

# **Council Minutes**

## **Confirmed Minutes**

### **Ordinary Council Meeting**

6:00pm, 18 June 2024  
Council Chambers (Level 1) Civic Centre  
23 Dundobar Road, Wanneroo

[wanneroo.wa.gov.au](http://wanneroo.wa.gov.au)

# RECORDING AND ACCESS TO RECORDINGS OF COUNCIL MEETINGS POLICY

## Objective

To ensure there is a process in place to outline the access to recorded Council Meetings.

To emphasise that the reason for recording of Council Meetings is to ensure the accuracy of Council Meeting Minutes and that any reproduction of these Minutes are for the sole purpose of Council business.

## Implementation

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

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

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

## Evaluation and Review Provisions

### *Recording of Proceedings*

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

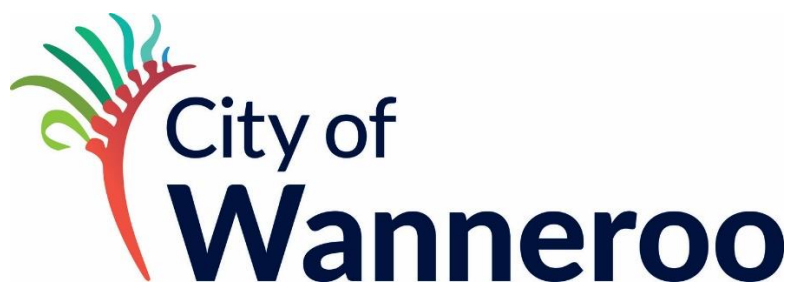
### *Access to Recordings*

4. Members of the public may purchase a copy of the recorded proceedings or alternatively, listen to the recorded proceedings at the Civic Centre online if the recording is published on the City of Wanneroo website. Costs of providing a copy of the recorded proceedings to members of the public will include staff time to make the copy of the proceedings; as well as the cost of the digital copy for the recording to be placed on. The cost of staff time will be set in the City's Schedule of Fees and Charges each financial year.
5. Council Members may request a copy of the recording of the Council proceedings at no charge.
6. All Council Members are to be notified when recordings are requested by members of the public, and of Council.
7. COVID-19 Pandemic Situation  
During the COVID-19 pandemic situation, Briefing Sessions and Council Meetings that are conducted electronically, will be recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.
8. Briefing Sessions and Council Meetings that are recorded. The CEO is authorised to make a broadcast of the audio recording of such meetings accessible to the public, as soon as practicable after the meeting.



## COMMONLY USED ACRONYMS AND THEIR MEANING

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



## UNCONFIRMED MINUTES OF ORDINARY COUNCIL MEETING

HELD ON TUESDAY 18 JUNE, 2024

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# M I N U T E S

Mayor Aitken declared the meeting open at 6:00pm and read the prayer.

*Good evening Councillors, staff, ladies and gentlemen, this meeting today is being held on Whadjuck Nyoongar Boodjar and I would like to acknowledge and pay my respects to Elders, past, present and future. I thank all past and present members of the community that have supported the City to better understand and value Nyoongar culture within the City of Wanneroo.*

*I invite you to bow your head in prayer:*

*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

LINDA AITKEN, JP

**Mayor**

### Councillors:

ALEX FIGG	North Ward
SONET COETZEE	North Ward
GLYNIS PARKER	North-East Ward
BRONWYN SMITH	North-East Ward
MARIZANE MOORE	Central-East Ward
PAUL MILES	Central-East Ward
PHIL BEDWORTH	Central-West Ward
JACQUELINE HUNTLEY	Central Ward ( <i>Electronic Attendance</i> ) 6:03pm
NATALIE HERRIDGE	South-West Ward
VINH NGUYEN	South-West Ward
JAMES ROWE, JP	South Ward
EMAN SEIF, JP	South Ward ( <i>Electronic Attendance</i> ) 6:04pm

### Officers:

BILL PARKER	Chief Executive Officer
GREG BOWERING	Acting Director Planning & Sustainability
HARMINDER SINGH	Director Assets
ROHAN KLEMM	Acting Director Community & Place
NOELENE JENNINGS	Director Corporate Strategy & Performance
VICKI COLES	Executive Manager Governance & Legal
DOUG BRETT-MATTHEWSON	Acting Manager Council & Corporate Support
TIAN KOTZE	Chief Operating Officer
KATIE RUSSELL	Manager Community Development
KIRSTEN THRUSH	Manager Community Safety & Emergency Management
PAUL GREER	Manager Property
GRANT CHETTLEBURGH	Manager Parks & Conservation Management
NICHOLAS STAWARZ	Acting Manager Community Facilities

TOYAH SHAKESPERE	Media Specialist
KELLY DAVIS	Lawyer
MADONNA ILIFFE	Senior Governance Officer
TINA BALTIC	Council Support Officer (Minutes)
AMANDA BLYTH	Council Support Officer

Mayor Aitken requested Councillors to vote for Cr Huntley to attend the meeting electronically. This was carried unanimously by those present. Mayor Aitken advised that Cr Huntley was authorised by Council to attend this Ordinary Council Meeting by electronic means in accordance with the details as signed in the request documentation submitted on the request forms dated 21 May 2024.

The following declaration was made by Cr Huntley.

*"In accordance with section 14CA(5) of the Local Government (Administration) Regulations 1996 I declare that I can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires) whilst attending this Council meeting electronically."*

Cr Huntley joined the meeting via Zoom at 6:03pm.

Mayor Aitken requested Councillors to vote for Cr Seif to attend the meeting electronically. This was carried unanimously by those present. Mayor Aitken advised that Cr Seif was authorised by Council to attend this Ordinary Council Meeting by electronic means in accordance with the details as signed in the request documentation submitted on the request forms dated 18 June 2024.

The following declaration was made by Cr Seif

*"In accordance with section 14CA(5) of the Local Government (Administration) Regulations 1996 I declare that I can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires) whilst attending this Council meeting electronically."*

Cr Seif joined the meeting via Zoom at 6:04pm.

## **Item 2 Apologies and Leave of Absence**

HELEN BERRY	Central-West Ward ( <i>Apology</i> )
JORDAN WRIGHT	Central Ward
	( <i>Leave of Absence 02 – 30 June 2024</i> )

There were 14 members of the public and 1 member of the press in attendance.

**Item 3 Public Question and Statement Time****PQ01-06/24 Mrs R Casey, Merriwa**

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**MN01-06/24 Motion to Revoke Council Resolution AS05-04/24**

*Is Council aware of any previous motion to revoke a decision being made in relation to the removal of street trees?*

**Response by Director, Assets**

Administration has undertaken a search of the decisions made at Council meetings and identified one instance when Council considered a recission motion to revoke a Council decision relating to the removal of street trees - *Item MN02-08/14 – Cr Treby – Removal of Fig Trees in Russell Road, Madeley – Recission Motion* refers. The agenda papers and the minutes of the Council meeting when this item was considered are available by following these links [Agenda of Ordinary Council Meeting - 19 August 2014 \(infocouncil.biz\)](https://infocouncil.biz/Agenda%20of%20Ordinary%20Council%20Meeting%20-%2019%20August%202014) and [Minutes of Ordinary Council Meeting - 19 August 2014 \(infocouncil.biz\)](https://infocouncil.biz/Minutes%20of%20Ordinary%20Council%20Meeting%20-%2019%20August%202014)

**PQ02-06/24 Mrs N Houlahan, Alexander Heights**

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MN01-06/24 Motion to Revoke Council Resolution AS05-04/24.

Good evening again Councillors and thank you for the time and attention you've given to discussing this matter. I would like to extend particular thanks to the Councillors who have gone out of their way to support me with my request. It is unfortunate that I'm not able to attend this evening's meeting but I trust that the below points will be read out and given due consideration in the lead up to your decision.

Despite the majority of Councillors voting to have one of the *Angophora costata* trees removed from my property, I understand that this decision has now been revoked and requires further consideration. I do not understand how this change has occurred but given that it has, I would like to take this opportunity to highlight the arguments made by residents in my street who are affected by the presence of these trees.

You are all aware of the points raised in my recent letter to the Council which addressed all but one of the items in the City of Wanneroo's Street Tree Policy. The petition which followed, signed by residents who are directly impacted by the trees, reiterated these points. Prior to this, there were several other communications to the City of Wanneroo, written over a number of years to request the removal of the trees.

Tonight, I would like to address the following points, in the hope that they will provide clarity and understanding around the reasons why at least one tree, 'Tree 1', should be removed:

1. In relation to the point made by Cr Huntley during the Ordinary Council meeting on 23rd April 2024 regarding the management of leaf litter.

The issue of tree litter, and the leaf litter hitting the ground, is not, in itself, the biggest problem. I have a number of other native trees in the front yard of my property, from which the leaf litter falls and forms a welcome ground cover. The problem is the AMOUNT of leaf litter generated by these enormous trees. For my family, it is a relentless, ongoing effort and expense to keep up with the litter falling into guttering at my residence. For other residents of the street, the problem relates largely to the AMOUNT of flower pollen which is blown around the neighbourhood, causing the clogging of roof spaces, pool and pond filters and worst of all, causing allergic reactions to residents.

2. In relation to the point made by Cr Bedworth regarding the appropriateness of the *Angophora costata* for the location.

As argued by Cr Bedworth, these trees pose a risk to the safety of residents, because of their tendency to drop boughs and branches and they are simply not appropriate to the location. Surely a different species of tree would be a better option as a way to enhance both the aesthetics of the street and the tree canopy, while having fewer negative impacts on residents. The *Angophora costata* is a species that not suited to a cul-de-sac location, where there are roof tops, gutters, swimming pools, cars parked within close proximity and frequent pedestrian presence beneath, not to mention the allergies experienced by residents as a result of the pollen. It might be assumed that the safety issues associated with this species are the reason why it is no longer planted in suburban locations, as identified during the discussion at the Ordinary Council meeting on 23rd April 2024.

3. The problems relating to leaf litter and potential risk of boughs falling is exacerbated by the following factors:
  - i. The height of the trees - currently approximately 20m tall and still growing, plus
  - ii. The exposed location - which is frequently affected by strong winds

Together, these factors cause the tree litter to fall, not to the ground, but rather, to be blown high in the air, before landing on roof tops, in gutters and making its way into roof spaces and into swimming pools. If the trees were not of such a height or in such an exposed location, the tree litter would largely fall to the ground and not cause the impacts that it does – in the same way that the existing, smaller trees in my yard create minimal impact. In addition to the above-mentioned factors, the trees are located within 5-6m of my residence. Strong winds and lightening strikes put my house in immediate danger of falling boughs or worse still, a falling tree.

