is originally assigned to:	CEO
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Council & Corporate Support
CEO's Conditions on Sub-delegation:	The authorisation is subject to the requirements of the <i>State Records Act 2000</i> and its subsidiary legislation and with Regulation 82 of the <i>Local Government (Elections) Regulations 1997</i> .
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Disposal Authority Approval to be recorded by the City's Archivist as appropriate
Compliance Links	<i>State Records Act 2000</i> <i>Local Government Act 1995</i> <i>Local Government (Elections) Regulations 1997</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. 18/203840	7.
3.	8.
4.	9.
	11.
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	14.

1.2.4 INFORMATION TO BE AVAILABLE TO THE PUBLIC

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].
Statutory Power being Delegated:	<i>Local Government Act 1995:</i> s.5.95(1)(b) Limits on right to inspect local government information
Power is originally assigned to:	CEO
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate some powers and duties to other employees
Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Corporate Strategy & Performance Manager Council & Corporate Support
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the decision to deny the person the right to inspect information is to be retained on the appropriate file and the CEO informed.
Compliance Links	<i>Local Government Act 1995</i> s.5.95 Limits on right to inspect local government information <i>Freedom of Information Act 1995</i> <i>Financial Interest Return required – Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. 18/203840	7.
3. 18/313146	8.
4.	9.
	11.
	12.
	13.
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1.2.5 INFRINGEMENT NOTICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is the subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28 day period within which payment of a modified penalty may be paid, whether or not the period of 28 days has elapsed. [s.9.19] 3. Authority to withdraw an infringement notice (within one year after the date of the notice was given) whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of time s.9.20 Withdrawal of notice
Power is originally assigned to:	Chief Executive Officer
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Director Planning & Sustainability Manager Community Safety & Emergency Management Manager Health & Compliance
CEO's Conditions on Sub-delegation:	A delegate, who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of any reviews of infringement notices need to be recorded in the appropriate file.
Compliance Links	<i>Local Government Act 1995</i> s.9.20 Withdrawal of notice Infringement Notice Review and Withdrawal Management Procedures Financial Interest Return required – Yes
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/396766	6.
2. 18/274278	7.
3.	8.
4.	9.
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1.2.6 PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY LOCAL LAW

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	a) Authority to determine the form of an 'Application for a licence'. (LL cl.8.1(2)(a)). b) Authority to determine the form of a 'Renewal of a licence'. (LL cl.8.9). c) Authority to suspend a licence. (LL cl.8.11). d) Authority to revoke a suspension of a licence. (LL cl.8.13). e) Authority to cancel a licence. (LL cl.8.15).
Statutory Power being Delegated:	Clauses .8.1, 8.9, 8.11, 8.13, and 8.15 of the <i>Public Places and Local Government Property Local Law 2015</i>
Power is originally assigned to:	Chief Executive Officer
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s5.44 CEO may delegate some powers and duties to other employees
Power Delegated to:	Director Assets Director Community and Place Manager Community Facilities Manager Place Management
CEO's Conditions on Delegation:	a) The licence must be signed by the applicant, provide the information required by the form and be forwarded to the CEO (or his delegate) together with any fee imposed by the Council under sections 6.16 to 6.19 of the Local Government Act 1995. b) The application for renewal must be signed by the licensee, provide the information required by the form; and be forwarded to the CEO (or his delegate) no later than 28 days before the expiry of the licence, or within a shorter period that the CEO (or his delegate) in a particular case, permits; and be accompanied by any fee imposed by the Council under section 6.16 to 6.19 of the Local Government Act 1995. c) The suspension notice must conform to the provisions of Clauses 8.11 (2) and 8.12 of the Public Places and Local Government Property Local Law. d) The revocation of the suspension is subject to the provisions of cl.8.13. e) The cancellation of a licence is subject to the provisions of cl.8.15.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	<i>Any decision made under this delegation is to be recorded in the appropriate file or register</i>

Compliance Links:		<i>Public Places and Local Government Property Local Law 2015</i>	
		<i>Financial Interest Return required – Yes</i>	
Delegation Administration:			
Decision Reference		Decision Reference	Decision Reference
1.	19/217438	6.	11.
2.	19/362166	7.	12.
3.	20/13521 and 20/25373	8.	13.
4.		9.	14.

1.2.7 APPOINTMENT OF AUTHORISED PERSONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: (a) <i>Local Government Act 1995</i> and its subsidiary legislation, including Local Government Act Regulations and Local Laws made under the Local Government Act. (b) <i>Caravan Parks and Camping Grounds Act 1995</i> ; (c) <i>Cat Act 2011</i> ; (e) <i>Control of Vehicles (Off-road Areas) Act 1978</i> ; (f) <i>Dog Act 1976</i> ; and (g) any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act 1995</i> .
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Power is originally assigned to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers and duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Executive Manager Governance & Legal Manager Approval Services Manager Community Safety & Emergency Management Manager Health & Compliance
CEO's Conditions on Sub-delegation:	1. The CEO (in consultation with the Executive Manager Governance & Legal) is to appoint authorised officers for the purposes of s.9.29(2) Representing Local Government in Court; 2. Executive Manager Governance & Legal is limited to the appointment of Authorised Officers for the purposes of: o s.9.31 Certifying documents as evidence in legal proceedings; and o s.9.38 Evidence of documents coming from the City 3. Manager Approval Services is limited to the appointment of members of the Approval Services team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded. 4. Manager Community Safety & Emergency Management is limited to the appointment of members of the Community

	<p>Safety & Emergency Management team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded.</p> <p>5. Manager Health & Compliance is limited to the Appointment of members of the Health & Compliance team as Authorised Officers. The appointment of Authorised Officers for the purposes of s 9.29(2) Representing local government in court and s.9.31 Certifying documents as evidence in legal proceedings is specifically excluded.</p> <p>6. Each person authorised is to be issued a certificate stating that the person is so authorised.</p>
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	The appointment of authorised officers is to be facilitated through Governance.
Compliance Links	<p><u>Local Government Act 1995</u> <u>s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]</u> <u>s.9.10 Appointment of authorised persons</u></p> <p><u>Delegated Authority Guidelines</u> <u>Delegated Authority and Authorisations Corporate Policy</u></p> <p><i>Financial Interest Return required - Yes</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. 17/17699 2. CE06-05/17 3. CE01-06/18 4. 18/203840	6. 18/274278 7. 20/533822 / 20/559662 8. CE03-09/22 9.
	11. 12. 13. 14.

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2 OTHER LEGISLATION

2.1 BUILDING ACT 2011

2.1.1 BUILDING PERMIT

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20 and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Statutory Power being Delegated:	<p><i>Building Act 2011</i></p> <p>s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Conditions imposed by permit authority</p> <p><i>Building Regulations 2012</i></p> <p>r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))</p>
Power is originally assigned to	Permit Authority (Local Government)
Statutory Power of Delegation:	Building Act 2011 s.127 (1) & (3) Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Building Act 2011 s.127(6A) Delegation: special permit authorities and local governments

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors Building Surveyors
CEO's Conditions on Sub-delegation:	<u>Business Practice Condition:</u> The ability for Building Surveyors to exercise the functions of this delegation is limited to: 1) Certified Swimming Pool and Swimming pool barriers; 2) Certified Applications where a Development Approval has been granted. In all other circumstances is dependent on a satisfactory peer review of the application being conducted by the Senior Building Surveyor or Coordinator Building Services
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.
Compliance Links	<i>Building Act 2011 Building Regulations 2012 Local Government Act 1995 s.5.36 Local government employees Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CB02-09/11	6.
2. 16/436067	7.
3. CE06-05/17	8.
4. CE01-06/18	9.
	11.
	12.
	13.
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2.1.2 DEMOLITION PERMIT

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20 and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]. b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Statutory Power being Delegated:	<p><i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Conditions imposed by permit authority</p> <p><i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))</p>
Power is originally assigned to	Local Government
Statutory Power of Delegation:	Building Act 2011 s.127 Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	Delegation does not apply to places listed on the State's Register of Heritage Places or Council's Heritage Register, or to places classified by the National Trust.
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of actions taken under this delegation are to be retained on the appropriate file or record.
Compliance Links	<i>Local Government Act 1995 s.5.36 Local government employees Building Act 2011 Building Regulations 2012 Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/436067	6.
2. CE06-05/17	7.
3. CE01-06/18	8.
4.	9.
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	12.
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	14.

2.1.3 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application. [s.55]. 2. Authority to grant or refuse to grant or modify the occupancy permit or building approval certificate. [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit or building approval certificate. [s. 62]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Statutory Power being Delegated:	<p><i>Building Act 2011</i> s.55 Further Information s.58 Grant of Occupancy Permit, Building Approval Certificate s.62(1) and (3) Conditions imposed by permit authorities s.65(4) Extension of period of duration</p> <p><i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)</p>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors
CEO's Conditions on Sub-delegation:	Nil

Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.	
Compliance Links	<i>Local Government Act 1995</i> <i>s.5.36 Local government employees</i> <i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Financial Interest Return required - No</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 16/436067	6.	11.
2. CE06-05/17	7.	12.
3. CE01-06/18	8.	13.
4.	9.	14.

2.1.4 BUILDING ORDERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a) Building work b) Demolition work c) An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a) take any action specified in the order; or b) commence or complete any work specified in the order; or c) if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to s.133(1) for non-compliance with a building order made pursuant to s.110 of the <i>Building Act 2011</i>.
Statutory Power being Delegated:	<i>Building Act 2011</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117 Revocation of building order s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) Prosecutions
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	In undertaking the functions of this delegation, the delegate may: <ul style="list-style-type: none"> • Refer notices to the City Lawyer or Executive Manager Governance & Legal where it is considered appropriate; and • Determine that an order is to remain in effect in accordance with section 117(2) of the <i>Building Act 2011</i> where it is considered appropriate.
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Manager Health & Compliance Coordinator Building Services Coordinator Compliance Services
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Details of actions taken under this delegation are to be retained on the appropriate file or record.
Compliance Links	<i>Building Act 2011</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/436067	6.
2. CE06-05/17	7.
3. CE01-08/17	8.
4. CE01-06/18	9.
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2.1.5 REFERRALS AND ISSUING CERTIFICATES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to refer uncertified building applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City of Wanneroo's District [s.145A(2)].
Statutory Power being Delegated:	<i>Building Act 2011</i> s.145A Local Government functions
Power is originally assigned to:	Permit Authority (Local Government)
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127(1) & (3) Delegation: special permit authorities and local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Approval Services Coordinator Building Services
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of action under this appointment are to be retained on the appropriate file or record.
Compliance Link	<i>Building Act 2011</i> <i>Financial Interest Return Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	11.
2.	12.
3.	13.
4.	14.

2.1.6 DESIGNATE EMPLOYEES AS AUTHORISED PERSONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Statutory Power being Delegated:	<i>Building Act 2011</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127 Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Health & Compliance Manager Approval Services
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers is to be facilitated through Governance. Copies of action under this appointment are to be retained on the appropriate file or record.
Compliance Links	<i>Building Act 2011</i> Note: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70. <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. CE01-06/18	7.
3. 18/203840	8.
4.	9.
	11.
	12.
	13.
	14.

2.1.7 PRIVATE SWIMMING POOL BARRIERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)]. 2. Authority to approve a door for the purposes of complying with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]. 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Statutory Power being Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Power is originally assigned to:	Local Government (Permit Authority)
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127(1) & (3) Delegation: special permit authorities and local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Manager Approval Services Coordinator Building Services Senior Building Surveyors
CEO's Conditions on Sub-delegation:	<p><u>Business Practice Condition:</u></p> <p>In undertaking the functions of this delegation, all delegates must be employed by the City of Wanneroo in accordance with section 5.36 of the <i>Local Government Act 1995</i>.</p> <p>The ability to exercise the functions of this delegation is limited to:</p> <p>1) The property being located on the high side of a 3m high retaining wall with a minimum 1.2m boundary barrier in lieu of a 1.8m high complaint boundary barrier;</p> <p>2) A performance solution to the pool barrier gate is permitted only if a person with a disability as defined by the <i>Building Regulations 2012</i> r.51(1) resides at the dwelling and no children under the age of 5 reside in the property.</p> <p>In all circumstances, a review will be made of the performance solution every 4 years with the swimming pool inspection and may be subject to change.</p>

Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Details of actions taken under this delegation are to be retained on the appropriate file or record.
Compliance	<i>Building Act 2011</i> <i>Building Regulations 2012</i> <i>Financial Interest Return Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
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	12.
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2.1.8 APPOINTMENT OF AUTHORISED OFFICERS – INFRINGEMENT NOTICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint an authorised officer for the purposes of the Criminal Procedures Act 2004, Part 2, section 6(b).
Statutory Power being Delegated:	<i>Building Regulations 2012</i> s.70(2) - Approved officers and authorised officers <i>Criminal Procedures Act 2004</i> s.6 Other matters to be prescribed by prescribed acts s.8 Issuing infringement notices
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Building Act 2011</i> s.127(1) Delegation: special permit authorities and local governments
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	<i>Building Act 2011</i> s.127(6A) Delegation: special permit authorities and local governments
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning and Sustainability Manager Health & Compliance
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers is to be facilitated through Governance. Copies of all notices issued are to be retained on the appropriate file or record.
Compliance Links	<i>Building Regulations 2012</i> r.70(3) Approved officers and authorised officers (Each authorised officer is to be issued a certificate of their appointment) Schedule 7, Form 1 (format for an Infringement Notice) <i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/17	6.
2. 20/533822	7.
3. CE03-06/21	8.
4.	9.
	11.
	12.
	13.
	14.

2.1.9 APPOINTMENT OF APPROVED OFFICER – INFRINGEMENT NOTICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<p>Authority to appoint an approved officer for the purposes of the Criminal Procedures Act 2004, Part 2, s.6(a) (a specified employee of the local government) in accordance with the Building Regulations 70(1) and (1A).</p> <p>"As defined in the <i>Local Government Act 1995</i> s. 9.19. Extension of time The CEO of a local government may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed."</p> <p>s. 9.20. Withdrawal of notice</p> <p>(1) Within one year after the notice was given the CEO of the local government may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.</p> <p>(2) Where an infringement notice is withdrawn after the modified penalty has been paid, the amount is to be refunded.</p>
Statutory Power being Delegated:	<p><i>Building Regulations 2012</i> s.70(1) Approved Officers and Authorised Officers <i>Criminal Procedures Act 2004</i> s.6 Other matters to be prescribed by prescribed Acts s.8 Issuing infringement notices</p>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<p><i>Building Act 2011</i> s.127(1) Delegation: special permit authorities and local governments</p>
Position Delegated:	Chief Executive Officer
Council's Conditions on Appointment:	This delegation is not to be sub-delegated
Statutory Power to Sub-Delegate:	N/A
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.

Compliance Links	<i>Local Government Act 1995</i> <i>s.9.19 Extension of time</i> <i>s.9.20 Withdrawal of notice</i> <i>Criminal Procedure Act 2004</i> <i>s.6(a) and (b) Other matters to be prescribed by acts</i> <i>s7(1) Authorised and approved officers</i> <i><u>Building Regulations 2012</u></i> <i><u>s.70(1) Approved Officers and Authorised Officers</u></i> <i>Financial Interest Return required – No</i>	
	Delegation Administration:	
Decision Reference	Decision Reference	Decision Reference
1. CE01-05/17	6.	11.
2. CE03-06/21	7.	12.
3.	8.	13.
4.	9.	14.

2.2 BUSH FIRES ACT 1954

2.2.1 POWERS, DUTIES AND FUNCTIONS OF A LOCAL GOVERNMENT

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i>
Statutory Power being Delegated:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Bush Fires Act 1954</i> s.48 Delegation by local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Excludes powers and duties that; <ul style="list-style-type: none"> are subject to separate delegated authority within this Register as set out below; <ul style="list-style-type: none"> Delegation 2.2.3 – Appointment of Bush Fire Control Officers; Delegation 2.2.2 – Variation of Prohibited Burning Times; and Delegation 2.2.4 – Prosecution of Offences; are prescribed in the Act with a requirement for a resolution of the local government; and are prescribed by the Act for performance by appointed officers.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
Compliance Links	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE03-10/17	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

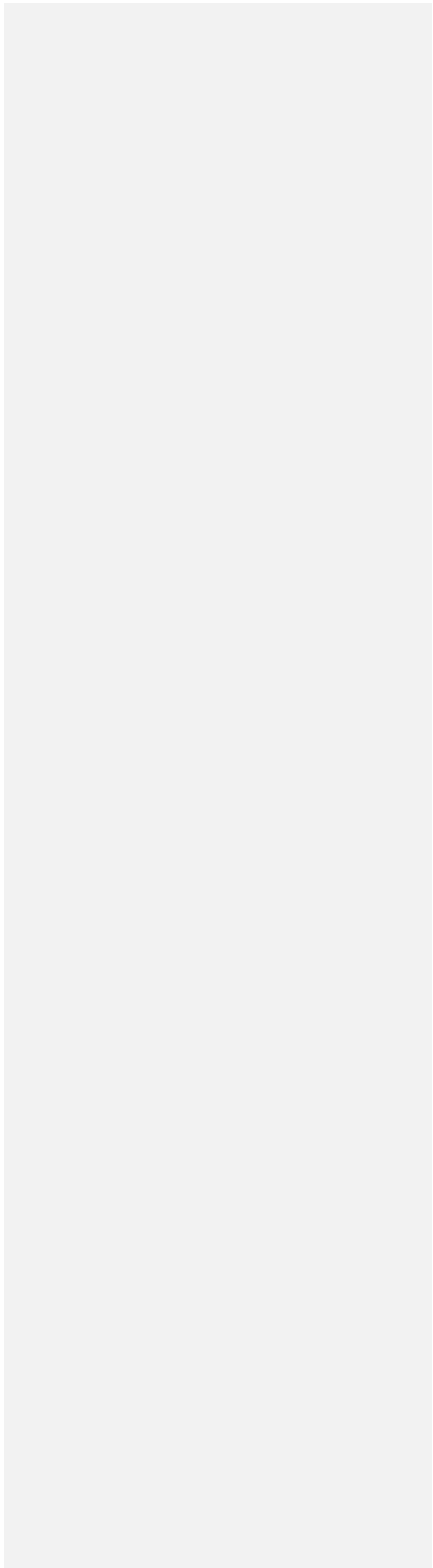
2.2.2 VARIATION OF RESTRICTED AND PROHIBITED BURNING TIMES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)]. 2. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].
Statutory Power being Delegated:	<i>Bush Fires Act 1954</i> s.17(7) and (8) vary prohibited burning times s.18(5), (5B) and (5C) vary restricted burning times
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Bush Fires Act 1954</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer ONLY for powers under s.17(7) and (8))
Power Delegated to:	Mayor and Chief Bush Fire Control Officer jointly
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
Compliance Links	<i>Bush Fires Act 1954</i> s.17(7B) and (8) Prohibited burning times may be declared by Minister s.18(5B) and (5C) Restricted burning times may be declared by FES Commissioner <i>City of Wannon Variation to Prohibited Burning Times Management Procedure</i> Financial Interest Return required - No
Delegation Administration:	
Decision Reference	Decision Reference
1. CD04-10/15	6.
2. CE01-06/18	7.
3. CE05-06/19 inserted provisions for restricted burning times (Annual Review)	8.
4.	9.
	11.
	12.
	13.
	14.

2.2.3 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> Of those Officers, appoint a Chief Bush Fire Control Officer (in the absence of an agreement with the FES Commissioner) and a Deputy Chief Bush Fire Control Officer; and Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the City of Wanneroo [s.38(5A)]
Statutory Power being Delegated:	<i>Bush Fires Act 1954</i> s.38 Local government may appoint bush fire control officer
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Bush Fires Act 1954</i> s.48 Delegation by local governments
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Excludes powers and duties that: <ul style="list-style-type: none"> are prescribed in the Act with the requirement for a resolution by the local government are prescribed in the Act for performance by prescribed offices; or are subject to separate delegated authority within this register.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<p>Appointment of Authorised Officers is to be facilitated through Governance.</p> <p>All actions taken must be recorded in writing in the appropriate file or record.</p>
Compliance Links	<p><i>Bush Fire Brigades Local Law 2022</i></p> <p><i>Memorandum of Understanding for the Provision of a DFES Employed Community Emergency Services Manager (Clause 4.2 of the Memorandum of Understanding requests the FES Commissioner to designate a Chief Bush Fire Control Officer for the City of Wanneroo in accordance s.38A(1) of the Bush Fires Act 1954).</i></p> <p><u>Bush Fires Act 1954</u></p> <p><i>Financial Interest Return required - No</i></p>
Delegation Administration:	

Decision Reference	Decision Reference	Decision Reference
1. 15/428120	6.	11.
2. CE01-06/18	7.	12.
3. 22/243939	8.	13.
4. CP06-11/22	9.	14.