4. Please consider the fact that affected residents cannot simply leave the area to avoid discomfort or to avoid the issues relating to the trees. These trees are in the immediate vicinity of our homes. Residents who pay rates to the City of Wanneroo are forced to endure the discomfort, effort and expense relating to these trees on a daily and yearly basis. Residents don't have a choice here.
5. It must be remembered that these trees were offered by the Wanneroo City Council for this location and accepted in good faith, with the expectation that they would be a suitable option for the local environment. It is clear that they are not an appropriate choice. Unfortunately, it is the residents who must now manage the negative impacts of the trees, resulting in ongoing expense, effort, discomfort and potential risk to health and safety.

The request by residents of Cordelia Place, Alexander Heights, to have all three trees removed, was initially accepted on a majority vote by the Council. Having this decision amended to 'removal of one tree only' was surprising and disappointing but on reflection, acceptable, and I felt that it was a reasonable compromise. Now, to have the decision to remove Tree 1 completely revoked, after it was passed by Council with a clear majority vote, seems grossly unfair and frankly, a poor reflection on the Council process. It seems to me that the process was not followed as it should have been. The revocation of the Council Resolution has caused me to lose respect for and lose faith in the City of Wanneroo as well as in the local government process.

Clearly, the people who are suffering the greatest impact from these trees are the ones with the least amount of sway in the matter. I personally feel very frustrated and powerless at the thought of there being no end in sight to the situation in which I find myself and at there being no way to solve the problems I and fellow residents face. The power lies with you, Councillors, in relation to what happens with these trees. I ask that you consider the points raised by the residents who are directly impacted by the presence of the trees when making



your decision, not the opinions of those with a different agenda, who live in a location far removed from the impacts of the *Angophora costata*. The issues of residents in Cordelia Place are far more than just 'not wanting to pick up leaves'. Our issues relate to the health and safety of local residents and their properties.

Please be reminded that if the trees in question do cause damage to property or person in the future, the repeated requests to remove the trees and the response by the City of Wanneroo are on record for all to note. If such an event were to happen, the handling of the entire situation by the City of Wanneroo would most certainly undergo examination in a legal proceeding. Perhaps this experience would be far more worthy of media attention than the planned removal of a single tree on my property.

Thank you for your consideration of the request to remove 'Tree 1' from my property in Cordelia Place, Alexander Heights.

Regards  
Narellen Houlahan

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**PQ03-06/24     Mr S Faulkner, Quinns Rocks**

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**MN02-06/24 Funding for Quinns Rocks Youth in Emergency Service (YES) Cadets**

My name is Stephen Faulkner from Quinns Rocks.

I am the Chief Instructor of the Quinns Rocks Youth in Emergency Services Cadets and here tonight to present a statement in person at the ordinary council meeting 18/06/24 on behalf of our amazing cadets and instructors. I sent an email to Mayor Aitken and all councillors late last night, apologies for the delay sending that to you earlier. My Dad has been in Osbourne Park hospital for the last two weeks and I have had limited time to contact you all. I understand if you haven't had the time to read.

I am here to express the urgent need for support and funding for our Quinns Rocks Youth in Emergency Services Cadets program. This initiative has been a part of our community since its inception in 1997 as the Clarkson Emergency Services Cadet Corps, originally based at Clarkson Community High School. Over the years, our program has evolved through partnerships with key government departments: Cadets WA, DFES, and DOE. These partnerships have been instrumental in our ability to provide essential training and developmental opportunities to local youth over the years.

Our journey has not been without challenges. In 2016, the abrupt closure of our program at Clarkson CHS caused a swift relocation to Quinns Rocks Primary School. Subsequent regulatory hurdles threatened our existence again in 2018, when we faced potential closure due to compliance issues with DOE regulations. Thanks to the resilience of our team and the support of Quinns Baptist College, we persevered, transitioning to become Quinns Rocks SES Cadets and later adapting to DFES's new Youth in Emergency Services Cadets program in 2020.

Despite these transitions, our program faces financial constraints. We are no longer eligible for state funding from Cadets WA or DFES due to technicalities in the Local Government Grant Scheme. This has placed significant strain on our operational capacity, necessitating a reliance on community support and fundraising efforts to sustain our activities and provide essential training to our cadets. Currently, the Quinns Rocks Youth in Emergency Services Cadets program serves approximately 70 cadets aged 11 to 18, spanning from Yanchep to Burns Beach and out to Carramar. Our dedicated team of 11 volunteer instructors, many of whom are former first responders, invest their time to instil values of duty, loyalty, and

community service in our cadets. Through our program, we aim to educate local youth about emergency service agencies, provide diverse training opportunities, and foster community resilience in times of crisis.

Our activities include 40 training nights annually, multiple camps and leadership events, participation in community service initiatives, and more. We operate on a modest budget, charging \$200 per cadet annually, supplemented by fundraising efforts and community partnerships. With additional funding, we aim to enhance our program significantly. This includes advanced instructor training in Youth Mental Health First Aid, certifications for cadets in First Aid and Fire Safety, equipment upgrades, and expanded camp activities like Abseiling and White-Water Rafting. Such enhancements not only enrich our cadets' experiences but also better prepare them for future roles in emergency services and community leadership.

I firmly believe our program should be funded by state government through Cadets WA or some way through DFES. I believe it will happen one day and hope our group can keep our head above water till then. Unfortunately, I cannot help all the cadet groups around the state however, with the City's support and our fundraising efforts I hope we can support the two DFES YES Cadets groups within City of Wanneroo continue to support our local youth. Your continued support is essential in ensuring that we can continue to serve our local youth effectively and maintain our commitment to community resilience.

By supporting future annual funding of \$50 per cadet per year insures both cadet groups can have the same impact on every young person involved. This also supports the Two Rocks YES Cadets with their future expansion. The Quinns Rocks YES Cadets membership limit is 80 based on instructor numbers, this means the biggest contribution from the City annually would be \$4000. This is a small price to pay for the quality young people we transition into adult volunteering.

I thank you all for considering our request and look forward to discussing how we can work together to secure the future of the Quinns Rocks and Two Rocks Youth in Emergency Services Cadets programs.

Kind Regards,  
Stephen Faulkner

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**PQ04-06/24 Ms W Garstone, Maylands**

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*I would like item 9 to be brought forward this evening?*

**Response by Mayor Aitken**

Council will consider this request later in the meeting

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**PQ05-06/24 Mr B Badocci, Alexander Heights**

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*I would like to know why council rescinded the decision of replacing that tree with a smaller one?*

**Response by Director Assets**

That is to be considered by Council tonight.

**Item 4 Confirmation of Minutes****OC01-06/24 Minutes of Ordinary Council Meeting held on 21 May 2024**

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Moved Cr Figg, Seconded Cr Nguyen

That the minutes of the Ordinary Council Meeting held on 21 May 2024 be confirmed.

**CARRIED UNANIMOUSLY**

For the motion: Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

Against the motion: Nil

**SOC02-06/24 Minutes of Special Council Meeting held on 28 May 2024**

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Moved Cr Figg, Seconded Cr Nguyen

That the minutes of the Special Council Meeting held on 28 May 2024 be confirmed.

**CARRIED UNANIMOUSLY**

For the motion: Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

Against the motion: Nil

**SOC03-06/24 Minutes of Special Council Meeting held on 4 June 2024**

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Moved Cr Figg, Seconded Cr Nguyen

That the minutes of the Special Council Meeting held on 4 June 2024 be confirmed.

**CARRIED UNANIMOUSLY**

For the motion: Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

Against the motion: Nil

**Item 5 Announcements by the Mayor without Discussion**

Nil

**Item 6 Questions from Council Members**

Nil

## Item 7 Petitions

### New Petitions Received

#### **PT01-06/24 Request for Parking Prohibition, Chasellas Drive, Hocking**

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*Cr Rowe presented a petition with 44 signatures who identified as residents of the City of Wanneroo requesting to install a 'no parking' sign to Chasellas Road, Hocking (24/185686).*

**Moved Cr Miles, Seconded Cr Herridge**

**That the petition PT01-06/24 be received and forwarded to the Chief Executive Officer for reporting back to Council.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

### Update on Petitions

#### **UP01-07/24 Verge Tree - Cordelia Place Alexander Heights - rescinds decision**

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*Cr Parker presented the petition requesting Council to rescind a decision to remove verge tree from Cordelia Place Alexander Heights (24/170191).*

### Update

To be discussed at agenda item MN01-06/24 Motion to Revoke Council Resolution AS05-04/24.

## 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.**

*Cr Rowe declared an impartiality interest in AS01-06/24 Marangaroo Drive and Girrawheen Avenue intersection - State Blackspot Project - Variation to Construct Traffic Signals due to being a Board Member of the Girrawheen Senior High School. (24/217184)*

*Cr Bedworth declared an impartiality interest in AS01-06/24 Marangaroo Drive and Girrawheen Avenue intersection - State Blackspot Project - Variation to Construct Traffic Signals due to his employment at Main Roads. (24/217189)*

*Cr Bedworth declared an impartiality interest in AS04-06/24 Applications For Funding - Metropolitan Regional Roads Program 2025-2026 due to his employment at Main Roads. (24/217189)*

*Cr Nguyen declared an impartiality interest in CP02-06/24 Alkimos Open Spaces Master Plan due to providing legal representation regarding a property in the area. (24/217176)*

*Cr Huntley declared an impartiality interest in CE01-06/24 Sponsorship Agreement with Wanneroo Agricultural Society - Wanneroo Show due to being a Council Delegate for the Wanneroo Agricultural Society.*

*Cr Bedworth declared an impartiality interest in CR01-06/24 Acquisition of Land Public Open Space (POS) due to his employment at Main Roads.*

### **Procedural Motion**

#### **Moved Cr Moore, Seconded Cr Nguyen**

**That item MN01-06/24 Motion to Revoke Council Resolution AS05-04/24 be discussed as the first item of business.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Ni

### **MN01-06/24 Motion to Revoke Council Resolution AS05-04/24**

File Ref:	32990V005 – 24/188958
Author:	Director Assets
Action Officer:	Director Assets
Disclosure of Interest:	Nil
Attachments:	1

### **Issue**

To consider revoking the decision of Council on Item “AS05 - 04/24 Response to Petition (PT01-02/24) – Requesting the Removal of Street Trees in Cordelia Place, Alexander Heights.”