2.2.4 PROSECUTION OF OFFENCES

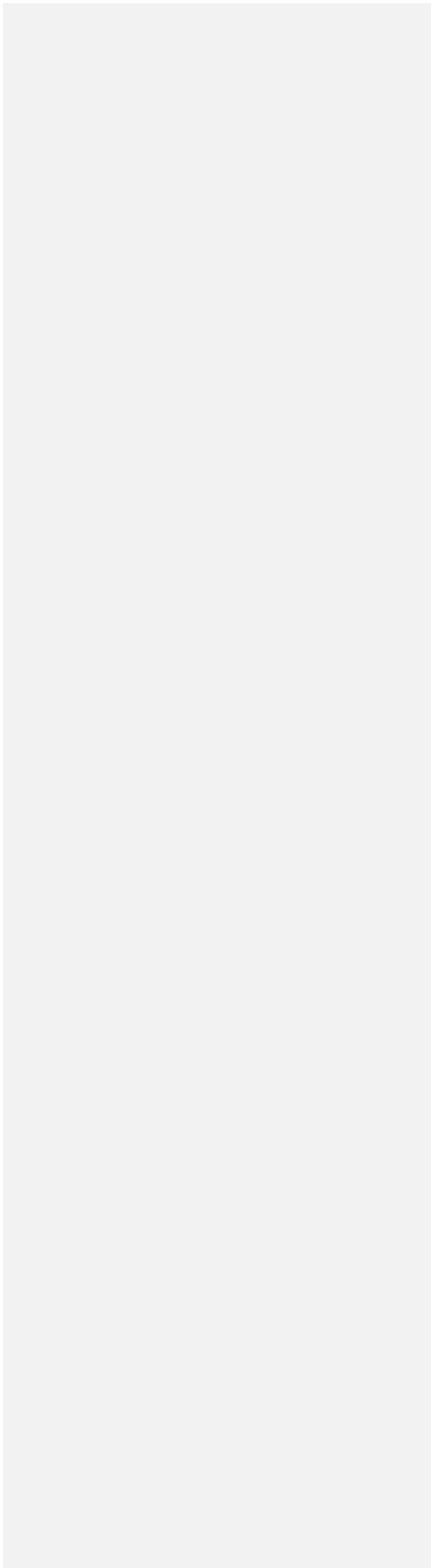
Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act. [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Statutory Power being Delegated:	<i>Bush Fires Act 1954</i> s.59 Prosecution of offences s.59A(2), Alternative procedure – infringement notices
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Bush Fires Act 1954</i> s.48 Delegation by Local Government
Power Delegated to:	Chief Executive Officer Director Community & Place Manager Community Safety and Emergency Management Senior Rangers Rangers
Conditions on Delegation:	a) Rangers and Senior Rangers are appointed as for the purposes of (2) only. b) The determination to institute and carry-on proceedings is only to be exercised on the recommendation of the Coordinator Community Safety and with agreement of the Manager Community Safety and Emergency Management and the Director Community & Place or CEO in consultation with the Executive Manager Governance & Legal or City Lawyer.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
Compliance Links	<u><i>Bush Fires Act 1954</i></u> <u><i>s.48 Delegation by Local Government</i></u> <i>Bush Fires (Infringements) Regulations 1978</i> <i>r.4(a) Prescribed officers</i> <u><i>City of Wanneroo Infringement Notice Review and Withdrawal Management Procedure</i></u> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797 2. 15/428120	6. CE02-02/18 7. 07/07/18 Administrative
	11. 12.

14/180898v7

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3.	17/46341	8.	CE01-06/18	13.	
4.	CE06-05/17	9.		14.	



2.3 CAT ACT 2011

2.3.1 LOCAL GOVERNMENT FUNCTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Cat Act 2011, Cat Regulations 2012 and Cat (Uniform Local Provisions) Regulations 2013</i> .
Statutory Power being Delegated:	<i>Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Cat Act 2011 s.44 Delegation by local government</i>
Power Delegated to:	Chief Executive Officer
Conditions on Delegation:	Notices of decisions must include advice as to objection and review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> and r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> as applicable.
Statutory Power to Sub-Delegate:	<i>Cat Act 2011 s.45 Delegation by CEO of local government</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Manager Community Safety and Emergency Management Coordinator Community Safety
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Decisions made under this delegation are to be recorded in the appropriate file or register <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
Compliance Links	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i> <i>City of Wanneroo Cats Local Law 2016</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6.
2. CE01-09/16	7.
3. CE01-06/18	8.
4. 18/274278	9.
	11.
	12.
	13.
	14.

2.4 DOG ACT 1976

2.4.1 LOCAL GOVERNMENT FUNCTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Dog Act 1976</i> and <i>Dog Regulations 2013</i> .
Statutory Power being Delegated:	<i>Dog Act 1976</i> <i>Dog Regulations 2013</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Dog Act 1976</i> s.10AA Delegation of local government powers and duties
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<ol style="list-style-type: none"> The grant of an exemption to particular premises for the keeping of more dogs than is allowed under the City's local laws pursuant to s.26(3) of the <i>Dog Act 1976</i> is subject to: <ol style="list-style-type: none"> s.2.2(2) of the City of Wanneroo <i>Dogs Local Law 2016</i>. All applications are assessed against the City's Guidelines and Score sheet for keeping more than two dogs; Rangers inspecting the premises to ensure means exist to effectively confine the dogs within the premises. Proceeds from the sale of dogs are to be directed into the Municipal Fund. Notices of decisions must include advice as to Objection and Review rights in accordance with the relevant section of the <i>Dog Act 1976</i>.
Statutory Power to Sub-Delegate:	<i>Dog Act 1976</i> s.10AA (3) Delegation of local government powers and duties
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Community & Place Manager Community Safety & Emergency Management Coordinator Community Safety
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO; and <ul style="list-style-type: none"> Manager Community Safety & Emergency Management to review decisions of Coordinator Community Safety. Director Community & Place to review and determine appeals of decisions made by Manager Community Safety & Emergency Management. CEO to review and determine appeals of decisions made by Director Community & Place.

Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Decisions made under this delegation are to be recorded in the appropriate file or register <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
Compliance Links	<u>Dog Act 1976</u> <u>Dog Regulations 2013</u> <i>Dogs Local Law 2016</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
Decision Reference	Decision Reference
1. CD01-08/15	6. 18/274278
2. CE01-09/16	7. 11.
3. 07/02/18 Administrative amendment	8. 12.
4. CE01-06/18	9. 13.
	14.

2.5 FOOD ACT 2008

2.5.1 PROHIBITION ORDERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Statutory Power being Delegated:	<i>Food Act 2008</i> s.65(1) Prohibition order s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Power is originally assigned to:	Local Government (Enforcement Agency)
Statutory Power of Delegation:	Food Act 2008 s.118 Functions of enforcement agencies and delegation
Power Delegated to:	Manager Health & Compliance
Conditions on Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. <u>Business Practice Condition</u> The power to prosecute any person is only exercised by agreement of the Manager Health & Compliance and Director Planning & Sustainability in consultation with advice from the Executive Manager Governance & Legal.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
Compliance Links	<i>Food Act 2008</i> Financial Interest Return required – No
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. CE01-06/18	7.
3.	8.
4.	9.
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2.5.2 FOOD BUSINESS REGISTRATIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Statutory Power being Delegated:	<i>Food Act 2008</i> s.110 Registration of food businesses s.112 Variation of conditions or cancellation of registration of food businesses
Power is originally assigned to:	Local Government (Enforcement Agency)
Statutory Power of Delegation:	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Power Delegated to:	Manager Health & Compliance Coordinator Health Services Senior Environmental Health Officers
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
Compliance Links	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time; including but not limited to:- <ul style="list-style-type: none"> Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 WA Priority Classification System Verification of Food Safety Program Guideline <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE06-05/17	6.
2. CE01-06/18	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.5.3 APPOINTMENT OF AUTHORISED AND DESIGNATED OFFICERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(1)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Statutory Power being Delegated:	<i>Food Act 2008</i> s122 Appointment of authorised officers s126 Infringement notices
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Power Delegated to:	Chief Executive Officer Director Planning & Sustainability Manager Health & Compliance
Council's Conditions on Delegation:	<u>Business Practice Condition</u> The power to prosecute any person is only exercised by agreement of the Manager Health & Compliance and Director Planning & Sustainability in consultation with the City Lawyer or Executive Manager Governance & Legal.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i> All actions taken must be recorded in writing in the appropriate file or record.

Compliance Links	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none">• Appointment of Authorised Officers as Meat Inspectors• Appointment of Authorised Officers• Appointment of Authorised Officers – Designated Officers only• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer	
	<i>Financial Interest Return required – No</i>	
	Delegation Administration:	
Decision Reference		Decision Reference
1. CE06-05/17	6.	11.
2. CE01-06/18	7.	12.
3. CE01-07/18	8.	13.
4.	9.	14.

2.5.4 DETERMINE COMPENSATION

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Statutory Power being Delegated:	<i>Food Act 2008</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Power Delegated to:	Director Planning & Sustainability
Council's Conditions on Delegation:	a) Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be presented to Council for determination.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
Compliance Links	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-08/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.5.5 DEBT RECOVERY AND PROSECUTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Statutory Power being Delegated:	<i>Food Act 2008</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Food Act 2008</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Power Delegated to:	Chief Executive Officer Director Planning and Sustainability Manager Health and Compliance
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All actions taken must be recorded in writing in the appropriate file or record.
Compliance Links	<i>Food Act 2008</i> In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. <i>Food Regulations 2009</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.6 GRAFFITI VANDALISM ACT 2016

2.6.1 LOCAL GOVERNMENT FUNCTIONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the local government under the <i>Graffiti Vandalism Act 2016</i> .
Statutory Power being Delegated:	<i>Graffiti Vandalism Act 2016</i> Part 3 Local government powers
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Graffiti Vandalism Act 2016</i> s.16 Delegation by local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Hearing or determining of an objection of a kind referred to under s.22 is excepted.
Statutory Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016</i> s.17 Delegation by CEO of local government
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Assets Manager Asset Maintenance
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of all notices issued are to be retained on the appropriate file or record.
Compliance Links	<p><i>Graffiti Vandalism Act 2016</i></p> <p>Objections to be dealt with under the <i>Local Government Act 1995</i>, Part 9, section 9.6</p> <p>This delegated authority is effective in alignment with Delegated Authority 2.6.2 Notices – Deal with Objections and Give Effect to Notices</p> <p><i>Financial Interest Return required – No</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE01-06/18	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.7 PUBLIC HEALTH ACT 2016 DELEGATIONS**2.7.1 APPOINTMENT OF AUTHORISED AND APPROVED OFFICERS (HEALTH (ASBESTOS) REGULATIONS 1992**

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint a person or classes of persons as an authorised officer or an approved officer for the purposes of the <i>Criminal Procedure Act 2004 Part 2</i> [r.15D(5)].
Statutory Power being Delegated:	<i>Health (Asbestos) Regulations 1992</i> r.15D(5) Appointment of authorised and approved officers for the purposes of the <i>Criminal Procedures Act 2004 Part 2</i> .
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Health (Asbestos) Regulations 1992</i> r.15D. Infringement notices. (7) A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government.
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance.</i>
Compliance Links	<i>Health (Asbestos) Regulations 1992</i> Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)]. <i>Criminal Procedures Act 2004</i> <i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE03-10/17	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.7.2 DESIGNATE AUTHORISED OFFICERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to designate a person or class of persons as authorised officers for the purposes of <i>Public Health Act 2016</i> [s.24(1) and (3)].
Statutory Power being Delegated:	<i>Public Health Act 2016</i> s.24 Designation of authorised officers
Power is originally assigned to:	Local Government (Enforcement Agency)
Statutory Power of Delegation:	<i>Public Health Act 2016</i> s.21 Enforcement agency may delegate
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i> A Register (list) of authorised officers is to be maintained in accordance with s.27.
Compliance Links	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p> <p><i>Financial Interest Return required – No</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE02-03/17	6.
2. CE06-05/17	7.
3. 17/313208	8.
4.	9.
	11.
	12.
	13.
	14.

2.8 HEALTH (MISCELLANEOUS PROVISION) ACT 1911**2.8.1 APPOINTMENT AND AUTHORISATION OF DEPUTY**

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Appoints and authorises any person to be its <i>Health (Miscellaneous Provisions) Act 1911</i> deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Statutory Power being Delegated:	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26 Powers of local government
Power is originally assigned to:	Local Government
Statutory Power of Appointment	<i>Health (Miscellaneous Provisions) Act 1911</i> Section 26 Powers of local government
Positions Appointed:	Director Planning & Sustainability Manager Health & Compliance Coordinator Health Services Senior Environmental Health Officers Environmental Health Officers Health Technical Officers
Council's Conditions on Delegation:	<ol style="list-style-type: none"> 1. The giving of notices and certificates of approval under the <i>Health (Miscellaneous Provisions) Act 1911</i> and its subsidiary legislation is only to be exercised by the Manager Health & Compliance, Coordinator Health Services and Senior Environmental Health Officers. 2. The power to prosecute is only to be exercised on recommendation from the Manager Health & Compliance and with the written approval of the Director Planning & Sustainability in consultation with the Executive Manager Governance & Legal or the City Lawyer. 3. The granting of approvals and permits under the <i>Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> is to be exercised by the Manager Health & Compliance, Coordinator Health Services, Senior Environmental Health Officers and Environmental Health Officers 4. Health Technical Officers are only appointed as a deputy for the purposes of administration of the Fly Eradication Regulations. The power to serve notice is to be undertaken by an authorised officer under the <i>Public Health Act 2016</i>.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A

CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i> <i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
Compliance Links	<i>Health (Miscellaneous Provisions) Act 1911</i> <i>Financial Interest Returns Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CE04-0317	6.
2. 18/203840	7.
3. 20/311419	8.
4.	9.
	11.
	12.
	13.
	14.

2.9 STRATA TITLES ACT 1985

2.9.1 APPROVALS SUBDIVISION APPROVAL OF STRATA SCHEME

<p>Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>1) Power to determine applications under section 15 of the <i>Strata Titles Act 1985</i>, except those applications that:-</p> <ul style="list-style-type: none"> (a) propose the creation of a vacant lot; (b) propose vacant air stratas in multi-tiered strata scheme developments; (c) propose the creation or postponement of a leasehold scheme; (d) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to:- <ul style="list-style-type: none"> i. a type of development; and/or ii. land within an area, <p>which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.</p> <p>2) Power to determine applications under section 21 of the <i>Strata Titles Act 1985</i>;</p> <p>3) Power to determine applications under section 22 of the <i>Strata Titles Act 1985</i>.</p>
<p>Statutory Power being Delegated:</p>	<p><i>Strata Titles Act 1985</i>; s.15 Subdivision approval of strata scheme s.21 Approval for modification of restricted use condition s.22 Approval under planning (scheme by-laws) condition</p>
<p>Power is originally assigned to:</p>	<p>Local Government</p>
<p>Statutory Power of Delegation:</p>	<p>Planning and Development Act 2005 Section 16 *DEL 2020/01:</p> <p>On 20 January 2021, pursuant to section 16 of the Act, the WAPC resolved to delegate to local governments, and to members and officers of those local governments its powers and functions under:</p> <ul style="list-style-type: none"> 1) section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; 2) sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; Planning and

Power Delegated to:	Director Planning & Sustainability Manager Approval Services Coordinator Building Services Senior Building Surveyors Coordinator Planning Services Senior Planners	
Conditions on Delegation:	At the conclusion of each financial year in accordance with and in the format prescribed by the WAPC, data on all applications determined under Instrument of Delegation 2020/01 is to be provided to the WAPC.	
Statutory Power to Sub-Delegate:	Nil	
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
CEO's Conditions on Sub-delegation:	N/A	
Record Keeping Statement (LGA 1995) <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Copies of all notices issued are to be retained on the appropriate file or record.	
Compliance Links	<i>Strata Titles Act 1985; Planning and Development Act 2005 Section 16 Financial Interest Return required - No</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 16/436067	6.	11.
2. CE01-06/18	7.	12.
3. 20/310315	8.	13.
4. CE03-06/21	9.	14.

2.10 PLANNING & DEVELOPMENT ACT 2005**2.10.1 STRUCTURE PLANNING (STRUCTURE PLANS, LOCAL DEVELOPMENT PLANS AND JINDEE DESIGN CODES)**

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to make decisions to amend structure plans and local development plans pursuant to Parts 4 (Structure Plans), and 6 (Local Development Plans) of the deemed provisions.
Statutory Power being Delegated:	Decisions relating to structure plans and local development plans under Parts 4 and 6 of Schedule 2 of <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions).
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	Clause 82 of the <i>Planning & Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions).
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>The exercise of this delegated authority is conditional on the following:</p> <p>Structure Plans</p> <ol style="list-style-type: none"> All new structure plans shall be referred to Council for consideration after being advertised for public comment; Prior to commencement of advertising of any new structure plan, or amendment thereto, Council Members must be notified of the proposal in writing advising the dates when the public comment period will start and finish; the means by which the proposal will be advertised, and each Council Member provided with copies of relevant plans and information relating to the proposal.; Advertising of an amendment to a structure plan may be waived under Part 4 of the deemed provisions where, in the opinion of the delegate, it is of a minor nature in which the change or departure does not: <ul style="list-style-type: none"> materially alter the purpose and intent of the structure plan; change the intended lot/ dwelling yield by more than 10 per cent or adversely impact upon the amenity of adjoining landowners and occupiers; restrict the use and development of adjoining land; or significantly impact on infrastructure provision or impact upon the environment. <p><i>NOTE: Under Clause 29(3) of the deemed provisions, the WAPC is also required to be of an opinion that an amendment to a structure plan is of a minor nature prior to advertising being waived.</i></p> The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions after being advertised for public comment provided that:-

	<ul style="list-style-type: none"> • If objections are raised on valid planning grounds that cannot be addressed through modification to the structure plan, the amendment application will be referred to Council for determination; • Council Members are notified in writing of the delegate's intention to do so and provided with a summary of submissions and Administration's recommendations in respect of those submissions; and • Council Members are provided with at least five working days in which to request that the proposal be referred to Council for consideration and recommendation. <p>e) The delegate may approve an amendment to a structure plan under Part 4 of the deemed provisions where advertising has been waived</p> <p>f) An application to amend a structure plan shall be referred to Council for consideration and recommendation or determination (whichever appropriate), where requested by the applicant in writing.</p> <p>Local Development Plans</p> <p>a) Prior to commencement of advertising of any new local development plan, or amendment thereto, Council Members must be notified of the proposal in writing advising the dates when the public comment period will start and finish; the means by which the proposal will be advertised, and each Council Member provided with copies of relevant plans and information relating to the proposal.</p> <p>b) The delegate may approve a Local Development Plan or amendment to a Local Development Plan under Part 6 of the deemed provisions after being advertised for public comment provided that:</p> <ul style="list-style-type: none"> • Council Members have been notified in writing of the delegate's intention to do so and provided with a summary of the submissions and Administration's recommendations in respect of those submissions; and • Council Members are provided with at least five working days in which to request that the proposal be referred to Council for determination. <p>Jindee Design Codes</p> <p>The delegate may determine an amendment to the Jindee Design Code where in the opinion of the delegate, the amendment is minor in nature and does not:</p> <ul style="list-style-type: none"> i) Materially alter the purpose and intent of the structure plan; ii) Change the intended lot / dwelling yield by more than 10 per cent or adversely impact upon the amenity of adjoining landowners and occupiers; iii) Restrict the use and development of adjoining land; or iv) Significantly impact on infrastructure provision or impact upon the environment.
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Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015 (the deemed provisions) Clause 83</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	<p><u>Director Planning & Sustainability and Manager Approval Services</u></p> <p>All decisions under Part 4 (Structure Planning) Clauses 17, 18, 19, 20, 22 and 29(3) and Part 6 (Local Development Plans) Clauses 49, 50 and 52.</p> <p>Jindee Design Codes in accordance with Councils conditions and Clause 3.25 DPS2.</p> <p>Coordinator Planning Services</p> <p>All decisions under Part 4 (Structure Planning) Clause 17 and Part 6 (Local Development Plans) Clause 49.</p>
CEO's Conditions on Sub-delegation:	As per Council's conditions on delegation to the CEO.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Copies of all decisions made are to be retained on the appropriate file or record.
Compliance Links	<p><i>Planning & Development (Local Planning Schemes) Regulations 2015</i></p> <p><i>Local Planning Policies</i></p> <p><i>Financial Interest Return required - No</i></p>
Delegation Administration:	
Decision Reference	Decision Reference
1. PS11-10/15	6.
2. CE06-05/17	7.
3. CE03-10/17	8.
4. CE03-06/21	9.
	11.
	12.
	13.
	14.

2.10.2 DIRECTION NOTICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. The authority, under section 214(2) of the <i>Planning and Development Act 2005</i>, to issue a written direction to stop and not recommence a development, or any part of a development that is undertaken in contravention of the District Planning Scheme No. 2 or an interim development order or in contravention of planning control area requirements. 2. The authority, under section 214(3) of the <i>Planning and Development Act 2005</i>, to issue a written direction to remove, pull down, take up or alter the development and to restore the land as nearly practicable to its condition immediately before the development started for a development that has been undertaken in contravention of the District Planning Scheme No. 2 or an interim development order or in contravention of planning control area requirements. 3. The authority, under section 214(5) of the <i>Planning and Development Act 2005</i>, to issue a written direction to execute work for a delay in the execution of any work to be executed under the District Planning Scheme No. 2 or an interim development order which would prejudice the effective operation of District Planning Scheme No. 2 or interim development order.
Statutory Power being Delegated:	<i>Planning and Development Act 2005</i> s.214(2), (3) and (5) Illegal development, responsible authority's powers as to
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42(1)(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>A written direction under Section 214 of the <i>Planning and Development Act 2005</i> may be issued by the delegate.</p> <p><u>Business Practice Conditions</u></p> <ol style="list-style-type: none"> a) The authority to prosecute under Part 13 of the <i>Planning and Development Act 2005</i> is only exercised on recommendation from the Manager Approval Services, Manager Health & Compliance or Director Planning & Sustainability and with the written approval of the Chief Executive Officer or his delegate in consultation with the Executive Manager Governance & Legal or City Lawyer. b) The authority to determine a position with respect to any prosecution action commenced in accordance with a) above may be exercised by the Chief Executive Officer or his delegate, having regard to the advice of the Director Planning & Sustainability, Manager Approval Service or Manager Health & Compliance. c) The authority to apply for an injunction to the Supreme Court under Section 216 of the <i>Planning and Development Act 2005</i>

	may only be exercised by the Chief Executive Officer on recommendation from the Director Planning & Sustainability.
	d) The authority to determine a position with respect to any mediation process resulting from an appeal against a decision made under delegated authority is granted to the Chief Executive Officer or his delegate.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> <i>s.5.44 CEO may delegate powers and duties to other employees</i>
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Manager Health & Compliance
CEO's Conditions on Sub-delegation:	A written direction under Section 214 of the Planning and Development Act 2005 may be issued Director Planning & Sustainability, Manager Approval Services or Manager Health & Compliance. <u>Business Practice Conditions</u> a) The authority to prosecute under Part 13 of the Planning and Development Act 2005 is only exercised on recommendation from the Manager Health & Compliance or Manager Approval Services and with the written approval of the Director Planning & Sustainability in consultation with the Executive Manager Governance & Legal or City Lawyer. b) The authority to determine a position with respect to any prosecution action commenced in accordance with a) above may be exercised by the Director Planning & Sustainability, having regard to the advice of the Manager Approval Services or Manager Health & Compliance. c) The authority to apply for an injunction to the Supreme Court under Section 216 of the Planning and Development Act 2005 may only be exercised by the Chief Executive Officer on recommendation from the Director Planning & Sustainability. d) The authority to determine a position with respect to any mediation process resulting from an appeal against a decision made under delegated authority is granted to the Director Planning & Sustainability.
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Copies of all comments or recommendations made are to be retained on the appropriate file or record.
Compliance Links	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. PS11-10/15	6.
2. CE06-05/17	7.
3. CE01-06/18	8.
4. 18/203840	9.
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2.10.3 DEVELOPMENT CONTROL PLANNING APPROVALS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Determination of applications for planning approval (including the exercise of discretion under District Planning Scheme No. 2 and the Residential Design Codes); and 2. All matters which arise out of the imposition of conditions on planning approvals under the District Planning Scheme No. 2
Statutory Power being Delegated:	The power to determine applications for planning approvals lodged pursuant to Part 7 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) and Clause 28 of the Metropolitan Region Scheme including all applicable decisions under the District Planning Scheme No. 2 and the Metropolitan Region Scheme.
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) Clause 82 Delegations by local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<ol style="list-style-type: none"> a) An application will be referred to Council for determination where a Council Member makes a written request to the CEO, Director Planning and Sustainability or Manager Approval Services b) An application will be referred to Council for determination where the Director considers that: <ol style="list-style-type: none"> i) Key planning aspects of the proposal are not addressed by the planning framework where there is no planning scheme provision, policy, or strategy at a local or state level to effectively guide decision making; ii) Where the planning matters raised in the proposal and submissions received demonstrate that it will be in the interest of the proponent and community for a decision to be made by Council. c) Determination of a development application subject of an order by the SAT under s.31(1) of the State Administrative Tribunal Act 2004 where the development application was originally determined by Council will be reconsidered by Council.
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> cl.83 Local government CEO may delegate powers
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Coordinator Planning Services Coordinator Building Services Specialist Planner – Approval Services Specialist Project Planner Senior Planners Senior Building Surveyors

CEO's Conditions on Sub-delegation:	<p>The exercise of this delegated authority is conditional on the following:</p> <ul style="list-style-type: none"> a) As per Council's conditions on delegation to the CEO; b) Any application for determination by the City that has been advertised for public comment shall be referred to the Director Planning and Sustainability for determination if more than 10 objections have been received. c) Any application for determination by the City that has been advertised for public comment shall be referred to the Manager Approval Services for determination if 6-10 objections have been received. d) Any application for determination by the City for more than 10 grouped or multiple dwellings shall be referred to the Manager Approval Services or Director Planning and Sustainability. e) Any application for the establishment of the following land uses (excluding additions and alterations): <ul style="list-style-type: none"> i. Industry – hazardous; ii. concrete batching plant; iii. service station; iv. tavern; v. liquor store; vi. drive-through food outlet; and vii. childcare centre. as per the land use definitions in DPS2 may be determined by the Manager Approval Services or the Director Planning and Sustainability. f) Determination of a development application subject of an order by the SAT under s.31(1) of the State Administrative Tribunal Act 2004 where the development application was determined under delegated authority will be reconsidered by the Director Planning and Sustainability or the Manager Approval Services. <p>This delegated authority is limited for the Coordinator Building Services and Senior Building Surveyors as follows:</p> <ul style="list-style-type: none"> a) to only make decisions related to applications seeking variation/s to the deemed-to-comply requirements of the R-Codes or provisions of a relevant structure plan or local development plan for a Single House located in a Residential Zone or any of the following on the same lot as a Single House: <ul style="list-style-type: none"> i) outbuildings, garages or carports; ii) patios or verandas; iii) street walls or fences; and iv) retaining walls, and b) Providing that the application for development (outlined in point b) above) is not located in a place that is:- <ul style="list-style-type: none"> • Entered in the Register of Heritage Places under the <i>Heritage of Western Australia Act 1990</i>; or
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	<ul style="list-style-type: none"> • Included on a heritage list prepared in accordance with DPS 2; • Within an area designated under DPS 2 as a heritage area; or • The subject of a heritage agreement entered into under the <i>Heritage of Western Australia Act</i> section 29.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Copies of approvals given and reports of actions taken are to be retained on the appropriate file or record.
Compliance Links	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>State Administrative Tribunal Act 2004</i> <i>Financial Interest Return required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. CB01-11/14 and OC01-11/14	6. CE06-05/17
2. PS11-10/15	7. CE01-06/18
3. 16/436067	8. 18/203840
4. CE03-03/17 & 17/73467	9. 18/455559
	11. 19/104903
	12. CE01-04/20
	13. CE02-06/20
	14. CE03-06/21

2.10.4 LANDSCAPE ENHANCEMENT ZONE BUILDING ENVELOPES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. The power to adopt a plan defining a building envelope. 2. The power to approve development outside of the building envelope defined on the plan adopted under 3.26.4 of DPS 2.
Statutory Power being Delegated:	City of Wanneroo District Planning Scheme No. 2 cl.3.26.4, 3.26.5 Landscape Enhancement Zone
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 – Deemed provisions for local planning schemes Clause 82 Delegations by local government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<ol style="list-style-type: none"> 1. Compliance with all applicable Local Planning Policies adopted by Council. 2. A proposed building envelope plan shall be referred to Council for determination: <ol style="list-style-type: none"> (i) where requested by a Council Member or by the applicant in writing, or (ii) if an objection to a proposed building envelope is received by the City as part of a submission made in response to advertising of an application for planning approval, and the objection involves a relevant planning issue that cannot be specifically overcome by modification to the proposal, as determined by the Director Planning and Sustainability. 3. A proposed development which is outside of an approved building envelope shall be referred to Council under the same conditions as b) above.
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) Clause 83 Local government CEO may delegate powers
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Approval Services Coordinator Planning Approvals Senior Planners
CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO.

Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any decision made under this delegation is to be recorded in the appropriate file or register	
Compliance Links	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>City of Wanneroo District Planning Scheme No. 2</i> <i>Local Planning Policies</i> <i>Financial Interest Return required – No</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. PS06-08/16	6.	11.
2. 16/292302	7.	12.
3. CE06-05/17	8.	13.
4.	9.	14.

2.10.5 DISTRICT PLANNING SCHEME NO 2 – APPOINTMENT OF AUTHORISED OFFICERS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	The appointment of officers as an authorised officer for the purposes of the Clause 79 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> within the City of Wanneroo.
Statutory Power being Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Sch.2, cl 79 Entry and inspection powers
Power is originally assigned to:	CEO
Statutory Power of Delegation	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Sch. 2, cl 83 Local government CEO may delegate powers
Power Delegated to: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability Manager Health & Compliance Manager Approval Services
CEO's Conditions on Sub-delegation:	All authorisations are to be in writing and recorded on the Governance Register of Authorised Officers and the person's personnel file.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i>
Compliance Links	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/335215	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

2.10.6 MANAGEMENT OF DEVELOPER CONTRIBUTION PLANS (DCP'S)

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	<ol style="list-style-type: none"> 1. Prepare estimates and quotations on Infrastructure Costs and contributions payable to the City in accordance with the requirements of DPS2 (clause 9.10 and clause 14 of Schedule 14); 2. Determination of prefunding requests and payments for Cell Works and DCP Infrastructure in accordance with the requirements of DPS2 (clause 9.12 and clause 14 of Schedule 14); 3. The acquisition of land where the value of such land is calculated using the Council approved valuation for the relevant DCP, excluding the compulsory taking of land in accordance with the requirements of DPS2 (clause 9.14(e) and clause 14 of Schedule 14); and 4. Deferral of Infrastructure Costs in accordance with DPS2 (clause 9.10 of DPS2).
Statutory Power being Delegated:	Clauses 9.10, 9.12, subclauses 9.14.3(e) and clause 14 of schedule 14 of DPS2.
Power is originally assigned to:	Local Government
Statutory Power of Delegation	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> cl.82 Delegations by Local Government
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	<p>Council and Business Practice Conditions</p> <ol style="list-style-type: none"> a) Estimates and quotations for contribution costs calculated in accordance with DPS2 based on the contribution rates approved by Council for the relevant contribution scheme or DCP area. b) Compensation or credits for Cell Works by a landowner shall not exceed the estimated cost of the works defined in the applicable DCP or contribution scheme area approved by Council and in accordance with the relevant clauses of DPS2; c) Compensation or credits for Cell Works shall be in accordance with the assessed or approved valuation for the DCP area approved by Council and in accordance with the relevant clauses of DPS2; d) Deferral of Infrastructure contributions shall be subject to the payment of interest in accordance with the relevant clauses of DPS2.
Statutory Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Div. 2 (83) Local government CEO may delegate powers.
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	Director Planning & Sustainability

CEO's Conditions on Sub-delegation:	Subject to the conditions on delegation to the CEO and Payment for Cell Works shall not exceed the estimated costs last reported to and approved by Council as part of the annual review of costs. Payments to a landowner (after off-setting any landowner contributions) shall not exceed \$500,000. Payments greater than \$500,000 shall be referred to the CEO for approval.	
Record Keeping Statement (LGA 1995) <i>s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Any decision made under this delegation is to be recorded in the appropriate file or register.	
Compliance Links	<i>Financial Interest Return Required – Yes</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. PS05-12/21	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

3 CITY OF WANNEROO LOCAL LAWS

3.1.1 APPOINTMENT OF AUTHORISED PERSONS

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to appoint persons or classes of persons to be authorised persons for the purpose of performing particular functions under the City's local laws [s.9.10]
Statutory Power being Delegated:	<i>Local Government Act 1995</i> s.9.10 Appointment of authorised persons.
Power is originally assigned to:	Chief Executive Officer
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	All Directors Manager Approval Services Manager Asset Maintenance Manager Community Facilities Manager Community Safety & Emergency Management Manager Health & Compliance Manager Property Manager Waste Services
CEO's Conditions on Sub-delegation:	a) The appointment of persons is to relate to those functions of an "authorised person" under the City of Wanneroo Local Laws; and b) The delegation to the Manager Community Facilities applies only to the appointment of members of surf lifesaving clubs recommended by Surf Life Saving WA as sufficiently qualified and experienced, as Authorised Persons under the Public Places and Local Government Property Local Law 2015 to undertake the powers set out in section 5.6(1) in relations to beaches. c) The delegation to the Manager Property applies only to the appointment of Golf Course Controllers and subsidiary staff at the Carramar and Marangaroo golf courses under the Local Government & Public Property Local Law 2015.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Appointment of Authorised Officers under all legislation is to be facilitated through Governance. Authorised Officers to be issued with an identity card setting out specific provisions as detailed in s.9.10 (4).
Compliance Links	<i>City of Wanneroo Local Laws</i> <i>Financial Interest Return required - Yes</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6. 18/274278
2. 16/422068	7. 20/533822
3. CE01-06/18	8.
4. 18/203840	9.
	11.
	12.
	13.
	14.

3.1.2 ADMINISTRATION

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the City's Local Laws.
Statutory Power being Delegated:	<i>City of Wanneroo Animals Local Law 2021 City of Wanneroo Bee Keeping Local Law 2016 City of Wanneroo Bush Fire Brigades Local Law 2022 City of Wanneroo Cats Local Law 2016 City of Wanneroo Dogs Local Law 2016 City of Wanneroo Extractive Industries Local Law 1998 City of Wanneroo Fencing Local Law 2021 City of Wanneroo Health Local Law 1999 City of Wanneroo Parking Local Law 2015 City of Wanneroo Penalty Units Local Law 2015 City of Wanneroo Public Places and Local Government Property Local Law 2015 City of Wanneroo Signs Local Law 1999 City of Wanneroo Site Erosion and Sand Drift Prevention Local Law 2016 City of Wanneroo Standing Orders Local Law 2021 City of Wanneroo Waste Local Law 2016</i>
Power is originally assigned to:	Local Government
Statutory Power of Delegation:	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO
Power Delegated to:	Chief Executive Officer
Council's Conditions on Delegation:	Determinations and decisions under the City of Wanneroo Local Laws having regard to the relevant Council policies in force at the time.
Statutory Power to Sub-Delegate:	<i>Local Government Act 1995</i> s.5.44 CEO may delegate powers or duties to other employees

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	<u>City of Wanneroo Animals Local Law 2021</u> Director Community & Place Director Planning & Sustainability Manager Community Safety and Emergency Management Manager Health & Compliance Coordinator Community Safety Coordinator Health Services Senior Environmental Health Officers <u>City of Wanneroo Bee Keeping Local Law 2016</u> Manager Health & Compliance Coordinator Health Services <u>City of Wanneroo Bush Fire Brigades Local Law 2022</u> Manager Community Safety and Emergency Management <u>City of Wanneroo Cats Local Law 2016</u> Director Community & Place Manager Community Safety and Emergency Management Coordinator Community Safety <u>City of Wanneroo Dogs Local Law 2016</u> Director Community & Place Director Planning & Sustainability Manager Community Safety and Emergency Management Manager Health & Compliance Coordinator Community Safety City of Wanneroo Extractive Industries Local Law 1998 Director Planning & Sustainability Manager Approval Services Coordinator Planning Approvals Specialist Planner – Approval Services <u>City of Wanneroo Fencing Local Law 2021</u> Director Planning & Sustainability Manager Health & Compliance <u>City of Wanneroo Health Local Law 1999</u> Director Planning & Sustainability Manager Health & Compliance Coordinator Health Services <u>City of Wanneroo Parking Local Law 2015</u> Director Assets Director Community & Place Director Planning & Sustainability Manager Community Safety & Emergency Management <u>City of Wanneroo Penalty Units Local Law 2015</u> Nil <u>City of Wanneroo Public Places and Local Government Property Local Law 2015</u> Director Assets Director Community & Place Director Planning & Sustainability Manager Asset Maintenance Manager Parks & Conservation Maintenance Manager Community Safety & Emergency Management <u>City of Wanneroo Signs Local Law 1999</u> Director Planning & Development Manager Approval Services Coordinator Building Services Senior Building Surveyors <u>City of Wanneroo Site Erosion and Sand Drift Prevention Local Law 2016</u>
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	<p>Director Planning & Sustainability Manager Health & Compliance <u>City of Wanneroo Standing Orders Local Law 2021</u> Executive Manager Governance and Legal <u>City of Wanneroo Waste Local Law 2016</u> Director Assets Manager Waste Services</p>
CEO's Conditions on Sub-delegation:	<p>Subject to the conditions on delegation to the CEO; and <u>City of Wanneroo Animals Local Law 2021</u></p> <ul style="list-style-type: none"> • The setting aside a reserve or foreshore or portion of a reserve or foreshore as an area upon which a person may ride or drive a horse or into which a person may bring a horse under Section 26(1); and • The setting of fees and charges under section 6.16 and 6.19 of the Local Government Act 1995; are excluded. <p><u>City of Wanneroo Extractive Industries Local Law 1998</u></p> <ul style="list-style-type: none"> • Subject to the City's District Planning Scheme No. 2; and • The setting of annual fees under sections 6.16 and 6.19 of the Local Government Act 1995 is excluded. <p><u>City of Wanneroo Health Local Law 1999</u></p> <ul style="list-style-type: none"> • Approvals must meet all the requirements of the Health Local Law, District Planning Scheme No. 2 and Building Code. • The setting of annual fees under sections 6.16 and 6.19 of the Local Government Act 1995 is excluded. <p><u>City of Wanneroo Parking Local Law 2015</u> Setting of fees for the amount payable for parking under Section 6.16 and 6.19 of the Local Government Act 1995 is excluded. <u>City of Wanneroo Public Places and Local Government Property Local Law 2015</u> Subject to Council's –</p> <ul style="list-style-type: none"> • Facility Hire and Use Policy • Circuses and Performing Animals Policy • Local Planning Policy 4.3 Public Open Space • Sports Floodlighting Policy <p><u>City of Wanneroo Standing Orders Local Law 2021</u></p> <ul style="list-style-type: none"> • For the purposes of commencing a prosecution
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<p><i>Appointment of Authorised Officers under all legislation is to be facilitated through Governance</i></p>

Compliance Links	City of Wanneroo Local Laws	
	Financial Interest Return required – Yes	
	Delegation Administration:	
Decision Reference	Decision Reference	Decision Reference
1. 14/196797	6. 18/203840	11. 18/389558
2. 16/254349	7. 18/274278	12. 19/85822
3. CE01-08/17	8. 18/313146	13. PS10-10/22
4. CE01-06/18	9. CO01-08/18	14. CP06-11/22

4 APPOINTMENTS AND AUTHORISATIONS

4.1 LITTER ACT 1979 - APPOINTMENT OF PERSONS TO WITHDRAW INFRINGEMENT NOTICES

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to determine if an infringement is to be withdrawn and to sign withdrawal notice sent under subsection 4 of the Litter Act 1979
Statutory Power being Delegated:	<i>Litter Act 1979.</i> s.30(4) and 30(4a) Infringement notices
Power is originally assigned to:	Local Government
Statutory Power of Appointment	<i>Litter Act 1979.</i> s.30(4a) Infringement notices
Appointment:	Director Community & Place Manager Community Safety and Emergency Management
Council's Conditions on Delegation:	All requests for the withdrawal of an infringement are to be processed in accordance with the Infringement Notice Review Management Procedure. Nil
Statutory Power to Sub-Delegate:	N/A
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	All requests for the withdrawal of an infringement are to be processed in accordance with the Infringement Notice Review Management Procedure. N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Withdrawal notices are to be retained on the appropriate file or record.
Compliance Links	<i>Litter Act 1979</i> <i>Financial Interest Returns Required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/196797	6. 11.
2. 17/46341	7. 12.
3.	8. 13.
4.	9. 14.

4.2 LOCAL GOVERNMENT ACT 1995

4.2.1 AUTHORISATION TO ACKNOWLEDGE RECEIPT OF PRIMARY AND ANNUAL RETURNS

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to provide written acknowledgement of the receipt of Primary and Annual Returns in accordance with section 5.77 of the Local Government Act 1995.
Statutory Power being Authorised:	Local Government Act 1995 S 5.77 Acknowledging receipt of returns
Power is originally assigned to:	CEO
Statutory Power of Authorisation	Local Government Act 1995 s5.45(2)(b) Other matters relevant to delegations under this Division
Positions Authorised:	Director Corporate Strategy & Performance Manager Council & Corporate Support
CEO's Conditions on Authorisation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Signed acknowledgement of receipt of Returns to be saved in the appropriate container in the City's Electronic Document Management System.
Compliance Links	Local Government Act 1995 <i>Financial Interest Returns Required – N/A</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/185803	6.
2. CE06-05/17	7.
3. 18/203840	8.
4.	9.
	11.
	12.
	13.
	14.