### **Background**

At its Ordinary Council Meeting held on 23 April 2024, Council resolved as follows:

*‘Moved Cr Rowe, Seconded Cr Seif*

*That Council:-*

- 1. NOTES the Petition PT01-02/24 received at its 20 February 2024 Ordinary Council Meeting;*
- 2. SUPPORTS the removal and replacement of tree 1, as identified in the location map (attachment 1);*
- 3. DOES NOT SUPPORT the removal of trees 2 and 3, as identified in the location map;*
- 4. NOTES that Administration will continue to manage trees 2 and 3 within the verge of 8 Cordelia Place, Alexander Heights in accordance with the Street Tree policy; and*
- 5. ADVISES the petitioners of its decision.*

**CARRIED 11/4**

*For the motion:* Mayor Aitken, Cr Bedworth, Cr Berry, Cr Coetzee, Cr Figg, Cr Miles, Cr Moore, Cr Nguyen, Cr Rowe, Cr Seif and Cr Wright

*Against the motion:* Cr Herridge, Cr Huntley, Cr Parker, Cr Smith

## Detail

At 3.30pm on Thursday, 30 May 2024, the Chief Executive Officer received a Motion to Revoke the decision made on Item "AS05- 04/24 Response to Petition (PT01-02/24) – Requesting the Removal of Street Trees in Cordelia Place, Alexander Heights" (**Attachment 1** refers).

The requirements for support of a motion for revocation or change of a council decision are dealt with in the Local Government Act 1995 (**Act**) and Local Government (Administration) Regulations 1996 (**Regulations**).

Regulation 10 requires that:

*'10(1)If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported –*

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
- (b) in any other case, by at least 1 /3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.'*

The Motion to Revoke was signed by the required minimum of 1/3 of Council Members as follows:

- Councillor Natalie Herridge (Mover);
- Councillor Jacqui Huntley (Seconder);
- Councillor Glynis Parker;
- Councillor Jordan Wright;
- Councillor Alexander Figg; and
- Councillor Bronwyn Smith.

In accordance with section (4) of the City of Wanneroo *Standing Orders Local Law 2021 (SOLL)* a Member wishing to move a revocation motion at a meeting of the Council must give to the CEO notice of the revocation motion, which is to meet certain criteria.

The table below provides this information.

Section (4) criteria for a Motion to Revoke	Criteria Met?
(a) be in writing;	Yes
(b) specify the decision proposed to be revoked or changed;	The decision proposed to be revoked is the Council decision made at its meeting held 12 December 2023 on Item "AS05- 04/24 Response to Petition (PT01-02/24) – Requesting the Removal of Street Trees in Cordelia Place, Alexander Heights."
(c) include a reason or reasons for the revocation motion;	The reason is summarised below and detailed in full in Attachment 1.

(d) be signed by the number of members required by law to support the motion to revoke or change the decision referred to in the revocation motion;	Yes. As noted earlier in this report.
(e) specify the date of the ordinary or special meeting of the council, as the case may be, which next follows the expiry of 7 clear days after the notice is given to the CEO;	The Motion to Revoke shall be moved at the next Ordinary Council Meeting currently scheduled for <b>18 June 2024</b> .
(f) be given to the CEO not less than 7 clear days prior to the date of the ordinary or special meeting specified in the notice.	Yes. The Motion to Revoke was given to the CEO on Thursday 30 May 2024.

A summary of the reasons offered in the Motion to Revoke is provided below:

- The April 2024 report regarding tree root infrastructure damage has since been rectified by works completed on 2 May 2024. The roots found were of a non-structural nature and able to be removed. Further confirming the good health of the tree should be taken into consideration over the possible impact of the root systems as a hinderance on infrastructure.
- In light of the efforts of 77 residents in presenting petition (PT01-05/24) as tabled by Council on 21 May 2024 to reconsider the approval by council of the removal of tree 1:
  - a) Due to the timing between meetings this petition will not have the ability to be considered before the scheduled date of the tree's physical removal on June 4th 2024.
  - b) The residents should be afforded the opportunity to have the petition report be considered by Council whilst the tree is still in situ or at least be afforded this opportunity by way of this revocation motion.

## Consultation

The Motion to Revoke has been signed by Councillors Herridge, Huntley, Parker, Wright, Figg and Smith.

The Motion was submitted to the CEO on Thursday 30 May 2024, at 3.30pm.

## Comment

When a notice of revocation motion is given in accordance with the requirements of the legislation, then the CEO must not implement or continue to implement, the decision that is the subject of the revocation until the –

- (a) the revocation motion is not supported by the number of Members of the Council required by law to support the motion;
- (b) no Member of the Council moves the revocation motion;
- (c) the motion is moved but not seconded; or
- (d) the motion is moved and seconded but is not made by the kind of majority required by law (that is, by an absolute majority), at the relevant meeting.

## Statutory Compliance

The requirements relating to a Motion to revoke are detailed in section 5.25(1)(e) of the *Local Government Act 1995*, Regulation 10 of the *Local Government (Administration) Regulations 1996*, and section 6.1 of the *City of Wanneroo Standing Orders Local Law 2021*.

## 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-O22 Environmental Management	Medium
Accountability	Action Planning Option
Director Planning & Sustainability	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationship	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

## Policy Implications

The Street Tree Policy provides guidance on the management of City owned trees. As noted in AS05-04/24, this tree did not meet the criteria for removal in accordance with the Policy.

## Financial Implications

All costs associated with the management of City owned trees are met through annual operating budgets.

## Voting Requirements

Absolute Majority

## Moved Cr Herridge, Seconded Cr Huntley

### That Council:-

1. **NOTES that Councillors Natalie Herridge, Jacqui Huntley, Glynis Parker, Jordan Wright, Alexander Figg and Bronwyn Smith have signed a Motion to Revoke the decision made on Item “AS05 - 04/24 Response to Petition (PT01-02/24) – Requesting the Removal of Street Trees in Cordelia Place, Alexander Heights” at**



the Ordinary Council Meeting held 23 April 2024; and

2. **REVOKES BY ABSOLUTE MAJORITY** the following decision of Council made at the Ordinary Council Meeting held on 23 April 2024, AS05- 04/24 as detailed below:-

At its Ordinary Council Meeting held on 23 April 2024, Council resolved as follows:

*'Moved Cr Rowe, Seconded Cr Seif*

*That Council:-*

1. **NOTES** the Petition PT01-02/24 received at its 20 February 2024 Ordinary Council Meeting;
2. **SUPPORTS** the removal and replacement of tree 1, as identified in the location map (Attachment 1);
3. **DOES NOT SUPPORT** the removal of trees 2 and 3, as identified in the location map;
4. **NOTES** that Administration will continue to manage trees 2 and 3 within the verge of 8 Cordelia Place, Alexander Heights in accordance with the Street Tree policy; and
5. **ADVISES** the petitioners of its decision.

LOST  
5/8

For the motion: Cr Figg, Cr Herridge, Cr Huntley, Cr Parker and Cr Smith

Against the motion: Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Miles Cr Moore, Cr Nguyen, Cr Rowe and Cr Seif

### **Administration Comment**

Following Council's decision on AS05-04/24, Administration initiated the tree removal process for Tree 1. The lead petitioner and surrounding residents on Cordelia Street were notified of Council's decision via a letter drop and advised of the timing of the tree removal.

A site meeting was also undertaken with Ms Houlahan at her property to inspect the damage to the paving within her property detailed in Petition PT01-02/24. Two small sections of raised pavers of approximately 0.5m<sup>2</sup> were then lifted and a small number of tertiary roots were observed and removed. Tertiary or third order roots are the finest of absorbing roots and normally develop within the top layers of soil where air, moisture and nutrients are readily available and are not responsible for the stability/health of the tree (non-structural). These type of roots are common in all species of trees.

If Council supports the Motion to Revoke, it means there is no Council decision on Petition PT01-02/24. Therefore, Administration will present a report on Petition PT01-02/24 at the 16 July 2024 Ordinary Council Meeting. This report will also address the subsequent Petition PT01-05/24.

If Council does not support the Motion to Revoke, then Administration will continue to action the implementation of Council decisions as per Council Resolution AS05-04/24 and a report on Petition PT01-05/24 will be presented at the 16 July 2024 Ordinary Council Meeting.

Attachments:

1. Attachment 1 - Revocation Motion AS05-04/24 - Ordinary Council Meeting - June 2024 24/188970

<b>MEETING TYPE AND DATE:</b>	<b>Ordinary Council Meeting Tuesday 23<sup>rd</sup> April 2024</b>		
<b>Item No and Heading:</b>	<i>AS05-04/24 Response to Petition (PT01-02/24) - Requesting the Removal of Street Trees in Cordelia Place, Alexander Heights</i>		
<b>Mover:</b>	Cr Herridge	<b>Seconder:</b>	Cr Huntley

### REVOCATION MOTION (Part 6 – Standing Orders Local Law 2021)

We the undersigned, wish to present to council new information to have the opportunity to reconsider the April 23<sup>rd</sup> 2024 decision at the next Ordinary Council Meeting scheduled for Tuesday 18<sup>th</sup> June 2024 and to cease until then any further action on receipt of this Revocation Motion.

### REASON FOR REVOCATION MOTION

New information has been provided to elected members since the resolution of Council 23<sup>rd</sup> April 2024 for *AS05-04/24 Response to Petition (PT01-02/24) - Requesting the removal of Street Trees in Cordelia Place, Alexander Heights*.

1. Works conducted to rectify paving lift.
  - The April 2024 report regarding tree root infrastructure damage has since been rectified by works completed on 2<sup>nd</sup> May 2024. These by way of inspection by the City and paving sections lifted for small root removal and pavers relayed.
  - The roots found were of a non-structural nature and able to be removed. Further confirming the good health of the tree should be taken into consideration over the possible impact of the root systems as a hinderance on infrastructure.
2. In light of the efforts of 77 residents in presenting petition (PT01-05/24) as tabled by Council on May 21<sup>st</sup> 2024 to reconsider the approval by council of the removal of tree 1.
  - Due to the timing between meetings this petition will not have the ability to be considered before the scheduled date of the tree's physical removal on June 4<sup>th</sup> 2024.
  - The residents should be afforded the opportunity to have the petition report be considered by Council whilst the tree is still in situ or at least be afforded this opportunity by way of this revocation motion.

By revoking the decision to remove Tree 1 Council can demonstrate its commitment to environmental stewardship, community engagement, and sustainable urban planning.

### REVOCATION MOTION REQUIRED SIGNATURES OF COUNCIL MEMBERS

Please see below, the signatures of the minimum five Council Members required of the City of Wanneroo who support my Motion to revoke the said decision, including the signature of myself.