4.2.2 AUTHORISATION FOR RECEIPT OF GIFT, BENEFIT AND TRAVEL DISCLOSURE

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to receive written Gift Disclosures from Council Members [s.5.87A]	
Statutory Power being Authorised:	<i>Local Government Act 1995</i> s.5.87A – Council Members to Disclose Gifts	
Power is originally assigned to:	CEO	
Statutory Power of Authorisation	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division	
Positions Authorised:	Director Corporate Strategy & Performance Manager Council & Corporate Support Coordinator Corporate Support	
CEO's Conditions on Authorisation:	Nil	
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All declarations are to be recorded in the appropriate statutory register.	
Compliance Links	<i>Local Government Act 1995 Section 5.87C, 5.89A provides for statutory compliance provisions.</i> <i>Financial Interest Returns Required – N/A</i>	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 18/203840	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

4.2.3 AUTHORISATION FOR ATTESTING TO THE AFFIXING OF THE COMMON SEAL

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to attest to the affixing of the Common Seal to City documents in conjunction with the Mayor [s.9.49A].
Statutory Power being Authorised:	Local Government Act 1995 Section 9.49A (1), (2) and (3)
Power is originally assigned to:	CEO
Statutory Power of Authorisation	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division
Positions Authorised:	All Directors
CEO's Conditions on Authorisation:	As per the City's Execution of Document Policy.
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	All documentation relative to the decision is to be retained as required by legislation.
Compliance Links	Local Government Act 1995 <i>Execution of Documents Policy and Procedure</i> <i>Financial Interest Returns Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 14/185803	6.
2. 18/203840	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

4.2.4 AUTHORISATION FOR EXECUTION OF DOCUMENTS

Function Authorised: <i>This text is provided as a reference only. Authorised Persons shall only act in full understanding of the statutory power, inclusive of conditions [see below].</i>	The authority to execute various classes of documents on behalf of the local government. [s.9.49A]
Statutory Power being Authorised:	<i>Local Government Act 1995</i> s.9.49A Execution of documents
Power is originally assigned to:	Local Government
Statutory Power of Authorisation	<i>Local Government Act 1995</i> s.9.49A(4) Execution of documents
Authorisation:	Execution to be in accordance with the City of Wanneroo Execution of Documents Policy and Management Procedure.
CEO's Conditions on Sub-delegation:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>All uses of the City's common seal are to be recorded in a register maintained for this purpose.</i>
Compliance Links	Local Government Act 1995 Execution of Documents Policy and Procedure Financial Interest Return Required – No
Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

4.2.5 AUTHORISATION FOR PRESIDING AT A COMMITTEE MEETING TO ELECT A PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to preside at a committee meeting until the office of presiding member and deputy presiding member (if applicable) is filled in accordance with Section 5.12 and Schedule 2.3 of the Local Government Act 1995 [sch. 2.3(3)].
Statutory Power being Authorised:	Local Government Act 1995 Sch.2.3 (3) CEO to preside
Power is originally assigned to:	CEO
Statutory Power of Authorisation	<i>Local Government Act 1995:</i> s5.45(2)(b) Other matters relevant to delegations under this Division
Positions Authorised:	All Directors
CEO's Conditions on Authorisation:	The person presiding should be the Director directly involved with the Administration of the Committee
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	Record of person presiding to be retained in meeting minutes. <i>Financial Interest Return Required – N/A</i>
Compliance Links	<i>Local Government Act 1995</i> <i>Section 5.12 Presiding Members and deputies, election of</i> <i>Schedule 2.3 When and how mayors, presidents, deputy mayors and deputy presidents are elected by the Council</i> <i>Financial Interest Returns Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

4.2.6 AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE DELEGATED AUTHORITY REGISTER

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to effect administrative, non-substantive changes to the Delegated Authority Register.
Statutory Power being Authorised:	<i>Local Government Act 1995</i> s5.46 Register of, and records relevant to, delegations to CEO and employees
Power is originally assigned to:	CEO
Statutory Power of Authorisation	<i>Local Government Act 1995:</i> s5.46(2)(b) Other matters relevant to delegations under this Division
Positions Authorised:	Executive Manager Governance & Legal
CEO's Conditions on Authorisation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	A record is to be maintained of all changes authorised
Compliance Links	Local Government Act 1995 <i>Financial Interest Return Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 18/333025	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

4.2.7 AUTHORISATION FOR ADMINISTRATIVE CHANGES TO THE CODE OF CONDUCT

Function Authorised: <i>This text is provided as a reference only. Authorised Officers shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to effect administrative, non-substantive changes to the Code of Conduct.
Statutory Power being Authorised:	<i>Local Government Act 1995</i> s.5.51A Code of conduct for employees
Power is originally assigned to:	CEO
Statutory Power of Authorisation	<i>Local Government Act 1995:</i> s5.46(2)(b) Other matters relevant to delegations under this Division
Positions Authorised:	Executive Manager Governance & Legal
CEO's Conditions on Authorisation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	A record is to be maintained of all changes authorised
Compliance Links	Local Government Act 1995 <i>Financial Interest Return Required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

4.3 CORRUPTION CRIME AND MISCONDUCT ACT 2003 – AUTHORISATION TO SUBMIT NOTIFICATIONS

Function Authorised: <i>This text is provided as a reference only. Authorised persons shall only act in full understanding of the statutory power, inclusive of conditions [see below].</i>	1. Authority to notify the Corruption and Crime Commissioner, on behalf of the principal officer, in writing of any matter which is suspected on reasonable grounds concerns or may concern serious misconduct; and 2. Authority to notify the Public Sector Commissioner, on behalf of the principal officer, in writing of any matter which is suspected on reasonable grounds concerns or may concern minor misconduct.
Statutory Power being Authorised:	<i>Corruption Crime and Misconduct Act 2003.</i> Section 28 Certain officers obliged to notify serious misconduct Section 45H Certain officers obliged to notify minor misconduct
Power is originally assigned to:	Principal Officer (Chief Executive Officer)
Statutory Power of Appointment	
Appointment:	Executive Manager Governance & Legal
Conditions on Appointment:	Notifications to be made in consultation with the CEO
Record Keeping Statement (LGA 1995) <i>s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."</i>	All notifications are to be recorded in the appropriate file or register
Compliance Links	<i>Financial Interest Returns Required - No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 18/333025	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

5 DELEGATIONS TO CHIEF EXECUTIVE OFFICER AND OTHER OFFICERS FROM STATUTORY AUTHORITIES

5.1 DEPARTMENT OF LANDS – DEVELOPMENT APPLICATIONS MADE UNDER THE AUSPICES OF THE PLANNING & DEVELOPMENT ACT 2005

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016



HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1

The power to sign as owner in respect of Crown land that is:

- a reserve managed by the local government pursuant to section 46 of the *Land Administration Act 1997* and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or
- the land is a road of which the local government has the care, control and management under section 55(2) of the *Land Administration Act 1997* and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road,

in respect of development applications being made under or referred to in:

- (i) section 99(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);
- (ii) section 103(2) of the *Planning and Development Act 2005* in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);
- (iii) section 115 of the *Planning and Development Act 2005* in respect of development within a planning control area (as that term is defined in that Act);
- (iv) section 122A of the *Planning and Development Act 2005* in respect of which approval is required under an improvement scheme (as that term is defined in that Act);
- (v) section 162 of the *Planning and Development Act 2005* in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);

Column 2

City of Albany
City of Armadale
Shire of Ashburton
Shire of Augusta-Margaret River
Town of Bassendean
City of Bayswater
City of Belmont
Shire of Beverley
Shire of Boddington
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Brookton
Shire of Broome
Shire of Broomehill-Tambellup
Shire of Bruce Rock
City of Bunbury
Shire of Busselton
Town of Cambridge
City of Canning
Shire of Capel
Shire of Carnamah
Shire of Carnarvon
Shire of Chapman Valley
Shire of Chittering
Shire of Christmas Island
Town of Claremont
City of Cockburn
Shire of Cocos (Keeling) Islands
Shire of Collie
Shire of Coolgardie
Shire of Coorow
Shire of Corrigin
Town of Cottesloe
Shire of Cranbrook
Shire of Cuballing
Shire of Cue
Shire of Cunderdin
Shire of Dalwallinu
Shire of Dandaragan
Shire of Dardanup
Shire of Denmark
Shire of Derby/West Kimberley
Shire of Donnybrook-Balingup
Shire of Dowerin
Shire of Dumbleyung
Shire of Dundas
Town of East Fremantle
Shire of East Pilbara
Shire of Esperance
Shire of Exmouth
City of Fremantle
City of Greater Geraldton

Column 3

In accordance with and subject to approved Government Land policies.

Any signature subject to the following endorsement:
Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the *Planning and Development Act 2005* (including any planning scheme).
The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

- (vi) section 163 of the *Planning and Development Act 2005* in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the *Heritage of Western Australia Act 1990*, or of which such a place forms part;
- (vii) section 171A of the *Planning and Development Act 2005* in respect of a prescribed development application (as that term is defined in that section of that Act).
- Shire of Gingin
Shire of Gnowangerup
Shire of Goomalling
City of Gosnells
Shire of Halls Creek
Shire of Harvey
Shire of Irwin
Shire of Jarramungup
City of Joondalup
Shire of Kalamunda
City of Kalgoorlie-Boulder
Shire of Katanning
Shire of Kellerberrin
Shire of Kent
Shire of Kojonup
Shire of Kondinin
Shire of Koorda
Shire of Kulin
City of Kwinana
Shire of Lake Grace
Shire of Laverton
Shire of Leonora
City of Mandurah
Shire of Manjimup
Shire of Meekatharra
City of Melville
Shire of Menzies
Shire of Merredin
Shire of Mingenew
Shire of Moora
Shire of Morawa
Town of Mosman Park
Shire of Mount Magnet
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Mundaring
Shire of Murchison
Shire of Murray
Shire of Nannup
Shire of Narembeen
Shire of Narrogin
Town of Narrogin
City of Nedlands
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungarin
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Refer to TRIM 16/226784 for full details

5.2 DEPARTMENT OF ENVIRONMENTAL REGULATIONS – APPROVAL OF NOISE MANAGEMENT PLANS FOR OUT OF HOURS CONSTRUCTION WORK

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authority to approve noise management plans in respect to a construction site for construction work outside the hours of 7am to 7pm Monday to Saturday in accordance with Regulation 13 of the Environmental Protection (Noise) Regulations 1997
Statutory Power being Delegated:	<i>Environmental Protection (Noise) Regulations 1997</i> s.13(3)(c) Construction sites
Power is originally assigned to:	Chief Executive Officer of the Department of Environmental Regulation
Statutory Power of Delegation:	<p><i>Environmental Protection Act 1986</i> 20. Delegation by CEO <i>Government Gazette No. 71, 16 May 2014</i> Part 2 Environment Delegation No. 119</p> <p>EV405*</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 DELEGATION No. 119</p> <p>I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of—</p> <p>(a) Chief Executive Officer under the <i>Local Government Act 1995</i>; and</p> <p>(b) to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act,</p> <p>all my powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p> <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.</p> <p>Dated the 1st day of May 2014.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by— _____ Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage.</p>
Power Delegated to:	The holder for the time being of the officer of Chief Executive Officer under the <i>Local Government Act 1995</i> and; any employee of a local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act.
Conditions on Delegation:	Business Practice Condition Noise Management Plans are to be approved by Coordinator Health Services and authorised by Manager Health and Compliance. A copy of the approved plan is to be forwarded to the Manager Land Development when related to subdivision works.
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A

Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any noise management plan determinations will be recorded in the appropriate register or file.	
Compliance Links	Financial Interest Return required – No	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1. 16/238647	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

5.3 ENVIRONMENTAL PROTECTION ACT 1986 – ENVIRONMENTAL PROTECTION NOTICE

Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.
Statutory Power being Delegated:	<i>Environmental Protection (Noise) Regulations 1997</i> 13. Construction sites (3)(c)
Power is originally assigned to:	Chief Executive Officer of the Department of Environmental Regulation
Statutory Power of Delegation:	<p><i>Environmental Protection Act 1986</i> <i>Section 20</i> <i>Delegation No. 52</i> <i>Government Gazette No. 47 19 March 2004</i></p> <p>EV401</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 Section 20 Delegation No. 52</p> <p>Pursuant to section 20 of the <i>Environmental Protection Act 1986</i>, the Chief Executive Officer hereby delegates as follows—</p> <p>Powers and duties delegated—</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made—</p> <p>This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p> <p>Pursuant to section 59(1)(e) of the <i>Interpretations Act 1984</i>, Delegation No. 32, dated 4 February 2000 is hereby revoked.</p> <p>Dated this 9th day of January 2004.</p> <p>Approved—</p> <p>FERDINAND TROMP, A/Chief Executive Officer.</p> <p>Dr JUDY EDWARDS MLA, Minister for the Environment.</p>
Power Delegated to:	The holder for the time being of the officer of Chief Executive Officer under the Local Government Act 1995
Conditions on Delegation:	
Statutory Power to Sub-Delegate:	Nil

CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any notices issued under this delegation are to be recorded in the appropriate container or register.
Compliance Links	Financial Interest Return required – No
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

5.4 ENVIRONMENTAL PROTECTION ACT 1986 – NOISE MANAGEMENT PLANS – KEEPING LOG BOOKS, NOISE CONTROL NOTICES, CALIBRATION AND APPROVAL OF NON-COMPLYING EVENTS

<p>Function Delegated: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i></p>	<p>The powers and duties of the Chief Executive Officer of the Department of Environment Regulation under the <i>Environmental Protection (Noise) Regulations 1997</i> in relation to:</p> <ul style="list-style-type: none"> a) Waste collection and other works – noise management plans relating to specified works under regulation 14A or 14B; b) Bellringing or amplified calls to worship – the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c) Community activities – noise control notices in respect of community noise under regulation 16; d) Motor sport venue – noise management plans in relation to motor sport venues under Part 2 Division 3; e) Shooting venues – noise management plans in relation to shooting venues under Part 2 Division 4; f) Calibration results – requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g) Sporting, cultural and entertainment venues – approval of event or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation: <ul style="list-style-type: none"> i. Sub regulation 18(13)(b) is not delegated.
<p>Power is originally assigned to:</p>	<p>Chief Executive Officer of the Department of Environmental Regulation</p>
<p>Statutory Power of Delegation:</p>	<p><i>Environmental Protection Act 1986</i> <i>Delegation No. 112</i> <i>Government Gazette No. 232 20 December 2013</i></p> <p>EV402*</p> <p style="text-align: center;">ENVIRONMENTAL PROTECTION ACT 1986 DELEGATION No. 112</p> <p>I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the <i>Environmental Protection Act 1986</i> ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, my powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to—</p> <ul style="list-style-type: none"> (a) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; (b) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); (c) community activities—noise control notices in respect of community noise under regulation 16; (d) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; (e) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; (f) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; (g) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ul style="list-style-type: none"> (i) Subregulation 18(13)(b) is not delegated. <p>Under section 59(1)(e) of the <i>Interpretation Act 1984</i>, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.</p> <p>Dated the 12th day of December 2013.</p> <p style="text-align: right;">JASON BANKS, Acting Chief Executive Officer.</p> <p>Approved by— <p style="text-align: right;">JOHN DAY, Acting Minister for Environment, Heritage.</p> </p>

Power Delegated to:	The holder for the time being of the officer of Chief Executive Officer under the Local Government Act 1995	
Conditions on Delegation:		
Statutory Power to Sub-Delegate:	Nil	
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A	
CEO's Conditions on Sub-delegation:	N/A	
Record Keeping Statement (LGA 1995) s5.46(3) " A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	Any notices issued or determinations made under this delegation are to be recorded in the appropriate register or file.	
Compliance Links	Financial Interest Return required – No	
Delegation Administration:		
Decision Reference	Decision Reference	Decision Reference
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.

5.5 DEPARTMENT OF ENVIRONMENTAL PROTECTION – APPOINTMENT OF DESIGNATED PERSON - INFRINGEMENT NOTICE REVIEW

Function Authorised: <i>This text is provided as a reference only. Delegates shall only act in full understanding of the delegated statutory power, inclusive of conditions [see below].</i>	Authorised to accept payments and exercise those powers in relation to modified penalties relating to infringement notices served under Section 99J of the Act by an Inspector authorised under section 88 of the Act and employed by the relevant local government.
Statutory Power being Delegated:	<i>Environmental Protection Act 1986</i> 99K Content of infringement notice 99M Extending time to pay modified penalty 99N Withdrawing infringement notice
Power is originally assigned to:	Chief Executive Officer of the Department of Environmental Regulation
Statutory Power of Delegation:	<i>Environmental Protection Act 1986</i> 20. Delegation by CEO <i>Government Gazette No. 28 11 February 2000</i> Part 2 Environmental Protection Designation No. 01 EP401* ENVIRONMENTAL PROTECTION ACT 1986 Section 99I Designation No. 01 This appointment is made pursuant to section 99I of the Environmental Protection Act 1986 ("the Act") 1. Pursuant to section 99I of the Act, I (Dr) Bryan Jenkins, as Chief Executive Officer hereby appoint any person for the time being holding or acting in the Office of Chief Executive Officer of a Local Government under the Local Government Act 1995 as a "designated person" for the purpose of sections 99K, 99M and 99N of the Act. 2. The "designated person" is authorised to accept payments and exercise those powers in relation to modified penalties relating to infringement notices served under section 99J of the Act by an Inspector authorised under section 88 of the Act and employed by the relevant Local Government. Dated this 21st day of January 2000. (Dr) BRYAN JENKINS, Chief Executive Officer, Department of Environmental Protection.
Power Delegated to:	Any person for the time being holding or acting in the Office of the Chief Executive Officer of a local government
Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
CEO's Sub-Delegation: <i>The exercise of the delegated power does not include the power of delegation</i>	N/A
CEO's Conditions on Sub-delegation:	N/A
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Any infringements reviewed under this delegation are to be recorded in the appropriate register or file.</i>
Compliance Links	<i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1. 16/427246	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

5.6 WESTERN AUSTRALIAN PLANNING COMMISSION – DELEGATION OF CERTAIN POWERS AND FUNCTIONS OF THE WESTERN AUSTRALIAN PLANNING COMMISSION RELATING TO THE METROPOLITAN REGION SCHEME

PL405

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2022/03 Powers of Local Governments Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme.

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the Local Government Act 1995 or an employee of a local government

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 8 December 2021, pursuant to section 16 of the Act, the WAPC resolved—

- A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;
- B. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2017/02 Powers of local governments (MRS)" published in the *Government Gazette* on 30 May 2017, to give effect to this delegation.

SAM FAGAN, Secretary, Western Australian Planning Commission.

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

- (a) where the land is subject to a resolution under Clause 32 of the MRS; or
- (b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or

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GOVERNMENT GAZETTE, WA

18 January 2022

- (c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area and the Swan River Trust objects to the proposal, or a referral body recommends refusal; or
- (d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or
- (e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning, Lands and Heritage, as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning, Lands and Heritage

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693 (PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

- (a) the permissible vehicular access arrangements to the subject land via the regional road frontage
 - **Category 1 road** means that frontage access is not allowed (control of access);
 - **Category 2 road** means that frontage access may be allowed subject to approval; and
- (b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS
 - **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

“**Category 1 road**” applies where regional roads—

- (a) are constructed or planned to a fully controlled and grade separated freeway standard; or
- (b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

“**Category 2 road**” applies where regional roads—

- (a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or
- (b) have direct frontage access to abutting properties due to the historic development of the road and properties.

“**Category 3 road**” applies where regional road reservation is not accurately defined or is under review.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

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Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation. 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. Where a development application has one or more of the following characteristics— <ul style="list-style-type: none"> (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than \$50 000; or (f) Development on a lot affected by the regional road reservation where— <ul style="list-style-type: none"> • none of the proposed development is within the regional road reservation; and • has a construction value greater than \$250 000 	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

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Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	Referral is not required in these instances
1. All development applications, other than those where local government first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS

Notes—

- (1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)". (<http://www.DPLH.wa.gov.au/1212.asp>).
- (2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—5.1 *Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.
- (<http://www.DPLH.wa.gov.au/publications/812.asp>; and <https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx>)
- (3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines*. <http://www.DPLH.wa.gov.au/publications/1197.asp>
- (4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (<http://www.DPLH.wa.gov.au/publications/1182.asp>)

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning, Lands and Heritage before being determined by the local government.

4. For the purpose of this Instrument of Delegation

- Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.
- Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.
- The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".

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- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "development means the development or use of any land, including—
 - (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - (b) the carrying out on the land of any excavation or other works;
 - (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that—
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building".
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "regional road" means any road designated under the region Scheme as follows—
 - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
 - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guidelines*

Extract from Government Gazette #8 18 January 2022

PLANNING

PL101

CORRECTION

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2017/02 Powers of Local Governments and Department of Transport
Metropolitan Region Scheme

Certain typographical errors were recorded in the Instrument of Delegation, made under the *Planning and Development Act 2005*, and published on 30 May 2017 from page 2738 to 2743 of the *Government Gazette*.

The errors are corrected as follows—

1. On page 2739, the text of Resolution C is deleted and replaced with the following words—
"TO REVOKE its delegation of powers and functions to local governments and the Department of Transport as detailed in the notice entitled "DEL 2015/02 Powers of local governments and Department of Transport (MRS)" published in the *Government Gazette* on 18 December 2015, to give effect to this delegation."

Extract from Government Gazette #105 2 June 2017 page 2761 18/187738

18 December 2018 GOVERNMENT GAZETTE, WA 4825

PLANNING

PL402

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF LOCAL GOVERNMENT AND DOT

Notice of amendment to the Instrument of Delegation, Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme as gazetted on 30 May 2017, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2017/02—Powers of Local Governments and Department of Transport, Metropolitan Region Scheme, as gazetted on 30 May 2017 and as amended.

2. Amendment to Section A

1. The word "but excluding any application relating to large format digital signage" are deleted from clause 2.

2. Clause 3 is deleted.

3. Amendments to Section B

1. The words in brackets "(excluding applications under clause 3, Section A)" are deleted from the title to clause 4.

2. Clause 5 is deleted.

3. In the interpretation section the terms "Large format digital signage" and "Public Authority" and their respective definitions, are deleted.

PL403

PLANNING AND DEVELOPMENT ACT 2005

AMENDMENT TO INSTRUMENT OF DELEGATION—POWERS OF OFFICERS

Notice of amendment to the Instrument of Delegation to committees of certain functions of the Western Australian Planning Commission, as gazetted on 16 October 2015 and as amended

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act), the Western Australian Planning Commission (WAPC) may, by resolution published in the *Government Gazette*, delegate any function to a member, committee or officer of the WAPC or to a public authority or to a member or officer of a public authority.

In accordance with section 16 (4) of the Act, a reference in this instrument to a function or power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 12 December 2018, pursuant to section 16 of the Act, the WAPC resolved—

- A. To amend the Instrument of Delegation 2018/01 Delegation to officers of certain powers and functions of the Western Australian Planning Commission as gazetted on 3 October 2018, as set out in Schedule 1 below.

SAM FAGAN, Secretary,
Western Australian Planning Commission.

Schedule 1

1. Instrument of delegation amended

The amendments within this Schedule are to the Schedules set out in the Instrument of Delegation 2018/01—Delegation to officers of certain powers and functions of the Western Australian Planning Commission as gazetted on 3 October 2018.

2. Amendment to Schedule 9

Any reference to the title "Manager, Strategic Property Unit" is deleted and replaced with the title "Chief Property Officer."

Any reference to the "Property Operations Manager" is deleted and replaced with the title "Manager, Acquisitions, Management, Disposals."

3. Amendment to Schedule 9

The following row is inserted into to Schedule 9 after item 9.25 on page 3843 of the *Gazette*—

9.26. All powers and functions of the WAPC, pursuant to regulation 1 of the <i>Power of Entry and Inspection Regulations</i> .	<ul style="list-style-type: none"> Any Compliance Officer Any other Officer of the Department 	Subject to the statutory limitations prescribed under regulation 1. With respect to any other Officer of the Department, only if accompanying a Compliance Officer
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Extract from Government Gazette #193 18 December 2018 page 4825 20/190775

Power Delegated to:	Director Planning & Sustainability Manager Approval Services Coordinator Planning Services Specialist Planner – Approval Services Specialist Project Planner Senior Planners
Conditions on Delegation:	Nil
Statutory Power to Sub-Delegate:	Nil
Record Keeping Statement (LGA 1995) s5.46(3) "A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty."	<i>Any determinations made under this delegation are to be recorded in the appropriate register or file.</i>
Compliance Links	<i>Financial Interest Return required – No</i>
Delegation Administration:	
Decision Reference	Decision Reference
1.	6.
2.	7.
3.	8.
4.	9.
	11.
	12.
	13.
	14.

REVISIONS

Review	Council Item	Trim Ref	Details
15.12.09	CE01-12/09	10/4539	
14.12.10	CS04-12/10	10/70284	
13.12.11	CS04-12/11	11/141585v1-2	
11.12.12	CS04-12/12	11/141585v3	
30.04.13	CS08-04/13	11/141585v4	
28.05.13	CS03-05/13	11/141585v4	
24.06.14	CS04-06/14	14/141221	
23.06.15	CS06-06/15	14/141221	
08.12.15	CS08-12/15	14/180898	
08.12.15	CS07-12/15	14/180898	
28.06.16	CE02-06/16	14/180898	
06.12.16	CE04-12/16	14/180898	
07.02.17	CE01-02/17	14/180898	
07.02.17	CE02-02/17	14/180898	
07.03.17	CE03-03/17	14/180898	Amendment to Delegation 8.3 - District Planning Scheme No. 2 - Development Control
07.03.17	CE02-03/17	14/180898	New Delegation of Authority - Public Health Act 2016 – Appointment of Authorised Officers
09.05.17	CE01-05/17	14/180898	New Delegation – Criminal Procedure Act 2004 – Appointment of Authorised and Approved Officers – Building Regulations 2012
09.05.17	CE04-05/17	14/180898	New Delegation – Health (Miscellaneous Provisions) Act 1911 – Appointment and Authorisation of Deputy
09.05.17	CS05-05/17	14/180898	New Delegations – Pre-Qualified Supplier Panels (Delegations 6.11 – 6.14)
30.05.17	CE06-05/17	14/180898	Annual Review see 17/134814 for details
15.09.17	Administrative	14/180898	Administrative amendment to Delegation 7.29 – Public Health Act 2016 – Appointment of Authorised Officers
19.09.17	CE02-09/17	14/180898	Amendment to Delegation 7.30 – Health (Miscellaneous Provisions) Act 1911
09.10.17	Administrative	14/180898	Review of sub-delegations for Delegation 5.2 – Crossing from Public Thoroughfare to private land or private thoroughfare see 16/329065 for details
10.10.17	CE03-10/17	14/180898	Changes and Amendments to Delegations
13.10.17	Administrative	14/180898	Minor Amendment to Delegation 6.4 - Choice of Most Advantageous Tender
07.02.18	CE02-02/18	14/180898	Amendment to Delegation 7.10 – Bush Fires Act 1954 – Prosecutions
	Administrative	14/180898	Changes to position titles see 18/48479 for details
25.06.18	CE01-06/18	14/180898	Council Approval of Annual Review
20.07.18	18/203840	14/180898v2	CEO approval of annual review and renumbering of sub-delegations
20.02.18	18/274278	14/180898v2	Extension of sub-delegations to Operations Manager Community Service Delivery and Coordinator Community Safety
24.07.18	CE01-07/18	14/180898v2	Amendment to delegation Food Act 2008 – appointment of Authorised and Designated Officers
03.08.18	Administrative	14/180898v2	Administrative amendments. See 18/313146 for details
16.08.18	Administrative	14/180898v2	Administrative amendments. See 18//33025 for details
21.08.18	CE01-08/18	14/180898v2	Amendments to delegations
28.08.18	18/333701	14/180898v2	Removal of sub-delegations to Operations Manager Community Service Delivery
21.09.2018	18/389558	14/180898v2	Extension of sub-delegations for administration of the City of Wanneroo Bee Keeping Local Law 2016

Review	Council Item	Trim Ref	Details
18.10.2018	18/306398	14/180898v2	Amendments to delegations
24.10.2018	18/455559	14/180898v2	Administrative amendment to Delegation 2.10.3 Development Control
04/06/2019	19/197120	14/180898V2 14/180898V3	Annual Review Amended Version (Current)
12/07/2019	CEO	19/217438	Addition of Delegation 1.2.6 Public Places and Local Government Property Local Law
26/09/2019	Administrative	19/376416	Changes to position titles
11/10/2019	Administrative	19/394864	Removal of Operations Manager Business and Finance and removal of Operations Manager Asset Operations and Services
25/10/2019	CEO	19/362166	Additional sub-delegation to Delegation 1.2.6 Public Places and Local Government Property Local Law
2/12/2019	CEO	19/470186	Additional sub-delegation to Delegation 1.1.24 Waiver, Grant of Concession or Write Off of Monies Owed
22/01/2020	CEO	20/13521	Change of Delegation 1.2.6 from Manager Communications & Brand to Manager Place Management following restructure of respective service units.
29/01/2020	Administrative	20/34041	Clarification of how 35 days is calculated.
30/06/2020	CE01-06/20	14/180898v4	Annual Review
20/07/2020	SCS01-07/20	20/291734	Addition of Delegation 1.1.33 – Grant of Concession on Council Rates
22/07/2020	Administrative	20/310315	Change to delegation 2.9.1 – Strata Titles Act in line with change to legislation
23/07/2020	Administrative	20/311419	Change to delegation 4.5 – Health (Miscellaneous Provision) Act 1911 – Appointment and Authorisation of Deputy to provide clarity to the function and the positions appointed.
4/11/2020	CEO	20/418596	Change to delegation 1.1.26 – Removal of sub-delegation from Manager Finance and Coordinator Rates & Accounts and ability for Director Corporate Strategy & Performance to exercise delegation of condition b) from Council.
7/12/2020	Administrative	20/533822	Changes made due to changes in legislation.
16/12/2020	Administrative	20/559662	Additional changes made due to legislative amendments relating to authorisations (SL 2020/213 and 2020/212)
16/03/2021	CE02-03/21	21/60182	Addition of Delegation 1.1.34 – Obstruction of Footpaths and Thoroughfares
19/03/2021	CEO	21/86894	Change to Delegation 1.1.26 – Removal of condition to limit decisions under condition b) of the delegation to be limited to CEO and DCSP.
31/05/2021	CEO	21/223785	Addition of Manager Finance as a sub delegate with conditions
15/06/2021	CE03-06/21	14/180898v5	Annual Review
7/12/2021	PS05-12/21	21/458668	Addition of delegation 2.10.6 – Management of Development Contribution Plans
17/02/2022	Administrative	CE01-10/21	Amendment to reference to the Animals Local Law from 1999 to 2021
18/03/2022	Administrative	PS02-02/22	Amendment to reference to the Fencing Local Law from 2016 to 2021
14/06/2022	CE03-06/22	14/180898v6	Annual Review
29/06/2022	Administrative	22/243939	Amendment to designation of CBFCO as per legislation.
13/09/2022	CE03-09/22	22/323074	Addition of Delegation 1.1.35 (Appointment of Poundkeepers) and amendment to Delegation 1.2.7

			(Appointment of Authorised Persons)
12/11/2022	Administrative	PS10-10/22	Repeal of Private Property Local Law 2001 (GG153/2022)
22/11/2022	Administrative	CP06-11/22	Gazettal of Bush Fire Brigades Local Law 2022 (repeal of Bush Fire Brigades Local Law 2001) (GG166/2022)

CE03-06/23 Review, Extension and Repeal of Council Policies

File Ref: 26321V013 – 23/157943
Responsible Officer: Director, Corporate Strategy & Performance
Attachments: 11

Issue

To consider proposed amendments to and the repeal of 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. Asset Management 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 use the new Policy template and thereby extending it.

Administration recommends approval of the policy, a marked-up copy (**Attachment 1**) and a clean copy (**Attachment 2**) are attached.

2. Roadside Memorials Policy

The purpose of this policy is to determine and provide detail on how the City shall deal with requests for the installation of Roadside Memorials and how to deal with existing or recently installed memorials.

The objective of this Policy is to ensure the types of Roadside Memorial installed on the road reserve to commemorate the life of a family member or friend who has lost their life are managed in accordance with the conditions of this Policy.

The review undertaken has not highlighted the need for changes to this policy.

Administration recommends approval of the policy, a marked-up copy (**Attachment 3**) and a clean copy (**Attachment 4**) are attached.

3. Community Transport Service Policy

Administration has reviewed the Community Transport Service Policy which is due for review by September 2023. First endorsed in May 2018 (CP03-05/18) to provide an improved framework for an existing community transport service that had been in operation for many years, the Policy was last reviewed in September 2020 (CE02-09/20).

The Community Transport Service supports accessibility to local community-based activities and services, providing opportunities for social connection and improved wellbeing for City residents. The Policy was developed to support the operation and management of the Community Transport Service, and to provide a transparent and consistent approach to the use and hire of the community transport vehicles.

The current review also canvassed operational aspects and has indicated that the Policy is working well, inclusive of positive customer feedback; therefore, no changes are recommended.

Administration recommends approval of the policy, a marked-up copy (**Attachment 5**) and a clean copy (**Attachment 6**) are attached.

4. Welcome to Country Protocols Policy

A review has been completed of the Welcome to Country Protocols Policy, due for review in October 2023. The City developed its first Welcome to Country Protocols Policy in July 2010. The Welcome to Country Protocols Policy provides Council support for the City to undertake Welcome to Country and Acknowledgement of Country practices and provides general cultural protocol advice and direction to the City.

Since its inception, the Policy and associated operational procedure has been reviewed every three years to ensure it continues to support the practices and provide current culturally appropriate information and advice.

Feedback was sought from the City's Aboriginal and Torres Strait Islander Community Reference Group, Ni Kadadjiny Koort, and the Whadjuk Aboriginal Corporation.

The principles of the Policy remain unchanged, with minor amendments made to wording and layout.

Administration recommends approval of the policy, a marked-up copy (**Attachment 7**) and a clean copy (**Attachment 8**) are attached.

5. Civic Events Policy

This Policy is in place to provide guidance for the approval of civic events, the circumstances for initiating civic events, and communicates the City's objectives for conducting civic events.

The Civic Events Policy has undergone review and evaluation and is considered relevant and fit for purpose. Administrative updates have been made using the new Policy template, in addition to proposed minor amendments which do not alter the intent of the Policy.

Administration recommends approval of the policy, a marked-up copy (**Attachment 9**) and a clean copy (**Attachment 10**) are attached.

Request for Repeal of Policies

6. Community Gardens Policy

The Community Gardens Policy (**Attachment 11**) was originally adopted to affirm the City's support for community gardening initiatives.

A scheduled review of the Community Gardens Policy has considered the following developments:

- Adoption of the City's Community Development Plan 2021/22-2025/26 (CP01-12/21);
- Adoption of the Community Groups Policy (CP01-09/22); and
- A reviewed Leasing Policy with provisions to ensure support for community-led recreational groups (CS04-07/22).

These ensure that the City recognises the value of community and affirm the City's commitment to supporting and empowering community groups and community led initiatives including community gardens.

It is considered that operational content within the Policy including terms and conditions, eligibility and application procedures can be included in operational documentation. Customer guidelines outline the requirements to enable community gardens, along with the offer of support and capacity building from the City.

Administration therefore recommends that the Community Gardens Policy is redundant and should be repealed.

Request for an Extension to Review Dates

7. Attendance at Events Policy

An extension to the review date of the Attendance at Events Policy (Council Members and CEO) Policy is sought to 1 May 2024.

The Policy requires further research to ensure it meets all legislative requirements. The major part of this review has concluded however as several changes are proposed, it requires further consultation with Council Members prior to being considered by Council.

There is no statutory compliance risk to maintaining the existing policy.

8. Council Members Recognition of Service Policy

An extension to the review date of the Council Members Recognition of Service Policy is sought to 1 May 2024.

Further clarification is required in relation to the Department of Local Government Sports and Cultural Industries' provision of the Certificate of Recognition and additional research and consultation with Council Members is to be undertaken to consider the provision of memorabilia.

There is no statutory compliance risk 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

Recommendation

That Council:-

1. **ADOPTS the following revised Council Policies:**

- a) **Assets Management Policy shown at Attachment 2;**
- b) **Roadside Memorials Policy shown at Attachment 4;**

- c) **Community Transport Service Policy shown at Attachment 6;**
- d) **Welcome to Country Protocols Policy shown at Attachment 8;**
- e) **Civic Events Policy shown at Attachment 10;**
- 2. **APPROVES the repeal of the Community Gardens Policy; and**
- 3. **APPROVES the extension of the scheduled review dates for the following Council Policies:**
 - a) **Attendance at Events Policy to 1 May 2024; and**
 - b) **Council Members Recognition of Service Policy to 1 May 2024.**

Attachments:

1 	Attachment 1 - Asset Management Policy - Tracked Changes	16/106984[v2]
2 	Attachment 2 - Asset Management Policy - Clean Version	23/182565
3 	Attachment 3 - Roadside Memorials Policy - Tracked Changes	13/22783[v4]
4 	Attachment 4 - Roadside Memorial Policy - Clean Version	23/182597
5 	Attachment 5 - Community Transport Service Policy - Tracked Changes	17/382475[v3]
6 	Attachment 6 - Community Transport Service Policy - Clean Version	23/182623
7 	Attachment 7 - Welcome to Country Protocols Policy - Tracked Changes	23/161801
8 	Attachment 8 - Welcome to Country Protocols Policy - Clean Version	14/37415[v4]
9 	Attachment 9 - Civic Events Policy - Tracked Changes	23/150848
10 	Attachment 10 - Civic Events Policy - Clean Version	14/97018[v3]
11 	Attachment 11 - Community Gardens Policy	13/139704[v3]



Council Policy

Asset Management Policy

Responsible Directorate:	Assets
Responsible Service Unit:	Asset Planning
Contact Person:	Manager Asset Planning
Date of Approval:	26 June 2018 TBA
Council Resolution No:	AS01-06/18 TBA

1. POLICY STATEMENT

~~The purpose of this policy is to ensure~~ This policy ensures that assets are provided to service the needs of current and future communities in the most economical manner, optimising their long term return on investment.

This will be achieved by ~~ensuring that assets are of appropriate acquiring quality, are~~ fit for purpose and long lasting, ~~assets,~~ and managing these effectively over their complete lifecycle. As a growth Council, the City will balance the need to provide for new services and assets to meet ~~growth~~ demands while maintaining and optimising the use of its existing asset portfolio.

2. OBJECTIVE AND PURPOSE

Objective

This policy defines the key principles and requirements which the City will apply to its planning and management, including long term financial sustainability, of assets to ensure that these are effective and safe to meet the needs of its community, customers and stakeholders.

The City shall ensure that it has the systems, people, resources, capability, knowledge and understanding of its assets to effectively provide the intended services to meet the objectives of the Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

Purpose

This policy guides the strategic asset management planning process and provides for specifics around the planning, acquisition, operation, maintenance, renewal and disposal of assets with the following objectives:

1. Ensure that service delivery needs form the basis of asset provision and management for current and future communities, planning on a medium and long term basis. This shall be achieved by critically reviewing asset acquisition, upgrade, renewal, maintenance or disposal initiatives with consideration to:
 - a. Demonstrated need;
 - b. Taking a lifecycle approach;



Council Policy

- c. Innovative and alternative modes of delivering services including non-asset based solutions;
 - d. Future proofing and adaptability of facilities to changing needs including multi-purpose/shared use opportunities;
 - e. Sustainable outcomes that are future proofed where possible;
 - f. High standard and quality of asset acquisition and construction inclusive of assets acquired or inherited through the land development process; and,
 - g. Appropriate levels of service and affordability for the management of assets.
2. Ensure that planning, acquisition, management and maintenance of assets are undertaken to complement and support the economic and social wellbeing of our community with due consideration to sustainable development practices. This shall include achieving the Access and Inclusion Plan outcomes; Place development and management to create dynamic and sustainable places; long-term financial affordability; and, minimising environmental impacts.
 3. Optimise performance of assets in delivering effective, efficient and sustainable services at a level of service and risk the community is willing to support and meet corporate and organisational objectives.
 4. Foster strong leadership and accountability, good governance and management systems for assets by:
 - a. Developing effective management systems, resources, people, accountability, capability and culture for assets.
 - b. Demonstrating transparent and responsible asset management processes that embrace informed decision making.
 - c. Maintaining an effective core asset management information and decision support systems with accurate, reliable, appropriate and up to date asset information.
 - d. Ensuring asset management practices comply with all relevant legal, regulatory, safety and environmental requirements, and reflect best practice.
 - e. Proactively seek continual improvement in asset management capabilities, processes and practices to advance our asset management maturity journey to achieve core alignment with AS/ISO 55001 (Asset Management. Management Systems – Requirements).

3. KEY DEFINITIONS

Asset	Includes all infrastructure assets; plant; machinery; land; buildings; furniture, fixtures and fittings; vehicles, and other items that have a distinct value to the organisation which enables a service to be provided and has an economic life of greater than 12 months.
Asset class	Groupings of assets of similar nature and use in a local government's operations
Asset management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.



Council Policy

Asset Management Improvement Plan	The Asset Management Improvement Plan is a high level plan that sets out how the asset management intent will be achieved and how objectives will be delivered on. It sets out the key focus areas and within these, the priority areas of work.
Asset management information	Meaningful data relating to assets and asset management. NOTE: Examples of asset management information include asset registers, drawings, contracts, licences, legal, regulatory and statutory documents, policies, standards, guidance notes, technical instructions, procedures, operating criteria, asset performance and condition data, or all asset management records.
Asset management plan	A "whole of life" plan for the appropriate acquisition, maintenance, renewal, replacement and disposal of assets that balances aspirations with affordability. A document specifying activities and resources, responsibilities and timescales for implementing the asset management strategy and delivering the asset management objectives. Applicable as either a network wide plan (referred to as Asset Class Plans) or a facility specific management plan referred to as a Facility Asset Management Plan.
Asset management strategy	A document that outlines how the City's asset portfolio will meet the service delivery needs of its communities into the future, enabling the local government's asset management policies to be achieved and ensuring that asset management is established as part of the Integrated Planning Framework.
Asset management system	An organisation's Asset Management Policy, Asset Management Strategy, Asset Management Objectives, Asset Management Plan(s) and the activities, processes and organisational structures necessary for their development, effective communication, implementation and continual improvement.
Level of service	The defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost.
Lifecycle of an asset	The cycle of activities that an asset (or facility) goes through commencing with the identification of the need for an asset and terminates with the decommissioning of the asset or any associated liabilities. This will include planning, design, construction, acquisition, operation, maintenance, renewal, upgrade and disposal of assets.
Service Plans (Annual)	The annual Service Plans incorporates actions arising from the corresponding year of the Implementation Plan and are designed to capture the body of work that will contribute to the delivery of asset management objectives.
Sustainable	Achieving or retaining an optimum compromise between performance, costs and risks over the lifecycle, whilst avoiding adverse long-term impacts to the organisation from short-term decisions. Development outcomes which meet the needs of the present without compromising the ability of future generations to meet their own needs.
Whole of Life Cost	The total cost of an asset throughout its life cycle inclusive of costs associated with planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.



Council Policy

4. SCOPE

This policy applies at all levels of the organisation and all asset related activity ranging across planning, acquisition, operation, maintenance, renewal, upgrade and disposal of assets.

Assets considered in this policy that are necessary for the provision of services to the community and stakeholders, are detailed below:-

Asset Class	Assets included in the Asset Class
Infrastructure	<p>Transport: Including roads, carparks, pathways, kerbs, bridges, bus shelters, roadside furniture, signage, street lighting, traffic management devices, streetscapes, bridges.</p> <p>Stormwater Drainage: Including stormwater drains, pits and pipe network, flood mitigation systems, gross pollutant traps, drainage sumps and outlets, underground infiltration chambers.</p> <p>Coastal Areas: Including coastal protection infrastructure (groynes, breakwaters, sea walls), swimming enclosures.</p> <p>Natural Areas: Including conservation and foreshore area fencing, beach access ways, signage, limestone tracks, heritage trails.</p> <p>Parks Recreation, Public Open Space and Streetscapes: Including parks, reserves and gardens, sports ovals, play equipment, irrigation systems, wheeled sport facilities, tennis courts, golf courses, park furniture, sports field lighting, landscaping, boardwalks, trees, retaining walls.</p>
Buildings and Building Facilities	Including civic centre building, council administration and depot buildings, workshops, animal shelters, aquatic centres, leisure centres, community and recreation centres, multi-purpose community facilities, libraries, museums, public toilets, public halls, heritage listed buildings, amenity and storage buildings.
Information Technology (IT)	Including computer systems and networks (computers, monitors, servers, network hubs), digital technology and assets, software, communications systems, CCTV cameras and systems, and associated equipment.
Land, Property, Plant and Equipment, Furniture and Fittings.	Including freehold, crown, investment, leased land; corporate fleet vehicles, servicing vehicles, rubbish collection vehicles, ranger vehicles, construction and maintenance plant and vehicles; furniture, fixtures and fittings, library book collections, museum and art collections.

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Council Policy

The asset management approach for each asset class shall be appropriate to the scale and relative importance of the assets and asset systems to achieving the overall organisational objectives.

5. IMPLICATIONS

This policy supports the following goals of the Strategic Community Plan:

- Priority 1.3 : Facilities and activities for all
- Priority 4.2 : Manage and protect local Biodiversity
- Priority 5.1 : Develop to meet current need and future growth
- Priority 5.2 : Plan for and manage land use
- Priority 5.3 : Manage and maintain assets
- Priority 5.4 : People can move around easily
- Priority 7.2 : Responsibly and ethically managed

Adoption of this policy will have implications with respect to the following:

- Increase in investment towards technology advancements, resourcing capacity and capabilities to affect the improvements in the asset management system.
- Better integration between asset management and long term financial planning to facilitate informed long term strategic decisions on assets.

6. IMPLEMENTATION

This policy aligns with the City's Integrated Planning Framework and supports the Long Term Financial and Workforce Planning processes.

This Policy shall be supported by an Asset Management Strategy, Asset Management Implementation Plan and the corresponding Asset Management Plans/Asset Class Plans and Annual Service Plans that will guide the City's direction to initially meet strategic and legislative asset management requirements and to further develop to align with AS/ISO 55001 Asset Management System standards. The following guidelines will form the basis of asset management improvements within the City:

- Australian Business Excellence Framework;
- The AS/ISO55000 series of Asset Management System Standards;
- The Western Australian Department of Local Government, Sport and Cultural Industries, "Integrated Planning and Reporting Framework and Guidelines";
- The International Infrastructure Management Manual (IIMM) 2015, IPWEA; and,
- The National Asset Management Strategy of Australia (NAMS.AU).

Adopting this policy will support the City in achieving its SCP and Long Term Financial Plan objectives.

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Council Policy

7. AUTHORITIES AND ACCOUNTABILITIES

There are no delegations matters associated with this policy.

8. ROLES AND RESPONSIBILITIES

This policy is to be used as a guide to Council and City staff in setting the strategic direction for asset management.