Date:	Name:	Signature:
30/5/24	Natalie Herridge	 Natalie Herridge (May 30, 2024 13:00 GMT+8)
30/5/24	Jacqui Huntley	 Jacqui Huntley (May 30, 2024 14:53 GMT+8)
30/05/24	Glynis parker	 Glynis Parker (May 30, 2024 13:12 GMT+8)
30/05/24	Jordan Wright	
30/05/24	Alexander Figg	 Alexander Figg (May 30, 2024 13:51 GMT+8)
30/5/24	Bronwyn Smith	 Bronwyn Smith (May 30, 2024 14:36 GMT+8)

Received by CEO:

Date:

Time:











# Revocation Motion 2024\_05 May 30 Cordelia Place Alexander Heights Tree Removal

Final Audit Report

2024-05-30

















Created:	2024-05-30
By:	Dean Herridge (dean@herridge.com.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAAENUYYPyQIOb6DwEHfcB74yjVYCvdLE8o

## "Revocation Motion 2024\_05 May 30 Cordelia Place Alexander Heights Tree Removal" History

-  Document created by Dean Herridge (dean@herridge.com.au)  
2024-05-30 - 4:56:01 AM GMT- IP address: 101.185.179.223
-  Document emailed to natalie.herridge@wanneroo.wa.gov.au for signature  
2024-05-30 - 4:58:17 AM GMT
-  Email viewed by natalie.herridge@wanneroo.wa.gov.au  
2024-05-30 - 4:58:54 AM GMT- IP address: 83.229.106.214
-  Signer natalie.herridge@wanneroo.wa.gov.au entered name at signing as Natalie Herridge  
2024-05-30 - 5:00:15 AM GMT- IP address: 101.185.179.223
-  Document e-signed by Natalie Herridge (natalie.herridge@wanneroo.wa.gov.au)  
Signature Date: 2024-05-30 - 5:00:17 AM GMT - Time Source: server- IP address: 101.185.179.223
-  Document emailed to glynis.parker@wanneroo.wa.gov.au for signature  
2024-05-30 - 5:00:21 AM GMT
-  Email viewed by glynis.parker@wanneroo.wa.gov.au  
2024-05-30 - 5:10:11 AM GMT- IP address: 1.146.239.225
-  Signer glynis.parker@wanneroo.wa.gov.au entered name at signing as Glynis Parker  
2024-05-30 - 5:12:07 AM GMT- IP address: 1.146.239.225
-  Document e-signed by Glynis Parker (glynis.parker@wanneroo.wa.gov.au)  
Signature Date: 2024-05-30 - 5:12:09 AM GMT - Time Source: server- IP address: 1.146.239.225
-  Document emailed to jordan.wright@wanneroo.wa.gov.au for signature  
2024-05-30 - 5:12:10 AM GMT



Adobe Acrobat Sign

-  Email viewed by jordan.wright@wanneroo.wa.gov.au  
2024-05-30 - 5:25:14 AM GMT- IP address: 101.189.30.77
-  Signer jordan.wright@wanneroo.wa.gov.au entered name at signing as Jordan Wright  
2024-05-30 - 5:26:44 AM GMT- IP address: 101.189.30.77
-  Document e-signed by Jordan Wright (jordan.wright@wanneroo.wa.gov.au)  
Signature Date: 2024-05-30 - 5:26:46 AM GMT - Time Source: server- IP address: 101.189.30.77
-  Document emailed to alex.figg@wanneroo.wa.gov.au for signature  
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-  Document e-signed by Alexander Figg (alex.figg@wanneroo.wa.gov.au)  
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-  Email viewed by bronwyn.ellensmith@gmail.com  
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-  Signer bronwyn.ellensmith@gmail.com entered name at signing as Bronwyn Smith  
2024-05-30 - 6:36:00 AM GMT- IP address: 1.44.71.114
-  Document e-signed by Bronwyn Smith (bronwyn.ellensmith@gmail.com)  
Signature Date: 2024-05-30 - 6:36:02 AM GMT - Time Source: server- IP address: 1.44.71.114
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-  Signer huntleyjacqui@gmail.com entered name at signing as Jacqui Huntley  
2024-05-30 - 6:53:55 AM GMT- IP address: 49.196.210.46
-  Document e-signed by Jacqui Huntley (huntleyjacqui@gmail.com)  
Signature Date: 2024-05-30 - 6:53:57 AM GMT - Time Source: server- IP address: 49.196.210.46
-  Agreement completed.  
2024-05-30 - 6:53:57 AM GMT

*Mayor Aitken resumed the meeting in the order on the agenda.*

*Cr Phil Bedworth left the meeting at 6:47PM*

*Cr Phil Bedworth returned to the meeting at 6:49PM*

## **Planning and Sustainability**

### **Strategic Land Use Planning & Environment**

#### **PS01-06/24     WALGA North Zone and State Council Agenda - Councillor Request to Raise a Matter in Relation to State Planning Policy 3.6 - Infrastructure Contributions (Community Infrastructure Cap)**

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File Ref:	5734V009 – 24/177325
Responsible Officer:	Director Planning & Sustainability
Attachments:	Nil

### **Issue**

To consider a request by Councillor Smith for an item to be included into the WALGA North Zone agenda to advocate to the state government for indexation of the community infrastructure cap defined in *State Planning Policy 3.6 (SPP3.6) - Infrastructure Contributions*.

### **Background**

The Department of Planning, Lands and Heritage (DPLH) on behalf of the Western Australian Planning Commission (WAPC) prepared SPP3.6, which was approved in April 2021, inclusive of a \$5000 cap per dwelling on community infrastructure.

Community infrastructure includes structures, facilities and land which help communities and neighbourhoods to function effectively and includes specific infrastructure items such as sports and recreation facilities, sporting pavilions, multi-purpose courts/buildings, libraries, and other community services facilities.

Since April 2021, the DPLH has retained the \$5000 per dwelling cap, however the costs of providing community infrastructure have been escalating significantly based on construction costs indexes and CPI over the past few years.

Various submissions and representations were made by Council during the preparation of SPP3.6 (through WALGA and the Growth Alliance Perth and Peel), however there has been no confirmation provided by the DPLH that the cap will be indexed to reflect increasing costs of delivering the infrastructure.

### **Detail**

At its meeting of 27 August 2019 (report PS01-08/19), Council resolved to make a submission on the draft SPP3.6 policy on a range of matters, including (inter-alia).

- The City of Wanneroo does not support the introduction of caps on the provision of community facilities by Developer Contribution Plans; and
- Any caps (if) included should be indexed against the Consumer Price Index to ensure amounts received remain relevant.

A fixed cap of \$5000 restricts the DCPs ability to reflect increasing construction and land acquisition costs, resulting in shortfalls in funding. Any shortfall in funding could lead to a deficit of Community Infrastructure, the delay in infrastructure and the need to secure alternative funding, which cannot be guaranteed.

## Consultation

Nil

## Comment

SPP3.6 requires the DCP costs to be prepared and annually reviewed to reflect construction and land acquisition costs. These costs have increased significantly since 2021 and will likely continue to increase over time. Current projections for cost escalation for the Building Price Index (BPI), suggest that cost indexation will continue at high levels before reducing in the medium term. The following assumption were provided by the DPLH as part of their recent proposal for the East Wanneroo District DCP.

Year	2023	2024	2025	2026	2027	2028
BPI (%)	5.4%	4.1%	3.5%	3.0%	2.5%	2%

The impact of increasing construction costs can be identified in numerous construction projects, including the Dordaak Kepap Community Library, where costs rapidly increased from \$12.1 million to \$17.9 million, as part of a competitive tendering process (refer Report AS02-05/24).

Without indexation of the cap, the relevance of the cap value diminishes, and any shortfalls would mean that increased pressure will occur on the City to secure alternative funding sources, including municipal funding and grants. This could also result in the facilities not being delivered, delays in delivery timeframes or a reduction in the scope of works that can be provided. In this regard, the need for the new facilities is generated by the new development and this should fund the delivery of the new community infrastructure, noting that the operational costs of managing and renewal of the infrastructure would be funded through the municipal budget.

The methodology for indexation should be determined having regard to SPP 3.6 and in consultation with the Department of Planning, Lands and Heritage and any other key stakeholders to closely align with the actual costs of infrastructure.

## Statutory Compliance

SPP 3.6 was prepared in accordance with the *Planning and Development Act 2005* and the operative provisions included in the City's DPS2 to provide the framework for formulating and implementing a DCP, as provided in 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*

*5.1 - Develop to meet current need and future growth*



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

There are significant financial risks associated with the fixed contribution cap of \$5000 defined in SPP3.6. SPP3.6 requires that estimated costs in the DCP be indexed, however the contribution cap effectively limits the value of contributions that can be charged. This will ultimately lead to a financial shortfall for the provision of community facilities in new areas of urbanisation, including the future East Wanneroo District Structure Plan area. It may also have a reputation risk to the City, if the facilities defined in the DCP are not provided to the community.

## Policy Implications

Nil

## Financial Implications

The capping of community infrastructure contributions has significant financial implications on the outer metropolitan Councils such as the City of Wanneroo to meet the increasing demand for community infrastructure associated with rapid population growth.

Any future DCP funding deficit will have a negative impact on the City's Long Term Financial Plan (LTFP) and the 20 Year Capital Works Program.

Alternative funding sources will therefore be crucial in mitigating the impacts of a shortfall in DCP funding, which will require further engagement with State Government. Currently, there is no guarantee that alternative funding sources will be available from the State Government, putting the provision of those facilities and the City's finances under significant pressure.

## Voting Requirements

Simple Majority

## Moved Cr Smith, Seconded Cr Miles

**That Council SUPPORTS the inclusion of an item into the WALGA North Zone agenda for WALGA to advocate to the state government for indexation of the community infrastructure cap defined in State Planning Policy 3.6 (SPP3.6) - Infrastructure Contributions**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments: Nil*



## Approval Services

### PS02-06/24 Preparation of Amendment No. 219 to District Planning Scheme No. 2 - Part Normalisation of the Woodvale Agreed Local Structure Plan No. 64 Area

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File Ref: 49826 – 24/127679  
Responsible Officer: Director Planning & Sustainability  
Attachments: 7

## Issue

To consider initiating Amendment No. 219 to District Planning Scheme No. 2 (DPS 2) to normalise zoning of land affected by the City's Woodvale Agreed Local Structure Plan No. 64 (ASP 64).

## Background

The land subject of proposed Amendment No. 219 to DPS 2 (Amendment No. 219) is located in the Woodvale locality. Amendment No. 219 affects the land over which ASP 64 currently applies (subject area).

The subject area is largely zoned Urban Development under DPS 2 as shown on the plan included in **Attachment 1**. The Urban Development Zone is applied as an interim zone for areas undergoing initial subdivision and development – and forms the basis for preparing structure plans.