The Chief Executive Officer (CEO) and the Executive Leadership Team shall have overall responsibility for developing the asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the City ensuring that outcomes support the SCP and CBP.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Assets 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 evaluated and reviewed every four years to determine its effectiveness in achieving its objectives.

11. RELATED DOCUMENTS

- Strategic Community Plan and Corporate Business Plan
- Strategic Budget Policy
- Strategic Land Policy
- ~~Asset Management Strategy Strategic Asset Management Plan~~
- ~~Software Asset Management Policy~~
- Purchasing Policy
- Leasing Policy
- Light Vehicle Fleet Policy
- Long Term Financial Plan
- ~~Enterprise Risk Management Policy and Methodology~~
- Various ~~Asset Class Plans and~~ Asset Management Plans ~~and Facility Management Plans~~
- WA Local Government Act 1995

12. REFERENCES

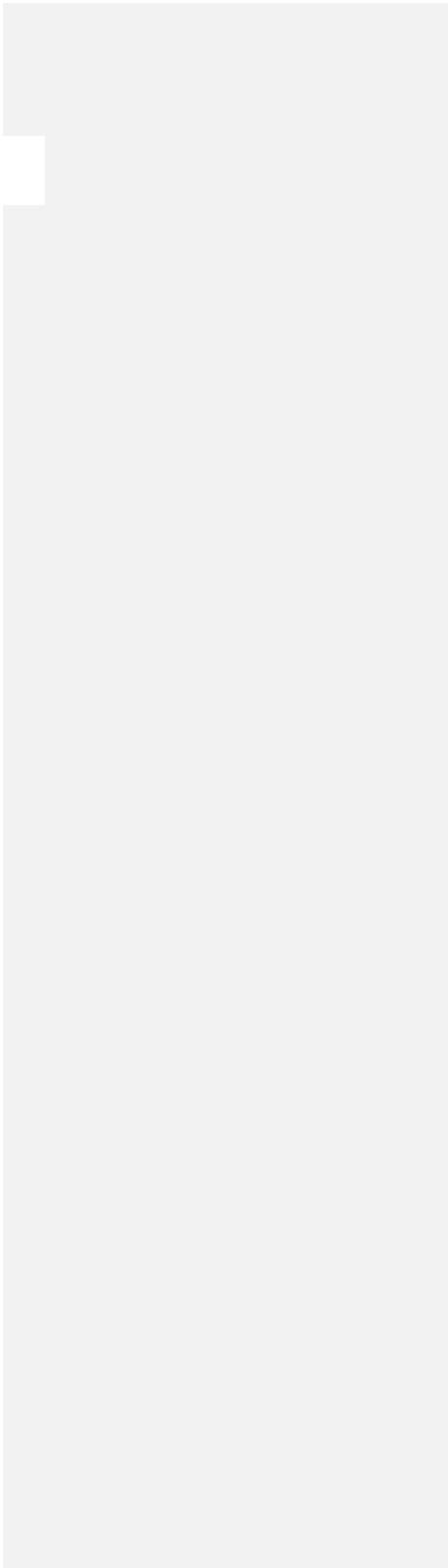
- Integrated Planning and Reporting Framework and Guidelines – WA Department of Local Government, Sport and Cultural Industries.

13. RESPONSIBILITY FOR IMPLEMENTATION

- Director Assets



Council Policy





Council Policy

REVISION HISTORY

Version	Next Review	Record No.
4 July 2006		516924
4 May 2010 - IN01-05/10	March 2012	TRIM: 10/1009
5 February 2013 – CS06-02/13	December 2015	TRIM: 12/154740
26 June 2018 – AS01-06/18	June 2022	TRIM: 16/106984[v1]
TBA June 2	<u>March 2027</u>	TRIM: 16/106984 [v2]



Council Policy

Asset Management Policy

Responsible Directorate:	<i>Assets</i>
Responsible Service Unit:	<i>Asset Planning</i>
Contact Person:	<i>Manager Asset Planning</i>
Date of Approval:	<i>TBA</i>
Council Resolution No:	<i>TBA</i>

1. POLICY STATEMENT

This policy ensures that assets are provided to service the needs of current and future communities in the most economical manner, optimising their long term return on investment.

This will be achieved by ensuring that assets are of appropriate quality, are fit for purpose and long lasting, and managing these effectively over their complete lifecycle. As a growth Council, the City will balance the need to provide for new services and assets to meet demands while maintaining and optimising the use of its existing asset portfolio.

2. OBJECTIVE AND PURPOSE

Objective

This policy defines the key principles and requirements which the City will apply to its planning and management, including long term financial sustainability, of assets to ensure that these are effective and safe to meet the needs of its community, customers and stakeholders.

The City shall ensure that it has the systems, people, resources, capability, knowledge and understanding of its assets to effectively provide the intended services to meet the objectives of the Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

Purpose

This policy guides the strategic asset management planning process and provides for specifics around the planning, acquisition, operation, maintenance, renewal and disposal of assets with the following objectives:

1. Ensure that service delivery needs form the basis of asset provision and management for current and future communities, planning on a medium and long term basis. This shall be achieved by critically reviewing asset acquisition, upgrade, renewal, maintenance or disposal initiatives with consideration to:
 - a. Demonstrated need;
 - b. Taking a lifecycle approach;



Council Policy

- c. Innovative and alternative modes of delivering services including non-asset based solutions;
 - d. Future proofing and adaptability of facilities to changing needs including multi-purpose/shared use opportunities;
 - e. Sustainable outcomes that are future proofed where possible;
 - f. High standard and quality of asset acquisition and construction inclusive of assets acquired or inherited through the land development process; and,
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2. Ensure that planning, acquisition, management and maintenance of assets are undertaken to complement and support the economic and social wellbeing of our community with due consideration to sustainable development practices. This shall include achieving the Access and Inclusion Plan outcomes; Place development and management to create dynamic and sustainable places; long-term financial affordability; and, minimising environmental impacts.
3. Optimise performance of assets in delivering effective, efficient and sustainable services at a level of service and risk the community is willing to support and meet corporate and organisational objectives.
4. Foster strong leadership and accountability, good governance and management systems for assets by:
 - a. Developing effective management systems, resources, people, accountability, capability and culture for assets.
 - b. Demonstrating transparent and responsible asset management processes that embrace informed decision making.
 - c. Maintaining an effective core asset management information and decision support systems with accurate, reliable, appropriate and up to date asset information.
 - d. Ensuring asset management practices comply with all relevant legal, regulatory, safety and environmental requirements, and reflect best practice.
 - e. Proactively seek continual improvement in asset management capabilities, processes and practices to advance our asset management maturity journey to achieve core alignment with AS/ISO 55001 (Asset Management, Management Systems – Requirements).

3. KEY DEFINITIONS

Asset	Includes all infrastructure assets; plant; machinery; land; buildings; furniture, fixtures and fittings; vehicles, and other items that have a distinct value to the organisation which enables a service to be provided and has an economic life of greater than 12 months.
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Council Policy

Asset Management Improvement Plan	The Asset Management Improvement Plan is a high level plan that sets out how the asset management intent will be achieved and how objectives will be delivered on. It sets out the key focus areas and within these, the priority areas of work.
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Asset management plan	A “whole of life” plan for the appropriate acquisition, maintenance, renewal, replacement and disposal of assets that balances aspirations with affordability. A document specifying activities and resources, responsibilities and timescales for implementing the asset management strategy and delivering the asset management objectives. Applicable as either a network wide plan (referred to as Asset Class Plans) or a facility specific management plan referred to as a Facility Asset Management Plan.
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Service Plans (Annual)	The annual Service Plans incorporates actions arising from the corresponding year of the Implementation Plan and are designed to capture the body of work that will contribute to the delivery of asset management objectives.
Sustainable	Achieving or retaining an optimum compromise between performance, costs and risks over the lifecycle, whilst avoiding adverse long-term impacts to the organisation from short-term decisions. Development outcomes which meet the needs of the present without compromising the ability of future generations to meet their own needs.
Whole of Life Cost	The total cost of an asset throughout its life cycle inclusive of costs associated with planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.



Council Policy

4. SCOPE

This policy applies at all levels of the organisation and all asset related activity ranging across planning, acquisition, operation, maintenance, renewal, upgrade and disposal of assets.

Assets considered in this policy that are necessary for the provision of services to the community and stakeholders, are detailed below:-

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Buildings and Building Facilities	Including civic centre building, council administration and depot buildings, workshops, animal shelters, aquatic centres, leisure centres, community and recreation centres, multi-purpose community facilities, libraries, museums, public toilets, public halls, heritage listed buildings, amenity and storage buildings.
Information Technology (IT)	Including computer systems and networks (computers, monitors, servers, network hubs), digital technology and assets, software, communications systems, CCTV cameras and systems, and associated equipment.
Land, Property, Plant and Equipment, Furniture and Fittings.	Including freehold, crown, investment, leased land; corporate fleet vehicles, servicing vehicles, rubbish collection vehicles, ranger vehicles, construction and maintenance plant and vehicles; furniture, fixtures and fittings, library book collections, museum and art collections.



Council Policy

The asset management approach for each asset class shall be appropriate to the scale and relative importance of the assets and asset systems to achieving the overall organisational objectives.

5. IMPLICATIONS

This policy supports the following goals of the Strategic Community Plan:

- Priority 1.3 : Facilities and activities for all
- Priority 4.2 : Manage and protect local Biodiversity
- Priority 5.1 : Develop to meet current need and future growth
- Priority 5.2 : Plan for and manage land use
- Priority 5.3 : Manage and maintain assets
- Priority 5.4 : People can move around easily
- Priority 7.2 : Responsibly and ethically managed

Adoption of this policy will have implications with respect to the following:

- Increase in investment towards technology advancements, resourcing capacity and capabilities to affect the improvements in the asset management system.
- Better integration between asset management and long term financial planning to facilitate informed long term strategic decisions on assets.

6. IMPLEMENTATION

This policy aligns with the City's Integrated Planning Framework and supports the Long Term Financial and Workforce Planning processes.

This Policy shall be supported by an Asset Management Strategy, Asset Management Implementation Plan and the corresponding Asset Management Plans and Annual Service Plans that will guide the City's direction to initially meet strategic and legislative asset management requirements and to further develop to align with AS/ISO 55001 Asset Management System standards. The following guidelines will form the basis of asset management improvements within the City:

- Australian Business Excellence Framework;
- The AS/ISO55000 series of Asset Management System Standards;
- The Western Australian Department of Local Government, Sport and Cultural Industries, "Integrated Planning and Reporting Framework and Guidelines";
- The International Infrastructure Management Manual (IIMM) 2015, IPWEA; and,
- The National Asset Management Strategy of Australia (NAMS.AU).

7. AUTHORITIES AND ACCOUNTABILITIES

There are no delegations matters associated with this policy.



Council Policy

8. ROLES AND RESPONSIBILITIES

This policy is to be used as a guide to Council and City staff in setting the strategic direction for asset management.

The Chief Executive Officer (CEO) and the Executive Leadership Team shall have overall responsibility for developing the asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the City ensuring that outcomes support the SCP and CBP.

9. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director Assets 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 evaluated and reviewed every four years to determine its effectiveness in achieving its objectives.

11. RELATED DOCUMENTS

- Strategic Community Plan and Corporate Business Plan
- Strategic Budget Policy
- Strategic Land Policy
- Asset Management Strategy
- Purchasing Policy
- Leasing Policy
- Light Vehicle Fleet Policy
- Long Term Financial Plan
- Enterprise Risk Management Policy
- Various Asset Management Plans and Facility Management Plans
- WA Local Government Act 1995

12. REFERENCES

- Integrated Planning and Reporting Framework and Guidelines – WA Department of Local Government, Sport and Cultural Industries.

13. RESPONSIBILITY FOR IMPLEMENTATION

- Director Assets



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
4 July 2006		516924
4 May 2010 - IN01-05/10	March 2012	TRIM: 10/1009
5 February 2013 – CS06-02/13	December 2015	TRIM: 12/154740
26 June 2018 – AS01-06/18	June 2022	TRIM: 16/106984[v1]
TBA	March 2027	TRIM: 16/106984[v2]



Council Policy

Roadside Memorials

Responsible Directorate:	Assets
Responsible Service Unit:	Asset Maintenance
Contact Person:	Manager Assets Maintenance
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The purpose of this policy is to determine and provide detail on how the City shall deal with requests for the installation of Roadside Memorials and how to deal with existing or recently installed memorials.

2. OBJECTIVE AND PURPOSE

POLICY OBJECTIVE

Objective

This objective of this Policy is to seek to clearly ensure detail the types of Roadside Memorial that can be installed on the road reserve to commemorate the life of a family member or friend who has lost their life are managed. It is the City's position that persons are encouraged to install memorials within designated memorial facilities (e.g. cemeteries). However, the City will also consider requests for the installation of memorials within the road reserve in accordance with the conditions of this Policy and as documented within the associated guideline document Administration of Roadside Memorials Management Procedure.

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Purpose

The purpose of this Policy is to ensure a consistent approach is applied on requests for roadside memorials and the management of roadside memorials that are requested or placed on the City's road reserve.

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3. SCOPE

SCOPE

This Policy applies to any individual seeking to install Requests for memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City. Each request will be dealt with in accordance with the Administration of Roadside Memorials Management Procedure.

4. IMPLICATIONS

IMPLICATIONS (Strategic, Financial, Human Resources)

This policy supports the following goals of the Strategic Community Plan:



Council Policy

- [Priority 5.3: Manage and maintain assets](#)

~~Effective a~~Administration of this ~~e-Policy memorial register and monitoring of any erected~~ ~~memorials~~ can be carried out with existing resources.

5. IMPLEMENTATION

A Roadside Memorial can be described as an object or image constructed, erected planted painted or placed within a Road Reserve in honour of family or friends whose lives have been lost on the road or reserve.

~~The number and types of Roadside Memorials, commemorating accident victims is increasing throughout the State.~~ Family and friends may wish to commemorate the death of a loved one with the installation of memorial at the site of the accident. This can not only assist with the grieving process, but also delivers a powerful road safety message to road users.

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Council Policy

This Policy recognises the demand for memorials, but also seeks to ensure road safety and residents wishes are considered. This includes visual distractions to motorists, physical objects that could harm road users and potential for movement of personal items into the road. The safety of pedestrians visiting the memorial in close proximity is also considered.

The City will:

- Be considerate and respectful of the needs of persons wishing to install memorials;
- Approve the placement of memorials for a maximum period of five years;
- Supply memorials (refer to the document; Guidelines for Administration of Roadside Memorials);
- Install or assist with the installation of memorials at suitable locations;
- Not accept responsibility for the security or maintenance of memorials;
- Remove any memorials not conforming to the Policy or Guidelines;
- Not approve or provide memorials for animals; and
- Will only approve memorials or provide memorials for accident sites where fatalities have occurred.

Requests for roadside memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City of Wanneroo will be dealt with in accordance with the City of Wanneroo document "Guidelines for Administration of Roadside Memorials".

Requests for memorials on [Wanneroo Road roads managed by Main Roads WA \(MRWA\)](#) shall be referred [onto Main Roads Western Australia \(MRWA\)](#) to deal with in accordance with their [document "Roadside Memorials Policy and Guidelines Policy"](#).

Requests for memorials on roads within the Yanchep National Park shall be referred to the Department of Environment and Conservation.

6. ROLES AND RESPONSIBILITIES

- **Assets Maintenance** – Responsible for assessing new applications on or adjacent to public road reserves and maintenance around existing roadside memorials
- **Infrastructure Capital Works** – Responsible for actioning roadside memorials around construction works
- **Community Facilities** – Responsible for providing assistance in community liaisons
- **Parks & Conservation Management** – Responsible for assessing tree/plant applications
- **Customer and Information Services** – Responsible for providing customer information and advice as first point of contact

7. DISPUTE RESOLUTION

All disputes ~~in regard to~~ [regarding](#) this policy will be referred to the Director Assets in the first instance. ~~In the event that~~ [If](#) an agreement cannot be reached, the matter will be submitted to the CEO for decision.

Commented [GB1]: Community Liaisons are managed by Assets Maintenance

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Council Policy

8. EVALUATION AND REVIEW PROVISIONS

This Policy is to be reviewed every ~~three~~-four years to confirm the effectiveness in managing community requests for the installation of roadside memorials and the effectiveness in managing existing roadside memorials.

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9. RELATED RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Administration of Roadside Memorials Management Procedure
- AM_013 – Management of Roadside Memorials (high level)
- AM_014 – Identification of Owner of Roadside Memorial
- AM_015 – Create a Roadside Memorial
- AM_016 – Review and Remove a Roadside Memorial

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10. REFERENCES

This Policy is based on the Main Roads - Roadside Memorials Policy and Guidelines

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11. RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Maintenance

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Version	Next Review	Record No:
IN04-06/12 – 26 June 2012	June 2014	13/22783
19 September 2017 – CE01-09/17	September 2020	13/22783v2
2 June 2020	June 2023	13/22783v3
<u>June 2023</u>	<u>June 2027</u>	<u>13/2278v4</u>



Council Policy

Roadside Memorials

Responsible Directorate:	<i>Assets</i>
Responsible Service Unit:	<i>Asset Maintenance</i>
Contact Person:	<i>Manager Assets Maintenance</i>
Date of Approval:	
Council Resolution No:	

1. POLICY STATEMENT

The purpose of this policy is to determine and provide detail on how the City shall deal with requests for the installation of Roadside Memorials and how to deal with existing or recently installed memorials.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this Policy is to ensure the types of Roadside Memorial installed on the road reserve to commemorate the life of a family member or friend who has lost their life are managed in accordance with the conditions of this Policy and as documented within the associated guideline document Administration of Roadside Memorials Management Procedure.

Purpose

The purpose of this Policy is to ensure a consistent approach is applied on requests for roadside memorials and the management of roadside memorials that are requested or placed on the City's road reserve.

3. SCOPE

This Policy applies to any individual seeking to install memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City. Each request will be dealt with in accordance with the Administration of Roadside Memorials Management Procedure.

4. IMPLICATIONS

This policy supports the following goals of the Strategic Community Plan:

- Priority 5.3: Manage and maintain assets

Effective administration of this Policy can be carried out with existing resources.



Council Policy

5. IMPLEMENTATION

A Roadside Memorial can be described as an object or image constructed, erected planted painted or placed within a Road Reserve in honour of family or friends whose lives have been lost on the road or reserve.

Family and friends may wish to commemorate the death of a loved one with the installation of memorial at the site of the accident. This can not only assist with the grieving process, but also delivers a powerful road safety message to road users.

This Policy recognises the demand for memorials, but also seeks to ensure road safety and residents wishes are considered. This includes visual distractions to motorists, physical objects that could harm road users and potential for movement of personal items into the road. The safety of pedestrians visiting the memorial in close proximity is also considered.

The City will:

- Be considerate and respectful of the needs of persons wishing to install memorials;
- Approve the placement of memorials for a maximum period of five years;
- Supply memorials (refer to the document; Guidelines for Administration of Roadside Memorials;
- Install or assist with the installation of memorials at suitable locations;
- Not accept responsibility for the security or maintenance of memorials;
- Remove any memorials not conforming to the Policy or Guidelines;
- Not approve or provide memorials for animals; and
- Will only approve memorials or provide memorials for accident sites where fatalities have occurred.

Requests for roadside memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City of Wanneroo will be dealt with in accordance with the City of Wanneroo document "Guidelines for Administration of Roadside Memorials".

Requests for memorials on roads managed by Main Roads WA (MRWA) shall be referred onto (MRWA) to deal with in accordance with their Policy-.

Requests for memorials on roads within the Yanchep National Park shall be referred to the Department of Environment and Conservation.

6. ROLES AND RESPONSIBILITIES

- **Assets Maintenance** – Responsible for assessing new applications on or adjacent to public road reserves and maintenance around existing roadside memorials
- **Infrastructure Capital Works** – Responsible for actioning roadside memorials around construction works
- **Parks & Conservation Management** – Responsible for assessing tree/plant applications
- **Customer and Information Services** – Responsible for providing customer information and advice as first point of contact



Council Policy

7. DISPUTE RESOLUTION

All disputes regarding this policy will be referred to the Director Assets in the first instance. If an agreement cannot be reached, the matter will be submitted to the CEO for decision.

8. EVALUATION AND REVIEW

This Policy is to be reviewed every four years to confirm the effectiveness in managing community requests for the installation of roadside memorials and the effectiveness in managing existing roadside memorials.

9. RELATED DOCUMENTS

Administration of Roadside Memorials Management Procedure
 AM_013 – Management of Roadside Memorials (high level)
 AM_014 – Identification of Owner of Roadside Memorial
 AM_015 – Create a Roadside Memorial
 AM_016 – Review and Remove a Roadside Memorial

10. REFERENCES

This Policy is based on the Main Roads - Roadside Memorials Policy and Guidelines

11. RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Maintenance

Version	Next Review	Record No:
IN04-06/12 – 26 June 2012	June 2014	13/22783
19 September 2017 – CE01-09/17	September 2020	13/22783v2
2 June 2020	June 2023	13/22783v3
June 2023	June 2027	13/2278v4



Council Policy

COMMUNITY TRANSPORT SERVICE

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Development</i>
Contact Person:	<i>Manager Community Development</i>
Date of Approval:	
Council Resolution No:	<i>CE02-09/20</i>

1. POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe, connected and accessible communities through the provision of a **Community Transport Service**. The purpose of this service is to support the delivery of, and accessibility to local community-based activities and services (defined as **community services** in this policy).

The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.

2. POLICY OBJECTIVE

The policy will:

- Provide a framework to govern and guide the efficient and effective management and operations of a successful Community Transport Service within the City.
- Ensure consistency and equity in the use and hire of the City's Community Transport Service.
- Clarify the roles and responsibilities of all stakeholders involved.

3. SCOPE

This policy applies to all Council Members, employees and the general community.

4. IMPLICATIONS

This policy and related processes can be supported with existing resources and staffing. Community Transport Service vehicles are purchased and maintained in accordance with the City's Purchasing Policy and standard fleet maintenance practices.

5. IMPLEMENTATION

The provision of this Community Transport Service is split into two distinct components:

1. City use of community transport service vehicles to deliver community services.
2. External hire of the City's community transport service vehicles to deliver community services.



Council Policy

The Community Transport Service is primarily for use by the following eligible users (in order of priority):

- a. City of Wanneroo to deliver community services**
- b. Community, Sporting or Recreational Groups:**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo
- c. Other Community-Based Organisations and Associations**
 - Primarily servicing City of Wanneroo residents
 - Providing community services in the City of Wanneroo

Priority for the hire of Community Transport Service vehicles will be given to:

- City sponsored programs, services and events;
- Eligible users who do not have their own vehicle/transport;
- Eligible users who do not currently receive any vehicle allocation; and
- Community events.

Community Transport Service vehicles are to be used for local travel to support the delivery of, and accessibility to, local community-based activities and services.

Specific details on the above guidelines are available in the Terms and Conditions of Hire.

Fees, Charges and Bonds

Fees, charges and bonds are applicable to all Community Transport Service vehicles defined in this policy and will be in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

Use of Volunteers

Volunteer drivers are available for use by the City to deliver that component of the Community Transport Service associated with delivery of City affiliated community services.

All volunteer Community Transport Service drivers must be registered with the City in accordance with the *Volunteering Policy*. Reward and recognition of City volunteer drivers is in accordance with the City's *Volunteering Policy*.

Local Emergency Management Arrangements

In accordance with the *WA Emergency Management Act 2005* and the City's *Local Emergency Management Arrangements* the Community Transport Service vehicles may be commandeered at any time in response to an emergency in the community.

6. ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that use the Community Transport Service Vehicles are responsible for complying with requirements of this Policy.



Council Policy

External hirers are required to adhere to the Terms and Conditions of Hire.

7. DISPUTE RESOLUTION

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

8. EVALUATION AND REVIEW

The Community Transport Policy will be reviewed every three (3) years.

9. POLICY EXEMPTIONS

The following exemptions apply to Section 3.2 of this policy, *Fees and Charges*; all other provisions of this policy still apply.

- Wanneroo Agricultural Society (Inc.) for the hire of community transport service vehicles for patron transport during the period of the Wanneroo Agricultural Show, as per the Sponsorship Agreement in force at the time.
- City of Joondalup for the hire of community transport service vehicles to provide community services, as per the Memorandum of Understanding in force at the time.
- **Seniors' groups** as defined in this Policy, for the hire of community transport service vehicles to support member's accessibility to community services. Seniors' groups must complete the Community Transport Service Subsidised Use Request Form annually to be eligible for this exemption, as per the Terms and Conditions of Hire. Please note this does not apply to individuals accessing a City run community service.
- Kookaburras Aboriginal Seniors Group for the provision of community transport to individuals attending the Group, both resident and non-resident members of the Group may access the service through application of the individual per client per one way trip charge.

10. DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<i>Community Transport Service</i>	<i>A locally based transport service which is responsive to community needs and provides equity of access to residents and groups within the City of Wanneroo.</i>
<i>Community Services</i>	<i>Community services promote, provide or carry out activities or programs for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.</i>
<i>Community, Sporting or Recreational Groups</i>	<i>Not-for-profit groups (either unincorporated or incorporated under the 'Associations Incorporation Act 2015') of a community, sporting or recreational nature that have a focus on community needs with a social benefit.</i>
<i>Other Community-Based Organisations and Associations</i>	<i>Not-for-profit, community-based organisations and incorporated associations (under the 'Associations Incorporation Act 2015') that are providing a specific service addressing community needs</i>



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	<i>with a social benefit. For example, this may include community service organisations, professional and business associations and social organisations.</i>
<i>Seniors' Groups</i>	<i>Seniors' Groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 60 years and over. Seniors' groups must consist of over 75% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</i>
<i>External Casual Hire</i>	<i>Casual hirers are those users of the City's Community Transport Service that hire for a one-off specific purpose during any given year to a maximum of 10 bookings per calendar year. Hirers must provide their own drivers with a current valid license, as per Terms and Conditions of Hire.</i>
<i>External Recurring Hire</i>	<i>Recurring hirers are those users of the City's Community Transport Service that hire on an ongoing basis, which results in more than 10 bookings per calendar year. Hirers must provide their own drivers with a current valid license, as per Terms and Conditions of Hire.</i>

11. RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Community Transport Service Vehicle Hire Form
- Community Transport Service Terms and Conditions of Hire
- Community Transport Service Subsidised Use Form
- City of Wanneroo Schedule of Fees and Charges
- Volunteering Policy
- [Purchasing Policy](#)
- [Community Transport Service – Work or Task Procedure Manual](#)

12. REFERENCES

Local Emergency Management Arrangements, Recourse Register Appendix: Plant and Equipment.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

REVISION HISTORY

Version	Next Review	Record No.
29 May 2018	May 2021	17/382476[v1]
September 2020 (CE02-09/20)	September 2023	17/382475[v3]



Council Policy

COMMUNITY TRANSPORT SERVICE

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Development</i>
Contact Person:	<i>Manager Community Development</i>
Date of Approval:	
Council Resolution No:	<i>CE02-09/20</i>

1. POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe, connected and accessible communities through the provision of a **Community Transport Service**. The purpose of this service is to support the delivery of, and accessibility to local community-based activities and services (defined as **community services** in this policy).

The Community Transport Service should not be viewed as a substitute for public transport or other services, such as State and Commonwealth Government Aged Care Programs and medical transport services, but rather a complementary, local service to provide opportunities for social connectedness and improved wellbeing within the City.

2. POLICY OBJECTIVE

The policy will:

- Provide a framework to govern and guide the efficient and effective management and operations of a successful Community Transport Service within the City.
- Ensure consistency and equity in the use and hire of the City's Community Transport Service.
- Clarify the roles and responsibilities of all stakeholders involved.

3. SCOPE

This policy applies to all Council Members, employees and the general community.

4. IMPLICATIONS

This policy and related processes can be supported with existing resources and staffing. Community Transport Service vehicles are purchased and maintained in accordance with the City's Purchasing Policy and standard fleet maintenance practices.

5. IMPLEMENTATION

The provision of this Community Transport Service is split into two distinct components:



Council Policy

1. City use of community transport service vehicles to deliver community services.
2. External hire of the City's community transport service vehicles to deliver community services.

The Community Transport Service is primarily for use by the following eligible users (in order of priority):

- a. **City of Wanneroo to deliver community services**
- b. **Community, Sporting or Recreational Groups:**
 - o Primarily servicing City of Wanneroo residents
 - o Providing community services in the City of Wanneroo
- c. **Other Community-Based Organisations and Associations**
 - o Primarily servicing City of Wanneroo residents
 - o Providing community services in the City of Wanneroo

Priority for the hire of Community Transport Service vehicles will be given to:

- o City sponsored programs, services and events;
- o Eligible users who do not have their own vehicle/transport;
- o Eligible users who do not currently receive any vehicle allocation; and
- o Community events.

Community Transport Service vehicles are to be used for local travel to support the delivery of, and accessibility to, local community-based activities and services.

Specific details on the above guidelines are available in the Terms and Conditions of Hire.

Fees, Charges and Bonds

Fees, charges and bonds are applicable to all Community Transport Service vehicles defined in this policy and will be in accordance with the *Schedule of Fees and Charges* adopted by Council annually.

Use of Volunteers

Volunteer drivers are available for use by the City to deliver that component of the Community Transport Service associated with delivery of City affiliated community services.

All volunteer Community Transport Service drivers must be registered with the City in accordance with the *Volunteering Policy*. Reward and recognition of City volunteer drivers is in accordance with the City's *Volunteering Policy*.

Local Emergency Management Arrangements

In accordance with the *WA Emergency Management Act 2005* and the City's *Local Emergency Management Arrangements* the Community Transport Service vehicles may be commandeered at any time in response to an emergency in the community.

6. ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.



Council Policy

Service units within the City that use the Community Transport Service Vehicles are responsible for complying with requirements of this Policy.

External hirers are required to adhere to the Terms and Conditions of Hire.

7. DISPUTE RESOLUTION

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

8. EVALUATION AND REVIEW

The Community Transport Policy will be reviewed every three (3) years.

9. POLICY EXEMPTIONS

The following exemptions apply to Section 3.2 of this policy, *Fees and Charges*; all other provisions of this policy still apply.

- Wanneroo Agricultural Society (Inc.) for the hire of community transport service vehicles for patron transport during the period of the Wanneroo Agricultural Show, as per the Sponsorship Agreement in force at the time.
- City of Joondalup for the hire of community transport service vehicles to provide community services, as per the Memorandum of Understanding in force at the time.
- **Seniors' groups** as defined in this Policy, for the hire of community transport service vehicles to support member's accessibility to community services. Seniors' groups must complete the Community Transport Service Subsidised Use Request Form annually to be eligible for this exemption, as per the Terms and Conditions of Hire. Please note this does not apply to individuals accessing a City run community service.
- Kookaburras Aboriginal Seniors Group for the provision of community transport to individuals attending the Group, both resident and non-resident members of the Group may access the service through application of the individual per client per one way trip charge.

10. DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<i>Community Transport Service</i>	<i>A locally based transport service which is responsive to community needs and provides equity of access to residents and groups within the City of Wanneroo.</i>
<i>Community Services</i>	<i>Community services promote, provide or carry out activities or programs for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.</i>



Council Policy

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
<i>Community, Sporting or Recreational Groups</i>	<i>Not-for-profit groups (either unincorporated or incorporated under the 'Associations Incorporation Act 2015') of a community, sporting or recreational nature that have a focus on community needs with a social benefit.</i>
<i>Other Community-Based Organisations and Associations</i>	<i>Not-for-profit, community-based organisations and incorporated associations (under the 'Associations Incorporation Act 2015') that are providing a specific service addressing community needs with a social benefit. For example, this may include community service organisations, professional and business associations and social organisations</i>
<i>Seniors' Groups</i>	<i>Seniors' Groups are defined as those organisations whose principal purpose is to provide activities for individuals aged 60 years and over. Seniors' groups must consist of over 75% senior members and have over 50% of members reside within the City of Wanneroo to be eligible for special conditions noted under this policy.</i>
<i>External Casual Hire</i>	<i>Casual hirers are those users of the City's Community Transport Service that hire for a one-off specific purpose during any given year to a maximum of 10 bookings per calendar year. Hirers must provide their own drivers with a current valid license, as per Terms and Conditions of Hire.</i>
<i>External Recurring Hire</i>	<i>Recurring hirers are those users of the City's Community Transport Service that hire on an ongoing basis, which results in more than 10 bookings per calendar year. Hirers must provide their own drivers with a current valid license, as per Terms and Conditions of Hire.</i>

11. RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Community Transport Service Vehicle Hire Form
- Community Transport Service Terms and Conditions of Hire
- Community Transport Service Subsidised Use Form
- City of Wanneroo Schedule of Fees and Charges
- Volunteering Policy
- Purchasing Policy
- Community Transport Service – Work or Task Procedure Manual

12. REFERENCES

Local Emergency Management Arrangements, Recourse Register Appendix: Plant and Equipment.

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development



Council Policy

REVISION HISTORY

Version	Next Review	Record No.
29 May 2018	May 2021	17/382476[v1]
September 2020 (CE02-09/20)	September 2023	17/382475[v3]



Council Policy

WELCOME TO COUNTRY PROTOCOLS POLICY

Responsible Directorate:	Community and Place
Responsible Service Unit:	Community Development
Contact Person:	Manager Community Development
Date of Approval:	Version 4 TBC
Council Resolution No:	Version 4 TBC

1. POLICY STATEMENT

~~The City of Wanneroo (the City) acknowledges and pays respect to the Traditional Custodians of the land upon which the City is situated; the Whadjuk Noongar people. This policy provides direction to the City outlining how this acknowledgement is conducted through both Welcome to Country and Acknowledgement of Country. The City of Wanneroo supports following Welcome to Country and Acknowledgement of Country protocols to acknowledge and pay respect to the Traditional Custodians of the land upon which the City is situated; the Whadjuk Noongar people~~

2. OBJECTIVE AND PURPOSE

Objective

~~The objective of this policy is to demonstrate The City respect for and value~~recognise its' Aboriginal and Torres Strait Islander residents and employees.

~~Observing Welcome to Country and Acknowledgement of Country protocols demonstrates shows~~ respect for Aboriginal and Torres Strait Islander peoples' traditional cultural practices. ~~The practice and specifically~~ recognises the Whadjuk Noongar people as the Traditional Custodians of the Wanneroo area. ~~A Welcome to Country should be observed at all official major City events including but not limited to:~~

~~All events celebrating Aboriginal and Torres Strait Islander peoples and culture, for example NAIDOC and Reconciliation Week celebrations that are external facing;
Opening of new significant buildings or other infrastructure;
Major City run events;
Australia Day Citizenship Ceremonies; and
Opening of major exhibitions and annual art awards.~~

~~A Welcome to Country ceremony should be undertaken by an Elder of the Country it is being conducted on and acknowledged as such by their family and community. The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Whadjuk Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country.~~



Council Policy

~~A Smoking Ceremony can also be part of a Welcome to Country; and a local Elder can provide advice on when it is appropriate to conduct one.~~

~~An Acknowledgement of Country is a way for people to show respect for Noongar heritage. An Acknowledgement of Traditional Custodians should be conducted by a Council Member or appropriate City Officer at significant events, meetings and ceremonies prior to the commencement of the activity. It can also be used at appropriate discretion when wishing to acknowledge the Whadjuk Noongar people at smaller meetings and/or gatherings.~~

~~An Acknowledgment of Country should be included in written format on the City's website, within City email signature blocks and on Council meeting agendas.~~

Purpose

The purpose of this policy is to:

- Outline general principles and practices of Welcome to Country and Acknowledgement of Country protocols; and
- Provide guidance on which events, activities and documents are appropriate for including a Welcome to Country and/or Acknowledgement of Country.

3. KEY DEFINITIONS

~~**Aboriginal and Torres Strait Islander Peoples** – 'Aboriginal' and 'Torres Strait Islander' refer to different groups of peoples. Aboriginal refers to the original peoples of mainland Australia. Torres Strait Islander refers to the original peoples of the 274 islands located north of Australia, in the Torres Strait~~

~~**Acknowledgement of Country** – An Acknowledgement of Country is an opportunity for anyone to show respect for the Traditional Custodians of the land they are on, and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. It can be given by both Aboriginal people and Aboriginal and Torres Strait Islander peoples.~~

~~**Country** - Country is the term often used by Aboriginal peoples to describe the lands, waterways and seas to which they are connected (a specific geographical location). The term contains complex ideas about law, place, custom, language, spiritual belief, cultural practice, material sustenance, family and identity. Aboriginal identities are directly linked to their language groups and traditional Country (a specific geographic location), for example, in this context, the City is on Whadjuk Noongar Country.~~

~~**Noongar** – Noongar is a term which is used to broadly identify Aboriginal people who come from the South West of Western Australia and includes areas encompassed between Jurien Bay in the north through to Esperance in the south. Sometimes spelt Noongah or Nyeongar.~~

~~**Reconciliation** - Reconciliation involves building mutually respectful relationships between Aboriginal and/or Torres Strait Islander peoples and other Australians that encourages us to work together to solve problems and generate success that is in everyone's best interests.~~

~~**Reconciliation Action Plan (RAP)** - A RAP is a strategic document that supports an organisation's business plan. ~~It~~ includes practical actions that will drive an organisation's contribution to reconciliation ~~both~~ internally and in the communities in which it operates.~~



Council Policy

Smoking Ceremony - A Smoking Ceremony is a ~~Traditional~~ Noongar ritual used to ~~not only~~ cleanse and purify a specific area ~~but it cleanses~~ the spirit, body and soul whilst ~~you are~~ on Noongar Country.

Traditional Custodians - Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as Traditional Custodians by local Aboriginal communities.

Welcome to Country - ~~A Welcome to Country ceremony gives Traditional Custodians, the Noongar peoples, the opportunity to formally welcome people to their land. The Welcome to Country ceremony is an acknowledgment and recognition of the rights of Noongar people. The act of getting a representative who has traditional local links to a particular place, area or region, is an acknowledgement of respect for traditional owners. It is shows respect for people, respect for rights and a respect for country. The land, waterways and cultural significant sites are still very important to Noongar people. It is an acknowledgement of the past and provide a safe passage for visitors and a mark of respect.~~

Whadjuk - ~~The Traditional Custodians of the majority of the areas encompassed by the Perth metropolitan area, including the City of Wanneroo. Whadjuk is the name of the Noongar dialect group (of which there are 14) from the greater metropolitan area of Perth.~~

4. SCOPE

This policy applies to all Council Members and employees.

5. IMPLICATIONS

This policy aligns to the City's **Strategic Community Plan 2021-2031: Priority 2.1 - Valuing cultures and histories:** *Wanneroo will be a City that utilises the strength of cultural diversity and the unique history of the area to shape a stronger community. The people of Wanneroo will appreciate and celebrate the City's unique Aboriginal and other diverse global cultures and histories.*

By the City supporting Welcome to Country and Acknowledgement of Country protocols the City is appreciating and celebrating the City's unique Aboriginal culture and history.

In providing cultural services such as a Welcome to Country, Aboriginal and Torres Strait Islander people are using their intellectual property and should be appropriately remunerated.

Any budget required to facilitate Welcome to Country ceremonies will be considered in the City's annual operational planning and budgeting cycle.

6. IMPLEMENTATION

~~When arranging a Welcome to Country or delivering an Acknowledgement of Country, the City will be guided by the South West Aboriginal Land and Sea Council's Noongar Welcome to Country Protocols.~~



Council Policy

The below is general information, detailed implementation of this Policy is to be guided by appropriate City processes and procedures. These processes and procedures are informed by the South West Aboriginal Land and Sea Council's Noongar Welcome to Country Protocols.

When to observe a Welcome to Country ceremony

A Welcome to Country should be observed at all official major City events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander peoples and culture, for example NAIDOC and Reconciliation Week celebrations that are external facing;
- Opening of new significant buildings or other infrastructure;
- Major City run events and other relevant smaller events;
- Australia Day Citizenship Ceremonies; and
- Opening of major exhibitions and annual art awards.

This Policy's accompanying operational processes will guide decisions regarding when it is appropriate to observe a Welcome to Country ceremony when an event or activity is not listed above.

Who performs a Welcome to Country ceremony

A Welcome to Country is delivered at the beginning of an event or activity and can include a speech in Noongar language, traditional dance, singing and smoking ceremony.

A Welcome to Country ceremony should be undertaken by a Whadjuk Noongar Elder of the Country it is being conducted on and acknowledged as such by their family and community.

The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Whadjuk Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country or by an Aboriginal person that has been given permission to do so by an Elder.

When to perform a smoking ceremony

A Smoking Ceremony can also be part of a Welcome to Country, or stand-alone ceremony. A Smoking Ceremony can often be performed at larger celebration events, the launching of something new, or its renewal e.g. development or opening of a new building or the swearing in of new Council members; and a local Elder can provide advice on when it is appropriate to conduct one.

When to deliver an Acknowledgement of Country

An Acknowledgement of Country should be conducted by a Council Member or appropriate City Officer at significant events, meetings and ceremonies prior to the commencement of the activity.

It can also be used at appropriate discretion when wishing to acknowledge the Whadjuk Noongar people at smaller meetings and/or gatherings.



Council Policy

Written Acknowledgement of Country

An Acknowledgment of Country should be included in written format on the City's website, within City email signature blocks, [in key City publications](#), and on Council meeting agendas.

~~7.~~ **AUTHORITIES AND ACCOUNTABILITIES**

~~8.7.~~ **ROLES AND RESPONSIBILITIES**

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that engage Elders to deliver a Welcome to Country or a Smoking Ceremony are responsible for ensuring all protocols are followed as per the policy and associated procedures.

~~9.8.~~ **DISPUTE RESOLUTION (if applicable)**

All disputes ~~in regard to~~ [regarding](#) this policy will be referred to the Manager Community Development in the first instance. ~~In the event that~~ [If](#) an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

~~10.9.~~ **EVALUATION AND REVIEW**

[This policy shall be reviewed every three years to evaluate its effectiveness, including measurement against annual key performance indicators. This may include, but not limited to:](#)

- [• The Policy and accompanying processes are clear and provide adequate direction](#)
- [• The Policy and accompanying processes are being followed accurately](#)
- [• Welcome to Country ceremonies, and Acknowledgment of Country practices are effective](#)
at:
 - [○ demonstrating respect for and recognises the City's Aboriginal and Torres Strait Islander residents and employees](#)
 - [○ demonstrating appreciation for and celebrating the City's unique Aboriginal culture and history](#)

~~This policy shall be reviewed every three (3) years.~~

~~11.10.~~ **RELATED DOCUMENTS**

City of Wanneroo Reconciliation Action Plan

~~[Welcome to Country and Acknowledgement of Country Management Procedure](#)~~

Civic Events Policy

City Event Management Procedure

Welcome to Country Guidelines

[City of Wanneroo Welcome to Country Elders list](#)



Council Policy

12.11. REFERENCES

South West Aboriginal Land and Sea Council (n.d). Living Culture-Living Land and its people: Noongar Protocols Welcome to Country. Available at:

<http://www.noongar.org.au/noongar-protocols>

13.12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

REVISION HISTORY

Version	Next Review	Record No.
1 – 22 July 2014 - CD01-07/14	March 2016	14/37415v1
2 – 19 September 2017 - CE01-09/17	December 2019	14/37415v2
3 – 22 September 2020 – CE02-09/20	October 2023	14/37415v3



Council Policy

WELCOME TO COUNTRY PROTOCOLS POLICY

Responsible Directorate:	Community and Place
Responsible Service Unit:	Community Development
Contact Person:	Manager Community Development
Date of Approval:	Version 4 TBC
Council Resolution No:	Version 4 TBC

1. POLICY STATEMENT

The City of Wanneroo supports following Welcome to Country and Acknowledgement of Country protocols to acknowledge and pay respect to the Traditional Custodians of the land upon which the City is situated; the Whadjuk Noongar people

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to demonstrate respect for and recognise its Aboriginal and Torres Strait Islander residents and employees.