The Urban Development Zone becomes redundant over land that becomes established through subdivision and development. At that point, the zoning of the established areas can undergo 'normalisation', meaning that it can be rezoned to a 'permanent' zone (such as Residential) that is reflective of land use. Any effect that a structure plan has over such areas can also be removed by way of amendment.

ASP 64 was adopted by the WAPC in February 2011 to guide subdivision and development over the subject area. The current ASP 64 structure plan maps are included as **Attachment 2**. To date, ASP 64 has facilitated the creation of 291 residential lots through subdivision. All but two of those residential lots are now occupied with housing. The subject area still has three 'homestead' lots which could be further developed, as well as two larger landholdings which ASP 64 earmarks for further subdivision.

This process of normalising structure planned areas is part of the City's ongoing approach to simplify the planning system and reduce complexity for the City's stakeholders. Normalisation makes it simpler for landowners to understand the relevant planning controls for their property by reducing the number of planning documents relevant to the decision-making process. This aligns with the City's goal to provide for well-planned land uses to support the economy, the growing community and environment.

## Detail

### Amendments to DPS 2

Amendment No. 219 will generally take the zones, reserves and residential density codes (R-coding) designated within the established parts of ASP 64 – and to place such controls into DPS 2.

The full extent of the amendments proposed through Amendment No. 219 (including the Scheme (Amendment) Maps) is detailed in **Attachment 3**. The key features of Amendment No. 219 include:

- Rezoning residential lots created through subdivision from 'Urban Development' to 'Residential', with R-codings that generally correspond to those currently in ASP 64; and
- Applying the 'Public Open Space' local scheme reserve over land that subdivision in the subject area has ceded for this purpose.

#### Subsequent Amendments to ASP 64

As discussed later in the report, if the Minister for Planning (Minister) approves Amendment No. 219, the WAPC should also consider amending ASP 64. Administration considers that the following amendments are needed to ASP 64:

- An update to the structure plan maps to identify areas where zoning will be normalised into DPS 2;
- Deletion of various provisions which have become redundant over time – or will be made redundant should Amendment No. 219 is approved;
- Correcting the names of the government agencies referred to throughout the structure plan text;
- Deleting references in the structure plan text to specific City officers (e.g. Director Planning and Sustainability and Manager of Infrastructure Planning); and
- Deleting the restrictions in ASP 64 on land use permissibility within the Residential Zone. This is discussed further in the 'Comment' section below.

A track change version of the ASP 64 text outlining the extent of the recommended amendments is provided in **Attachment 4**. The recommended amendments to the structure plan maps are also provided in **Attachment 5**.

To facilitate the amendments to ASP 64, Amendment No. 219 is proposed to include a Statement to that effect as provided in **Attachment 6**. The Statement will detail the full extent of amendments that Administration considers are needed to ASP 64. The Statement has been prepared pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and the WAPC's WA Planning Manual: Guidance for Structure Plans (Structure Plan Guidelines).

#### Land NOT Affected by Amendment No. 219

Of the approximately 26.5 hectares of land in the subject area, Amendment No. 219 will rezone or impose a local scheme reserve over approximately 21.2 hectares.

Amendment No. 219 has, however, been prepared so that it will not affect the following land:

- The Paul Conti Winery site at Lot 36 (529) Wanneroo Road, Woodvale. Amendment No. 219 will retain the existing Urban Development Zone over this lot, to allow ASP 64 to continue being in place to guide any future subdivision. The amendment will also retain the 'additional uses' of restaurant/café and winery that DPS 2 currently allows over this lot.
- The Wanneroo Agricultural Machinery site at Lot 33 (489) Wanneroo Road, Woodvale. Amendment No. 219 will retain the existing Urban Development Zone over this lot, also to facilitate future subdivision guided by ASP 64.

- The drainage site at Lot 9002 (35) Rosso Meander, Woodvale. A small portion of this site is located within the Parks and Recreation reservation under the Metropolitan Region Scheme. The remainder of this site was placed into the 'Drainage/Waterway' local scheme reserve in May 2023 through the approval of Amendment No. 172 to DPS 2.

The abovementioned land parcels are all located where shown on the map in **Attachment 1. DPS 2 Amendment Classification**

Amendment No. 219 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. 219, 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*. Administration is not satisfied that the legislation exempts the need for Amendment No. 219 to be referred to the EPA (being Section 81(2) of the *Planning and Development Act 2005*, Section 48AAA(2) of the *Environmental Protection Act 1986* and Regulation 33C of the *Environmental Protection Regulations 1987*).

Further to the EPA referral process, Amendment No. 219 will also need to be referred to the WAPC for approval to advertise. This referral will be made pursuant to Section 83A of the *Planning and Development Act 2005* and will be considered by an officer of the Department of Planning, Lands and Heritage delegated to perform this function by the Minister. Under this section of the *Planning and Development Act 2005*, the Minister (or their delegate) may:

- Approve a proposed scheme amendment for advertising; or
- Require the local government to modify the scheme amendment, and resubmit it for further consideration; or
- Refuse approval for the proposed amendment to be advertised. Should such a decision be made, the local government cannot proceed with the proposed amendment.

Subject to the EPA and the Minister's delegate being satisfied with the amendment (with or without modifications), Amendment No. 219 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 are most affected by Amendment No. 219 (and/or the amendments to ASP 64).

The process to 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 for amendments to structure plans after the Minister's approval of a local planning scheme amendment. However, when Amendment No. 219 is advertised, Administration can ensure that potential submitters are also made aware of the City's intentions to have ASP 64 amended.

### **Comment**

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

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

In this case, Administration is proposing that Amendment No. 219 include a Statement in accordance with Regulation 35A(b). As outlined previously, a Statement has been prepared for Council's consideration and is provided in **Attachment 6**. The amendment to ASP 64 will then be processed by the WAPC following the approval of Amendment No. 219, pursuant to Clause 29A of the deemed provisions.

Normalising established parts of the ASP 64 area would mean that DPS 2 would take precedence over the structure plan in prescribing zoning, R-coding and land use. As a result, the subsequent amendment to ASP 64 will recognise that such detail has been inserted into DPS 2. The extent of amendments proposed to the structure plan text and maps is detailed in **Attachment 4** and **Attachment 5**.

### Land Use Permissibility in the Residential Zone

Currently, section 9.1 of ASP 64 prescribes that only select land uses be permitted in the structure plan's Residential Zone. The select land uses that the structure plan prescribes as permissible in the Residential Zone are identified in **Attachment 7**. As a comparison, **Attachment 7** also lists the land uses that are typically permissible in the Residential Zone under DPS 2.

The City could consider, through Amendment No. 219, imposing a 'Restricted Use' area to limit land use permissibility through DPS 2, consistent with the current provisions in ASP 64. However, Administration does not consider limiting land use in the Residential Zone of the subject area to have any planning merit. There are no constraints or other underlying factors evident that warrants having a land use permissibility in the subject area that is different to that of typical Residential Zones in DPS 2.

Amendment No. 219, therefore, does not propose to carry over the land use permissibility provisions from ASP 64 into DPS 2. Land use permissibility in the normalised areas will then be in accordance with the Zoning Table of DPS 2 (refer **Attachment 7**). For consistency, the subsequent amendment proposed for the ASP 64 text will also remove the land use permissibility restrictions from the structure plan, which would have otherwise continued to apply over future residential subdivisions in the subject area.

### Corner Store Land Use

Section 9.1 of ASP 64 prescribes that the 'corner store' land use (now called 'home store' in DPS 2) be a permitted (or 'P') use at the location identified on the structure plan maps (where shown in **Attachment 2**, and within the Wanneroo Agricultural Machinery site). This differs

from the DPS 2 provisions, which makes the home store land use discretionary subject to advertising (or 'A') in all Residential zoned areas.

ASP 64 is worded in a manner that does not permit corner stores anywhere in the subject area – except in the location identified on the structure plan maps. In other words, if a landowner or proponent does not pursue a corner store at the location identified in the structure plan, then no corner store could be provided in the subject area at all.

Amendment No. 219 does not seek to transfer the locational provisions from ASP 64 relating to the corner store. This would mean that if Amendment No. 219 is approved (as proposed), a home store could be considered through the development application process on any residential lot in the subject area. Subsequent amendments proposed to ASP 64 would also remove the corner store locational requirement from the structure plan.

#### Extension of the ASP 64 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 64 was), the date of approval under the deemed provisions is taken to be from 19 October 2015.

Both the deemed provisions and the Structure Plan Guidelines outline the possibility for the duration of a structure plan to be extended by the WAPC. In this case, Administration considers the City should request the WAPC extend the approval duration of ASP 64 by five years to 19 October 2030. This will allow additional time for the subdivision of the undeveloped areas to occur. This extension will be discussed further in a subsequent report to Council, to be presented following public advertising of Amendment No. 219.

### **Statutory Compliance**

Amendment No. 219 to District Planning Scheme No. 2 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. 219, the WAPC will amend the Woodvale Agreed Local Structure Plan No. 64 area that applies over the Amendment No. 219 area pursuant to Clause 29A 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 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 & Performance	Manage

The above risk 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. 219 is being processed noting the WAPC-prepared 'WA Planning Manual: Guidance for Structure Plans' in respect to the relationship between structure plans and local planning schemes.

## Financial Implications

Costs in preparing Amendment No. 219 – and assisting the WAPC in amending ASP 64 – can be met from the current Planning and Sustainability operational budget.

## Voting Requirements

Simple Majority

**Moved Cr Miles, Seconded Cr Bedworth**

**That Council:-**

1. Pursuant to Section 75 of the *Planning and Development Act 2005*, PREPARES Amendment No. 219 to City of Wanneroo District Planning Scheme No. 2, to amend the local planning scheme to the extent outlined in Attachment 3;
2. Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 219 to District Planning Scheme No. 2 include the Statement as provided in Attachment 6;
3. Pursuant to Regulation 34 and Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, RESOLVES that Amendment No. 219 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. 219 to District Planning Scheme No. 2 to the Environmental Protection Authority;

5. Pursuant to Section 83A of the *Planning and Development Act 2005*, SUBMITS Amendment No. 219 to District Planning Scheme No. 2 to the Minister for Planning for approval to advertise;
6. Subject to the satisfaction of the Environmental Protection Authority and the Minister for Planning (or their delegate), ADVERTISES Amendment No. 219 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 may be recommended or required;
7. NOTES that prospective submitters will be advised that following the approval of Amendment No. 219 to District Planning Scheme No. 2, the Western Australian Planning Commission will consider amending the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64 in a manner consistent with the Statement in Attachment 6; and
8. NOTES that a further report will be presented to a future Council Meeting, following advertising of Amendment No. 219 to District Planning Scheme No. 2, seeking resolution in respect to the following:
  - a) Whether to support Amendment No. 219 to District Planning Scheme No. 2 (with or without modification) – or not support the amendment;
  - b) To provide the advertised Amendment No. 219 to District Planning Scheme No. 2 to the Western Australian Planning Commission; and
  - c) Subject to Council supporting Amendment No. 219 to District Planning Scheme No. 2 following advertising, requesting the Western Australian Planning Commission amend the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64, pursuant to Clause 29A(2) of the District Planning Scheme No. 2 Deemed Provisions; and
  - d) To request the Western Australian Planning Commission extend the approval duration period for the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64 to 19 October 2030, pursuant to Clause 28 of the District Planning Scheme No. 2 Deemed Provisions.

**CARRIED UNANIMOUSLY**

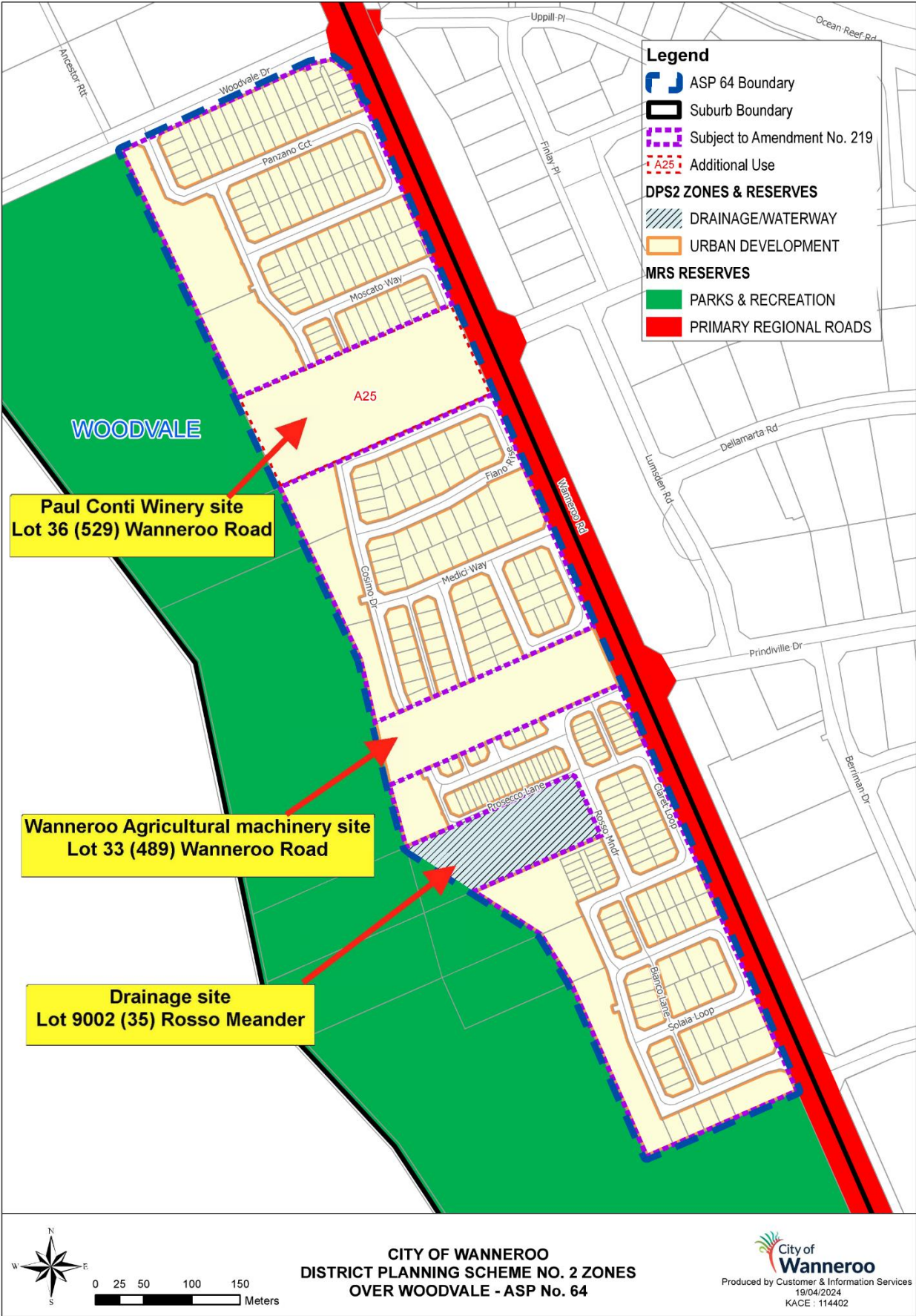
**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

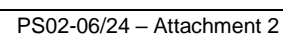
**Attachments:**

1. Attachment 1 - Scheme Amendment Map Extract - Woodvale Agreed Local Structure Plan Area - To Support Amendment No. 219 to District Planning Scheme No. 2	24/131915
2. Attachment 2 - Woodvale Local Structure Plan No. 64 - Existing Maps	24/129689
3. Attachment 3 - Scheme Amendment Proposal - Amendment No. 219 to District Planning Scheme No. 2	24/129738
4. Attachment 4 - Track Changes of Proposed Amendments to Woodvale Agreed Local Structure Plan No. 64 - To Support Amendment No. 219 to District Planning Scheme No. 2	24/129744
5. Attachment 5 - Structure Plan (Amendment) Maps - To Support Amendment No. 219 to District Planning Scheme No. 2	24/139008
6. Attachment 6 - Regulation 35A Statement - Amendment No. 219 to District Planning Scheme No. 2	24/129755
7. Attachment 7 - Land Use Permissibility Comparison - Residential Zone in Scheme and Section 9.1 of Woodvale Agreed Local Structure Plan No. 64	24/129863

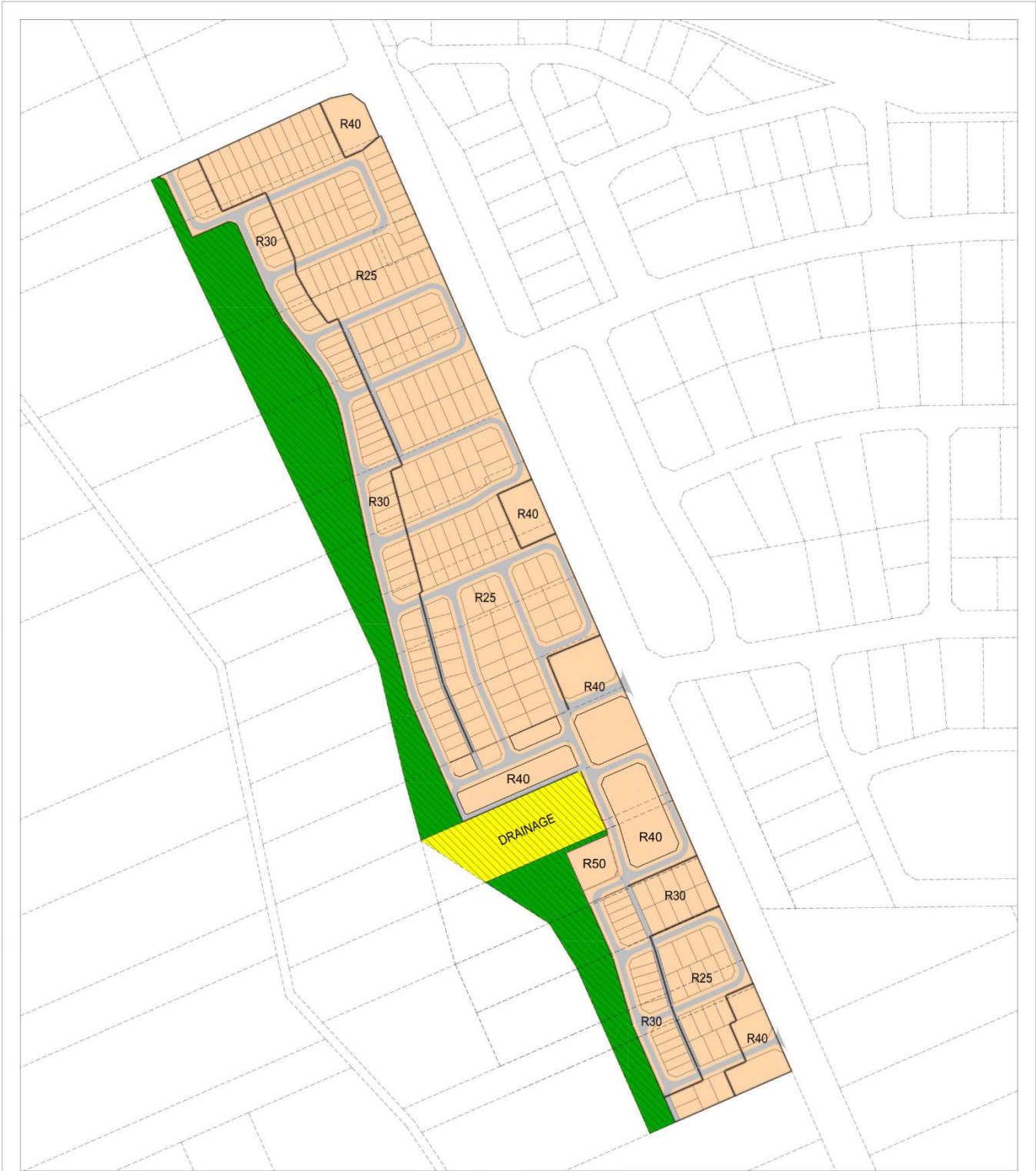












Woodvale LSP64 Proposed Zoning Map

Legend

Local Scheme Reserves

- Parks and Recreation
- Public Use - Drainage

Zones

- Residential

Other

- R Codes

DATE	No.	ACTIVITY - REVISION DESCRIPTION	DES	DRN	CHK'D	APP'D	DATE	No.	ACTIVITY - REVISION DESCRIPTION	DES	DRN	CHK'D	APP'D	DATE	No.	ACTIVITY - REVISION DESCRIPTION	DES	DRN	CHK'D	APP'D
13.05.09	A	ISSUED TO CLIENT FOR APPROVAL	GP	DLC	MWS															
01.06.16	B	AMENDMENT TO R30 ZONE		BAR	DM	DM														

PROJECT: Woodvale - LSP64

DRAWING TITLE: Proposed Zoning

PRINCIPAL: Watson Property Group - Northern Aspects Ltd

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Facsimile (08) 9752 2471

CONSULTING ENGINEERS  
1000 BLANKNEY  
PROJECT MANAGERS  
ENVIRONMENTAL CONSULTANTS

Project - Phase - Plan Number  
**P04018-P760-SK50**

Designed GP Checked MWS  
Drawn: DLC Approved MWS  
Local Authority CITY OF WANNEROO