Observing Welcome to Country and Acknowledgement of Country protocols shows respect for Aboriginal and Torres Strait Islander peoples' traditional cultural practices. The practice recognises the Whadjuk Noongar people as the Traditional Custodians of the Wanneroo area.

Purpose

The purpose of this policy is to:

- Outline general principles and practices of Welcome to Country and Acknowledgement of Country protocols; and
- Provide guidance on which events, activities and documents are appropriate for including a Welcome to Country and/or Acknowledgement of Country.

3. KEY DEFINITIONS

Acknowledgement of Country – An Acknowledgement of Country is an opportunity for anyone to show respect for the Traditional Custodians of the land they are on, and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

Country - Country is the term often used by Aboriginal peoples to describe the lands, waterways and seas to which they are connected (a specific geographical location). The term contains complex ideas about law, place, custom, language, spiritual belief, cultural practice, material sustenance, family and identity.



Council Policy

Noongar – Noongar is a term which is used to broadly identify Aboriginal people who come from the South West of Western Australia and includes areas encompassed between Jurien Bay in the north through to Esperance in the south.

Reconciliation - Reconciliation involves building mutually respectful relationships between Aboriginal and/or Torres Strait Islander peoples and other Australians that encourages us to work together to solve problems and generate success that is in everyone's best interests.

Reconciliation Action Plan (RAP) - A RAP is a strategic document that includes practical actions that will drive an organisation's contribution to reconciliation internally and in the communities in which it operates.

Smoking Ceremony - A Smoking Ceremony is a traditional Noongar ritual used to cleanse and purify a specific area, the spirit, body and soul whilst on Noongar Country.

Traditional Custodians - Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as Traditional Custodians by local Aboriginal communities.

Welcome to Country - A Welcome to Country ceremony gives Traditional Custodians, the Noongar peoples, the opportunity to formally welcome people to their land. It shows respect for people, respect for rights and a respect for country.

Whadjuk - Whadjuk is the name of the Noongar dialect group (of which there are 14) from the greater metropolitan area of Perth.

4. SCOPE

This policy applies to all Council Members and employees.

5. IMPLICATIONS

This policy aligns to the City's **Strategic Community Plan 2021-2031: Priority 2.1 - Valuing cultures and histories**: *Wanneroo will be a City that utilises the strength of cultural diversity and the unique history of the area to shape a stronger community. The people of Wanneroo will appreciate and celebrate the City's unique Aboriginal and other diverse global cultures and histories.*

By the City supporting Welcome to Country and Acknowledgement of Country protocols the City is appreciating and celebrating the City's unique Aboriginal culture and history.

In providing cultural services such as a Welcome to Country, Aboriginal and Torres Strait Islander people are using their intellectual property and should be appropriately remunerated.

Any budget required to facilitate Welcome to Country ceremonies will be considered in the City's annual operational planning and budgeting cycle.



Council Policy

6. IMPLEMENTATION

The below is general information, detailed implementation of this Policy is guided by appropriate City processes and procedures. These processes and procedures are informed by the South West Aboriginal Land and Sea Council's *Noongar Welcome to Country Protocols*.

When to observe a Welcome to Country ceremony

A Welcome to Country should be observed at all official major City events including but not limited to:

- All events celebrating Aboriginal and Torres Strait Islander peoples and culture, for example NAIDOC and Reconciliation Week celebrations that are external facing;
- Opening of new significant buildings or other infrastructure;
- Major City run events and other relevant smaller events;
- Australia Day Citizenship Ceremonies; and
- Opening of major exhibitions and annual art awards.

This Policy's accompanying operational processes will guide decisions regarding when it is appropriate to observe a Welcome to Country ceremony when an event or activity is not listed above.

Who performs a Welcome to Country ceremony

A Welcome to Country is delivered at the beginning of an event or activity and can include a speech in Noongar language, traditional dance, singing and smoking ceremony.

A Welcome to Country ceremony should be undertaken by a Whadjuk Noongar Elder and acknowledged as such by their family and community.

The City acknowledges the importance of having Elders who are recognised in the local community as being the most appropriate people to conduct a Welcome to Country for the City. Where a local Whadjuk Noongar Elder is not available, it is acceptable for a Noongar Elder from another area to give the Welcome to Country or by an Aboriginal person that has been given permission to do so by an Elder.

When to perform a smoking ceremony

A Smoking Ceremony can also be part of a Welcome to Country, or stand-alone ceremony. A Smoking Ceremony can often be performed at larger celebration events, the launching of something new, or its renewal e.g. development or opening of a new building or the swearing in of new Council members.

When to deliver an Acknowledgement of Country

An Acknowledgement of Country should be conducted by a Council Member or appropriate City officer at significant events, meetings and ceremonies prior to the commencement of the activity.



Council Policy

It can also be used at appropriate discretion when wishing to acknowledge the Whadjuk Noongar people at smaller meetings and/or gatherings.

Written Acknowledgement of Country

An Acknowledgment of Country should be included in written format on the City's website, within City email signature blocks, in key City publications, and on Council meeting agendas.

7. ROLES AND RESPONSIBILITIES

The Community Development service unit is responsible for the implementation of this Policy and all associated procedures.

Service units within the City that engage Elders to deliver a Welcome to Country or a Smoking Ceremony are responsible for ensuring all protocols are followed as per the policy and associated procedures.

8. DISPUTE RESOLUTION (if applicable)

All disputes regarding this policy will be referred to the Manager Community Development in the first instance. If an agreement cannot be reached, the matter will be submitted to the Director Community and Place for a ruling.

9. EVALUATION AND REVIEW

This policy shall be reviewed every three years to evaluate its effectiveness, including measurement against annual key performance indicators. This may include, but not limited to:

- The Policy and accompanying processes are clear and provide adequate direction
- The Policy and accompanying processes are being followed accurately
- Welcome to Country ceremonies, and Acknowledgment of Country practices are effective at:
 - demonstrating respect for and recognises the City's Aboriginal and Torres Strait Islander residents and employees
 - demonstrating appreciation for and celebrating the City's unique Aboriginal culture and history

10. RELATED DOCUMENTS

City of Wanneroo Reconciliation Action Plan
Civic Events Policy
City Event Management Procedure
Welcome to Country Guidelines
City of Wanneroo Welcome to Country Elders list



Council Policy

11. REFERENCES

South West Aboriginal Land and Sea Council (n.d). Living Culture-Living Land and its people: Noongar Protocols Welcome to Country. Available at:

<http://www.noongar.org.au/noongar-protocols>

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

REVISION HISTORY

Version	Next Review	Record No.
1 – 22 July 2014 - CD01-07/14	March 2016	14/37415v1
2 – 19 September 2017 - CE01-09/17	December 2019	14/37415v2
3 – 22 September 2020 – CE02-09/20	October 2023	14/37415v3



Council Policy

CIVIC EVENTS POLICY

Responsible Directorate:	<i>Community & Place</i>
Responsible Service Unit:	<i>Place Management</i>
Contact Person:	<i>Manager Place Management</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 City of Wanneroo (City) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements, ~~and promote the City in line with our vision and brand.~~

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Assist the Mayor to fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

Civic Event – A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.

Civic Event Calendar – The annual schedule of Civic Events.

Executive Leadership Team – The Chief Executive Officer (CEO) and the Directors.

4. SCOPE

This policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy. ~~This policy applies to all City employees, contractors and volunteers, and to the Mayor and Councillors~~



Council Policy

5. IMPLICATIONS

This policy aligns with the following objectives within the Strategic Community Plan 2021 – 2031:

1 ~ An inclusive and accessible city with places and spaces that embrace all

1.1 - Value the contribution of all people

1.4 - Bringing people together

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

2.1 - Valuing cultures and history

6 ~ A future focused city that advocates, engages and partners to progress the priorities of the community

6.1 - Advocate in line with community priorities

6.3 - Build local partnerships and work together with others

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

A Civic Events Calendar is developed annually, describing all scheduled and regular events, and including their planned dates and venues to facilitate effective event coordination.

Scheduled and regular Civic Events may include, but are not limited to, the delivery of Citizenship Ceremonies, including the Australia Day Ceremony and awards presentation, and volunteer and pioneer appreciation functions ~~and school tours~~.

~~Civic Events are initiated by the Mayor.~~ A Civic Event may be initiated for the following reasons:

- Acknowledgement of a significant achievement at a local, state, national or international level in sport, the arts, community service or charitable endeavours;
- Commemorative events that celebrate significant occasions of importance to the local community;
- Official Delegations (interstate or international);
- Ministerial/Cabinet/community relations;
- Official openings of Council facilities or other significant facilities within the City of Wanneroo; and
- To maintain effective and productive relationships with key stakeholders.

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor, in ~~conjunction consultation~~ with the CEO. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City ~~e.g., Ministerial/Cabinet visits~~. The purpose of such events is to ensure that the City's profile is enhanced, and that appropriate focus is provided to advancing the City's strategic objectives.

In consultation with the Mayor, the CEO will determine whether a civic event is to be held, ~~the a program that fulfils the objective of such visits and positively showcases the City,~~ ~~including~~ budget appropriate to the purpose of the event and the use of the Civic Centre facilities (if required).



Council Policy

7. ROLES AND RESPONSIBILITIES

The Mayor hosts all Civic Events and undertakes ceremonial duties on behalf of the City.

In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor [or a member of the Executive Leadership Team](#).

8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this policy will be referred to the Director [Community & Place Corporate Strategy & Performance](#) in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

9. EVALUATION AND REVIEW

This Policy will be reviewed every 3 years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Australia Day Awards Policy
- ~~Australia Day Awards Management Procedure~~
- ~~City Event Management Procedure~~
- Council Members Recognition of Service Policy
- ~~Civic Centre Facilities Management Procedure~~
- ~~Management of Council Chambers Management Procedure~~
- Welcome to Country Protocols Policy
- ~~Welcome to Country and Acknowledgement of Country Management Procedure~~
- Access and Inclusion Plan
- Volunteer Policy ~~and Management Procedure~~

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
03 April 2012 – CD04-04/12	February 2014	10/1231
27 May 2014 – CS05-05/14	May 2016	14/97018



Council Policy

02 June 2020 – CE01-06/20	June 2023	14/97018[v2]
	<u>June 2026</u>	<u>14/97018[v3]</u>



Council Policy

CIVIC EVENTS POLICY

Responsible Directorate:	<i>Community & Place</i>
Responsible Service Unit:	<i>Place Management</i>
Contact Person:	<i>Manager Place Management</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 City of Wanneroo (City) delivers a variety of Civic Events to cultivate positive relationships between the community and Council, connect the community in celebration, and recognise and celebrate individual and community achievements.

2. OBJECTIVE AND PURPOSE

Objective

The objective of this policy is to ensure a coordinated annual calendar of civic events that promotes the City in line with our vision and brand and aligns with our strategic goals.

Purpose

The purpose of this policy is to:

- Assist the Mayor to fulfil civic and ceremonial obligations; and
- Provide guidance for the approval of civic events.

3. KEY DEFINITIONS

Civic Event – A function or ceremony initiated and hosted by the Mayor for celebratory, ritual, relationship management or commemorative purposes.

Civic Event Calendar – The annual schedule of Civic Events.

Executive Leadership Team – The Chief Executive Officer (CEO) and the Directors.

4. SCOPE

This policy applies to Civic Events only. It excludes community events delivered by the City and those which are the subject of the Public Community Events Policy.

5. IMPLICATIONS

This policy aligns with the following objectives within the Strategic Community Plan 2021 – 2031:

- 1 ~ *An inclusive and accessible city with places and spaces that embrace all*



Council Policy

- 1.1 - Value the contribution of all people*
- 1.4 - Bringing people together*

- 2 ~ A city that celebrates rich cultural histories, where people can visit and enjoy unique experiences*
- 2.1 - Valuing cultures and history*

- 6 ~ A future focused city that advocates, engages and partners to progress the priorities of the community*
- 6.1 - Advocate in line with community priorities*
- 6.3 - Build local partnerships and work together with others*

Funding for Civic Events is determined via the annual budget process.

6. IMPLEMENTATION

A Civic Events Calendar is developed annually, describing all scheduled and regular events, and including their planned dates and venues to facilitate effective event coordination.

Scheduled and regular Civic Events may include, but are not limited to, the delivery of Citizenship Ceremonies, including the Australia Day Ceremony and awards presentation, and volunteer and pioneer appreciation functions.

A Civic Event may be initiated for the following reasons:

- Acknowledgement of a significant achievement at a local, state, national or international level in sport, the arts, community service or charitable endeavours;
- Commemorative events that celebrate significant occasions of importance to the local community;
- Official Delegations (interstate or international);
- Ministerial/Cabinet/community relations;
- Official openings of Council facilities or other significant facilities within the City of Wanneroo; and
- To maintain effective and productive relationships with key stakeholders.

Civic Events additional to those scheduled in the Civic Events Calendar may be proposed by the Mayor, in consultation with the CEO. These will typically include Mayoral functions and receptions, celebration of local milestones or recognition of notable visitors to the City. The purpose of such events is to ensure that the City's profile is enhanced, and that appropriate focus is provided to advancing the City's strategic objectives.

In consultation with the Mayor, the CEO will determine whether a civic event is to be held, the budget appropriate to the purpose of the event and the use of the Civic Centre facilities (if required).

7. ROLES AND RESPONSIBILITIES

The Mayor hosts all Civic Events and undertakes ceremonial duties on behalf of the City.

In the absence of the Mayor, the Deputy Mayor will fulfil the Mayor's commitments to hosting Civic Events. If the Deputy Mayor is unavailable the Mayor will nominate a Councillor or a member of the Executive Leadership Team.



Council Policy

8. DISPUTE RESOLUTION (if applicable)

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

9. EVALUATION AND REVIEW

This Policy will be reviewed every 3 years.

10. RELATED DOCUMENTS

- Award of the title Honorary Freeman of the City of Wanneroo
- Australia Day Awards Policy
- Council Members Recognition of Service Policy
- Welcome to Country Protocols Policy
- Access and Inclusion Plan
- Volunteer Policy

11. REFERENCES

Local Government Act 1995 – Clause 2.8 (c)

12. RESPONSIBILITY FOR IMPLEMENTATION

Manager Place Management

REVISION HISTORY

Version	Next Review	Record No.
03 April 2012 – CD04-04/12	February 2014	10/1231
27 May 2014 – CS05-05/14	May 2016	14/97018
02 June 2020 – CE01-06/20	June 2023	14/97018[v2]
	June 2026	14/97018[v3]



Policy Manual

Community Gardens Policy

Policy Owner:	Community Development
Contact Person:	Manager Community Development
Date of Approval:	17 November 2020 – CE01-11/20

POLICY STATEMENT

The City of Wanneroo (the City) encourages and supports the establishment of **community gardens** within the City's boundaries.

The City acknowledges that community gardens are a valuable resource that foster community relationships, contribute to sustainable living and improve the wellbeing of individuals and the communities in which they reside.

POLICY OBJECTIVE

The objective of this Policy is to:

- Articulate a clear and consistent approach to the provision of support for the establishment of community gardens within City boundaries;
- Ensure consistency in the assessment and management of requests to establish community gardens on **City managed land**; and
- Outline the general roles and responsibilities of all stakeholders involved.

SCOPE

This Policy applies to enquiries and requests from individuals, groups or organisations interested in establishing community gardens within the City of Wanneroo boundaries.

This Policy does not apply to gardens maintained on street verges. Verge gardens are to be considered under the relevant sections of the City's *Public Places and Local Government Property Local Law 2015* and associated Nature Strip (Verge) Treatment Guidelines.

IMPLICATIONS (Strategic, Financial, Human Resources)

The *Community Gardens Policy* (**Policy**) and related processes can be supported through existing resources and staffing.

Under the provisions of the *Public Places and Local Government Property Local Law 2015*, this Policy provides terms and conditions for the approval of the planting of plants and sowing of seeds on local government property for the purposes of a community garden.

The Policy aligns with the following objectives of the Strategic Community Plan 2017 – 2027:



Policy Manual

- 1.1.1 *Create opportunities that encourage community wellbeing and active and healthy lifestyles*
- 1.4.1 *Connect communities through engagement and involvement*
- 4.1.2 *Engage, include and involve community.*

IMPLEMENTATION

Implementation of this Policy is to be guided by appropriate City processes and procedures.

General information on establishing and operating community gardens in the City is available in *A Guide to Community Gardening in the City of Wanneroo*.

Community gardens on City managed land

The City will ensure that fair and transparent processes are used in relation to the establishment of community gardens on City managed land. This is to include clear processes for responding to enquiries from community members and managing the community garden application process, as well as site selection and assessment.

Community gardens on City managed land will be subject to the requirements of relevant City policies as well as standard development laws and any approvals that may be required. The City will provide guidance on key principles and the application process for requests to establish community gardens on City managed land including site identification and assessment considerations, design principles and any applicable City processes.

The City will attempt to identify suitable site options for community use purposes, including community gardens, however, identification and assessment of potential sites may be limited by site availability and competing priorities for land use and development. Co-location with other users of City managed land may be one alternative where a stand-alone site cannot be identified.

Terms and Conditions

Community groups operating a community garden on City managed land will be required to comply with the following terms and conditions:

- Enter into an appropriate agreement with the City;
- Ensure operation of the garden, including membership and access to activities is equitable and inclusive for all persons;
- Maintain satisfactory insurance cover as outlined in the supporting guidelines found in the *Guide to Community Gardening in the City of Wanneroo*;
- Establish a suitable governance structure such as a committee including executive roles of President, Vice President, Treasurer and Secretary;
- Comply with risk controls advised by the City including prohibition of specified plants and chemicals; and
- Work with the City towards any agreed milestones, including incorporation where relevant.



Policy Manual

Applications, assessment and approval

Community groups applying to establish a community garden on City managed land may be incorporated or unincorporated, but unincorporated groups will be required to work towards incorporation over a specified timeframe. Requests to establish a community garden on City managed land will entail initial discussions with the City focussed on assessing the viability of the proposal and identification of a suitable site, followed by a formal application process.

Formal applications will be assessed by an internal review Panel using the following assessment criteria:

- Evidence of local community need and community benefit;
- Suitability of land use for a community garden at the relevant site;
- Capacity of the community group to self-manage and deliver a community garden; and
- Evidence of robust and well considered plans for management of the community garden.

Applications must be made using the City's application form. Terms and conditions for the operation of a community garden on City managed land will also apply. Detailed information and advice to assist in the application process is available through the Guide to Community Gardening in the City of Wanneroo.

Agreement

Community groups will be required to enter a suitable agreement with the City for use of the agreed site. Where this is a lease or licence agreement this will be in accordance with the City's Leasing Policy.

Community gardens on land other than City managed land

The City encourages the establishment of community gardens on privately owned or managed land within the City boundaries. Community gardens being established on **land other than City managed land** will be subject to standard development laws as well as any approvals that may be required.

The City will provide guidance on key principles for community gardens and any applicable City processes to support their establishment and ongoing sustainability.

ROLES AND RESPONSIBILITIES

The City's role is to support and promote community gardens that are sustainably managed and led by the community. The City will not take an active role in the establishment of community gardens.

The role of the City is to facilitate the establishment of community gardens and build community capacity to sustainably manage and operate community led gardens.



Policy Manual

Community groups running a community garden are responsible for managing and maintaining the community garden so that the health and safety of the surrounding community is not adversely impacted.

Community groups that wish to establish a community garden on City managed land are required to:

- Develop and maintain their own Community Garden Management Plan; and
- Abide by all relevant City local laws, policies, procedures and applicable legislation, with particular consideration given to those mentioned in the *References* section of this Policy.

DISPUTE RESOLUTION

All disputes in regard to this policy will, in the first instance, be referred to the City's Manager Community Development. In the event that an agreement cannot be reached, the matter will be submitted to the City's Director Community and Place for a ruling.

EVALUATION AND REVIEW PROVISIONS

This Policy shall be subject to review every three (3) years.

DEFINITIONS

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

Community gardens	A community garden is a piece of land gardened collectively by a group of people for the primary purpose of community food production and recreational gardening. Community gardens should be led by community members and seek to engage the community in which they are located. Community gardens should be operated in line with principles of sustainability and environmental responsibility.
City managed land	All present and future City managed and operated land, reserves and facilities across the City (being Crown land).
Policy	Community Gardens Policy.
Land other than City managed land	Any privately owned or managed land within the City's boundaries.
Community groups	Any community group or community organisation wishing to establish, manage or operate a community garden within the City of Wanneroo.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

City of Wanneroo Public Places and Local Government Property Local Law 2015
 Community Gardens Management Procedure
 Community Garden Application Form



Policy Manual

A Guide to Community Gardening in the City of Wanneroo
 Local Planning Policy 4.3 – Public Open Space
 City of Wanneroo Street Tree Policy
 City of Wanneroo Pesticide Management Policy

REFERENCES

City of Wanneroo Strategic Community Plan 2017/18-2026/27
 City of Wanneroo Community Engagement Framework
 City of Wanneroo Access and Inclusion Plan
 Public Works Act 1902
 Planning Bulletin 94 - Approval Requirements for Public Works and Development by Public Authorities
 Equal Opportunity Act 1984
 Occupational Safety and Health Act 1984

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

Version	Next Review	Record No:
27 May 2014 – CD01-05/14	April 2016	13/139704
Administrative changes only. Adopted by Council 7 November 2016 CE01-11/16	June 2018	13/139704
3 – Adopted by Council 15 October 2019 CP01-10/19 Confirmed 12 November 2019 via Minuted agreement	October 2022	13/139704[v3]
4 – Adopted by Council 17 November 2020 CE01-11/20	October 2023	13/139704[v3]

Item 9 Motions on Notice

Nil

Item 10 Urgent Business**Item 11 Confidential****CR01-06/23 Staff Matters**

File Ref: 5642V04 – 23/193052
Responsible Officer: Director, Corporate Strategy & Performance

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (a) a matter affecting an employee or employees*
- (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*

Item 12 Date of Next Meeting

The next Special Council Meeting has been scheduled for 5:30pm on Tuesday 20 June 2023, to be held at Council Chambers, Civic Centre, 23 Dundobar Road, Wanneroo.

Item 13 Closure



COUNCIL CHAMBER SEATING DIAGRAM