Revised Original  
**B A1**  
(date 23.12.15)  
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**Amendment No. 219 to District Planning Scheme No. 2 Proposal**

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above local planning scheme by:

1. Rezoning various residential lots in the Woodvale locality and within the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64 from 'Urban Development' to 'Residential' (with residential density codings of R25, R30, R40 and R50), as shown on the Scheme (Amendment) Maps.
2. Reclassifying the following land parcels from 'Urban Development' Zone to 'Local Scheme Reserve – Public Open Space', as shown on the Scheme (Amendment) Maps:
  - Lot 3000 (2) Panzano Circuit, Woodvale (on DP: 69603);
  - Lot 300 (26) Cosimo Drive, Woodvale (on DP: 413701);
  - Lot 8007 (54) Cosimo Drive, Woodvale (on DP: 73098);
  - Lot 8002 (64) Cosimo Drive, Woodvale (on DP: 72013);
  - Lot 8006 (72) Cosimo Drive, Woodvale (on DP: 406024);
  - Lot 8003 (98) Cosimo Drive, Woodvale (on DP: 414951);
  - Lot 8004 (15) Rosso Meander, Woodvale (on DP: 414951);
  - Lot 61 (5) Rosso Meander, Woodvale (on DP: 411618); and
  - Lot 8001 (19) Solaia Loop, Woodvale (on DP: 68139).
3. Rezoning the pedestrian accessway at Lot 8005 (28) Rosso Meander, Woodvale (on DP: 414951) from 'Urban Development' to 'Residential (R40)' as shown on Scheme (Amendment) Map 3.

CITY OF WANNEROO  
DISTRICT PLANNING SCHEME No. 2  
AMENDMENT NO. 219



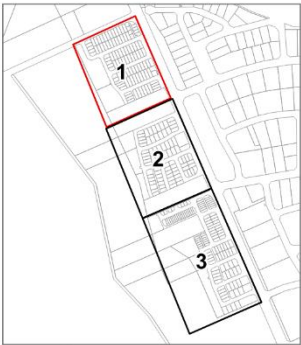
EXISTING ZONE

- LEGEND**
- A25 ADDITIONAL USE
  - DPS2 ZONES & RESERVES**
    - LIGHT INDUSTRY
    - PUBLIC OPEN SPACE
    - RURAL
    - URBAN DEVELOPMENT
  - MRS RESERVES**
    - PRIMARY REGIONAL ROADS
    - PARKS & RECREATION



SCHEME (AMENDMENT) MAP 1

- LEGEND**
- R30 R-CODES
  - DPS2 ZONES**
    - RESIDENTIAL
  - LOCAL SCHEME RESERVES**
    - PUBLIC OPEN SPACE



  
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CITY OF WANNEROO  
DISTRICT PLANNING SCHEME No. 2  
AMENDMENT NO. 219



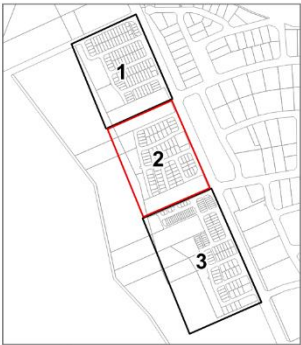
EXISTING ZONE

- LEGEND**
- A25** ADDITIONAL USE
  - DPS2 ZONES & RESERVES**
    - DRAINAGE/WATERWAY
    - LIGHT INDUSTRY
    - PUBLIC OPEN SPACE
    - SERVICE COMMERCIAL
    - URBAN DEVELOPMENT
  - MRS RESERVES**
    - PRIMARY REGIONAL ROADS
    - PARKS & RECREATION



SCHEME (AMENDMENT) MAP 2

- LEGEND**
- R30** R-CODES
  - DPS2 ZONES**
    - RESIDENTIAL
  - LOCAL SCHEME RESERVES**
    - PUBLIC OPEN SPACE



**City of Wanneroo**  
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CITY OF WANNEROO  
DISTRICT PLANNING SCHEME No. 2  
AMENDMENT NO. 219



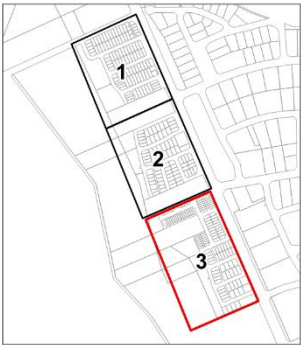
EXISTING ZONE

- LEGEND**
- DEVELOPMENT CONTRIBUTION AREA
  - DPS2 ZONES & RESERVES**
    - DRAINAGE/WATERWAY
    - LIGHT INDUSTRY
    - PUBLIC OPEN SPACE
    - SERVICE COMMERCIAL
    - URBAN DEVELOPMENT
  - MRS RESERVES**
    - PRIMARY REGIONAL ROADS
    - PARKS & RECREATION



SCHEME (AMENDMENT) MAP 3

- LEGEND**
- R-CODES
  - DPS2 ZONES**
    - RESIDENTIAL
  - LOCAL SCHEME RESERVES**
    - PUBLIC OPEN SPACE



**City of Wanneroo**  
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12/06/2024  
KACE : 113948

# **WOODVALE LOCAL STRUCTURE PLAN**

**Structure Plan No. 64**

**This Structure Plan was prepared under the provisions of Part 9 of City of  
Wanneroo District Planning Scheme No. 2**



**Record of Amendments**  
to the  
**Woodvale Agreed Structure Plan No. 64**

Amendment No.	Summary of the Amendment	Amendment type	Date approved by WAPC
1 & 2	Amendments Withdrawn		
3	Recoding Lot 32 (No.487) and Lot 90 (No.481) Wanneroo Road, Woodvale from Residential R25/R30/R40 to Residential R40, and Recoding of Lot 83 (No.473) Wanneroo Road, Woodvale from Residential R25/R40 to R40/R50	Standard	9 Feb 2017
4	Deletes the residential coding R25 from within Lot 26 Wanneroo Road, Woodvale and substitutes a density coding of R30	Minor	23 Dec 2015
<u>5</u>	<u>Various amendments to the structure plan text and maps made pursuant to Clause 29A(2) of the deemed provisions, to coincide with Amendment No. 219 to District Planning Scheme No. 2.</u>		



PART 1 - IMPLEMENTATION

1. STRUCTURE PLAN AREA

The Woodvale Local Structure Plan No 64 (“the Structure Plan”) is bounded by Woodvale Drive to the north, Wanneroo Road to the east and Yellagonga Regional Park to the west and south.

2. INTERPRETATION

2.1 Unless otherwise specified in this Part, the words and expressions used in the Structure Plan shall have the respective meanings given to them in the City of Wanneroo District Planning Scheme No 2.

2.12 In the interests of brevity, the following abbreviations are used in this Part:

CCW	Conservation Category Wetland
City	The City of Wanneroo
<del>DBCA</del>	<del>The Department of Biodiversity, Conservation and Attractions</del>
<del>DEC</del>	<del>The Department of Environment and Conservation</del>
<del>DWER</del>	<del>The Department of Water and Environmental Regulation</del>
EPA	The Environmental Protection Authority
<del>DOW</del>	<del>The Department of Water</del>
DPS 2	The City of Wanneroo District Planning Scheme No 2
MRS	The Metropolitan Region Scheme
MRWA	Main Roads Western Australia
POS	Public Open Space
WAPC	The Western Australian Planning Commission

3. APPLICATION

3.1 The Structure Plan applies to the land within the inner edge of the line denoting the Structure Plan boundary on the Structure Plan Map.

3.2 The Structure Plan comprises a Structure Plan Map (Plan 1), ~~to illustrate the planned development of the area;~~ a Zoning Plan (Plan 2) ~~to provide a statutory relationship between LSP 64 and the City of Wanneroo District Planning Scheme No 2 (DPS 2); and;~~ a ~~T~~text setting out the requirements for subdivision and development. All subdivision and development ~~shall~~ should be carried out in accordance with the LSP 64 ~~M~~maps and ~~T~~text.

4. OBJECTIVES

The objectives of the Structure Plan are to:

- a) Facilitate subdivision, which reflects contemporary design principles, is sensitive to the environment and location, and provides quality residential amenity;
- b) Achieve water sensitive urban design in accordance with the Local Water Management Strategy to be developed to the satisfaction of the City's ~~Manager of Infrastructure Planning,~~ and ~~the DOWDWER~~;
- c) Develop a Landscape Master Plan to provide for the use of locally native species in landscaping and manage the potential impact of weeds from landscaping on the adjacent

wetland environment;

- d) Encourage environmentally sustainable development that protects the adjacent Yellagonga Regional Park, and enhances the habitat potential of the wetland and buffer through the implementation of a Wetland Management and Rehabilitation Strategy to be developed to the satisfaction of the City's ~~Director of Planning and Sustainability and the DEC, DWER and DBCA~~;
- e) Guide subdivision and create a cash-in-lieu fund for landowners to pay a contribution for any under-provision of the required 10 percent of POS within their respective landholdings; and
- f) Provide for a range of residential densities and dwelling types.

## 5. SUBDIVISION AND DEVELOPMENT

Subdivision and development shall be carried out generally in accordance with Plan 1. Detailed lot layout and design may vary, but only to the extent that the overall access principles comply with Plan 1 and the variations are consistent with the residential densities of Plan 2.

Applications for earthworks, drainage or subdivision, shall be accompanied by studies undertaken by appropriately qualified consultants, at the cost of the landowner, in relation to the issues outlined in the following sub-paragraphs. Subdivision applications will not be supported by the City or approved by the WAPC, until such time as the Local Water Management Strategy (which shall include water conservation requirements) and a Wetland Management and Rehabilitation Strategy (which shall include management of the wetland and buffer in the context of passive recreational use), have been approved by the City's ~~Director of Planning and Sustainability~~ in consultation with ~~the~~ relevant government agency authorities.

### 5.1 Soil Contamination

A Soil Contamination Assessment of the land (and the former portion of Lot 21 which is reserved for Parks and Recreation in the MRS) shall be prepared prior to any disturbance of the ground in the potentially affected area to determine the presence or otherwise of soil contamination, to the satisfaction of ~~the DEC DWER~~. Should any soil contamination be identified, a 'Site Remediation and Validation Report' for the assessed areas shall be prepared by the respective landowner and implemented in accordance with DEC DWER guidelines prior to clearance of titles.

### 5.2 Acid Sulphate Soils

An initial assessment shall be undertaken to determine the acid sulphate soil risks on the land. Should an acid sulphate soils risk be identified, a detailed site assessment will be required and an Acid Sulphate Soil Management Plan prepared and implemented prior to clearance of titles. Disturbance of acid sulphate soils shall be managed in accordance with DEC DWER and EPA requirements to avoid adverse effects on the natural and built environment, and on human health and activities.

### 5.3 Groundwater Levels

A report estimating maximum groundwater levels, identifying areas subject to periodic inundation, and establishing adequate levels for buildings and other development shall be submitted with engineering plans for primary infrastructure (roads, drainage etc) and approved before construction commences.

5.4 Urban Water Management Plan

An Urban Water Management Plan shall be prepared to the satisfaction of the WAPC, on advice from the City and ~~DOWDWER~~, to demonstrate how stormwater drainage will be retained on the subject land and disposed of in a manner that will prevent pollution of groundwater and adjacent wetland. The plan shall also include monitoring requirements and contingency measures, and shall be submitted with the engineering plans for approval before construction commences.

5.5 Wetland Rehabilitation

A Wetland Management Plan shall be prepared and implemented by the respective landowner for the area of public open space adjacent to Yellagonga Regional Park as well as the portion of Lot 21 which is reserved for Parks and Recreation in the MRS prior to the clearance of titles. The plan shall address remediation of site contamination, re-contouring of ground levels and the re-establishment of Wallaburnup Swamp, removal of introduced flora including woody weeds (trees) and revegetation of upland and wetland areas including a maintenance period of no less than two full spring to spring seasonal cycles. The plan shall also detail pathways for pedestrian and bicycle access in accordance with ~~DEC the relevant~~ standards and the Yellagonga Regional Park Management Plan. The management plan shall be to the satisfaction of the WAPC on advice from the City, ~~and the DECDWER and DBCA.~~

5.6 Midge Management

As a condition of subdivision approval, the subdivider shall prepare a Midge Management Plan to the satisfaction of the City's ~~Director of Planning and Sustainability~~. The Midge Management Plan is to include control measures and provisions for signage to be maintained during lot sales to warn of midge nuisance in the area, and the subdivider is to submit the Midge Management Plan to the City with the application for the City's clearance of subdivision conditions.

5.7 Landscape Master Plan

As a condition of subdivision approval, the initial subdivider will be required to submit a Landscape Master Plan for the whole Structure Plan area depicting landscaped areas, concepts, facilities and generic plant species to be the subject of detailed landscape plans and implementation by each subsequent landowner/subdivider as development progresses. Uniform fencing for lots adjacent to the POS space and Yellagonga Regional Park shall be provided to the satisfaction of the City's ~~Director of Planning and Sustainability and the DEC respectively.~~

5.8 Bushfire Protection

Subdivision applications are required to be accompanied by a BAL Contour Map/BAL assessment, as appropriate to the scale of the proposal. Bushfire hazard issues arising from the assessment should be identified and addressed by appropriate measures, in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas and associated Guidelines, and relevant conditions are to be applied to subdivision approvals.

5.9 Dieback Management Plan

As a condition of subdivision approval, the subdivider will be required to submit a Dieback Management Plan to the satisfaction of the City's ~~Director of Planning and Sustainability~~.

#### 5.10 Notifications on Certificates of Title

As a condition of subdivision approval, the subdivider will be required to place notifications on Certificates of Title to warn prospective buyers of:

- the existence and potential impact of the restaurant, winery and vineyard on nearby residents;
- the potential midge nuisance;
- the risk of peat fires; and,
- the potential impacts of traffic noise (on lots abutting Wanneroo Road only).

#### 5.11 Aboriginal Sites

As part of any application for subdivision or development, applicants shall liaise with the Department of Indigenous Affairs to ensure that their obligations under the Aboriginal Heritage Act 1972 have been addressed, prior to any action that excavates, destroys, damages, conceals or in any way alters an Aboriginal Site.

#### 5.12 Heritage Management

As a condition of subdivision approval, the subdivider will be required to submit heritage management site protocols to the satisfaction of the City's ~~Director of Planning and Sustainability~~.

#### 5.13 Domestic Groundwater Bores

As a condition of subdivision approval, covenants will be required on all Certificates of Title prohibiting the sinking of domestic groundwater bores.

#### 5.14 Natural Topography

Subdivision design shall retain, where possible, the natural slope of the site and avoid retaining walls greater than one metre in height. As a condition of subdivision approval, a landscape plan shall be prepared to utilize landscaping to soften the impact of retaining walls facing Yellagonga Regional Park.

#### ~~5.15 Dual Use Path~~

~~As a condition of subdivision approval, the proponent shall be required to construct a dual use path along the common boundary of the subject land and Yellagonga Regional Park, to the satisfaction of the City's Director of Infrastructure, and the DEC.~~

#### ~~5.16 Woodvale Drive Controlled Access~~

~~Prior to subdivision of Lot 1, the subdivider shall prepare a traffic management report to demonstrate appropriate measures to control access to residential lots fronting Woodvale Drive in accordance with Liveable Neighbourhoods and the ultimate traffic volumes anticipated for this road.~~

#### 5.1~~7~~<sup>5</sup> Noise Study

The subdivider shall complete a 'Noise Study' and implement any recommended action to the satisfaction of Main Roads Western Australia. The City shall request the Western Australian Planning Commission to impose a condition at the time of the subdivider applying for subdivision of the land located within the Woodvale Structure Plan area.

### 6. WANNEROO ROAD: ACCESS, CONTRIBUTIONS AND DEVELOPMENT REQUIREMENTS

- 6.1 Vehicular access to Wanneroo Road shall be restricted as detailed in LSP 64, and shall be to the specification and satisfaction of MRWA. Any road widening required to accommodate appropriate intersection designs with Wanneroo Road shall be ceded free



of cost to the Crown without payment of compensation.

- 6.2 The first subdivider shall, in consultation with MRWA, design a four-way signal controlled intersection at the junction of Prindiville Drive and Wanneroo Road to serve the Structure Plan area. The methodology, staging and timing of construction of the intersection shall be defined for calculating cost sharing arrangements for all landholdings on a proportional bases, towards the upgrade of the traffic signals (including the initial subdivider's design costs). The City in consultation with Main Roads Western Australia shall require a contribution to be made at the time of subdivision towards these works by all landowners.
- 6.3 Uniform fencing for lots abutting Wanneroo Road shall be provided to the satisfaction of the City of Wanneroo and MRWA.

## **7. PUBLIC OPEN SPACE (POS)**

- 7.1 The design and distribution of POS has been premised on providing a balance between conservation, active and passive recreational uses, and the enhancement and promotion of the adjacent Conservation Category Wetland (CCW). The calculation of POS contributions by individual landowners recognises subdividers obligations under the Structure Plan to carry out work associated with the rehabilitation of the wetland and implementation of best practice storm water drainage disposal within the area of each subdivision application. The extent of these works shall be outlined in the Wetland Management Rehabilitation Strategy and Local Water Management Strategy (see clause 5 above). A 50% credit has been allowed for POS in the wetland buffer area, as an acceptable environmental 'off-set' in lieu of the maximum 2% prescribed for wetland buffers to a CCW in Element 4 –R4, 5,6 and R33 of the Liveable Neighbourhoods Document 2007.
- 7.2 POS has been positioned adjacent to the CCW, which provides opportunity to future residents to access conservation (passive) recreation POS within a 200 metre walkable catchment and a maximum 500 metres to 'kick about' spaces strategically located within and adjacent to the conservation areas. The distribution of POS attempts to achieve and equitable distribution of 10% POS across all landholdings. However, due to geographical and spatial constraints within the structure plan area, individual landowners may be subject to a POS cash in lieu payment, for any shortfall within their respective landholdings. Landowners/subdividers will be encouraged to work cooperatively to achieve the provision of open space in accordance with Schedule 1.
- 7.3 Each landowner has an obligation to provide 10% of the gross subdivisible area free of cost as POS in accordance with Element R4 of the Liveable Neighbourhoods Document. Payment of cash-in-lieu of POS shall be made to the City for POS shortfalls set out in Schedule 1. The City and the WAPC will consider the payment of cash-in-lieu of POS in accordance with Section 153 of the Planning and Development Act 2005 and the provisions of Element R35 and Appendix 4 of the Liveable Neighbourhood Document. The City shall hold cash-in-lieu of POS contributions in a trust fund set up for the purposes of the Structure Plan.

**PUBLIC OPEN SPACE SCHEDULE LSP 64 –  
WOODVALE LIVEABLE NEIGHBOURHOODS ASSESSMENT**

<b>LSP Site Area</b>			26.646ha
<b>Less</b>			
Environmental protection policy areas Wetlands to be ceded	0.6612ha		
Protected Bushland site	0		
Unrestricted public open space sites not included in public open space contribution	0		
Foreshore reserves to be ceded	0		
<b>Total</b>			
<b>Net Site Area</b>		0.6612ha	25.9848ha
<b>Deductions</b>			
Primary School	0		
Town Centres and commercial	0		
Dedicated drainage reserve (City of Wannon)	1.2515ha		
Transmission corridors	0		
Other approved contingencies (1 year drainage swales)	0.0175ha	1.269ha	
<b>GROSS SUBDIVISIBLE AREA</b>			<b>24.7158ha</b>
<b>PUBLIC OPEN SPACE @ 10 PER CENT</b>			<b>2.4716ha</b>
Public open space contribution			
May comprise:			
- minimum 80% unrestricted public open space		1.9773ha	
- minimum 20% restricted use public open space		0.4943ha	2.4716ha
Unrestricted public open space sites (active and passive)			
1 Local park (linear)			
2 Neighbourhood parks			
0 district park			
0 Community purpose site			
<b>Total Unrestricted Public Open Space</b>	1.6982ha	1.6982ha	
Restricted use public open space sites			
Total restricted use public open space contribution			
Drainage Swales	0.0611ha		
Wetland Buffer Area (Average Width 42m)	<u>2.7372ha</u>		
Sub-Total	2.7981ha		
<b>Total restricted public open space (allowing 50% credit)</b>		1.3991ha	
<b>TOTAL PUBLIC OPEN SPACE PROVISION</b>			<b>3.0973ha</b>
<b>TOTAL PUBLIC OPEN SPACE AS A PERCENTAGE OF GSA</b>			<b>12.5%</b>

## 8. LOCAL DEVELOPMENT PLANS

Applications for ~~planning-development~~ approval or building ~~licences-permits~~ will not be approved by the City in areas abutting Woodvale Drive, the Wangara Sump and all lots serviced by a rear access lane, until such time as a Local Development Plan (LDP) has been prepared by the landowner/subdivider and approved by the City ~~under the provisions of Part 9 of DPS 2.~~

## 9. RESIDENTIAL DEVELOPMENT

~~9.1 Notwithstanding the provisions for the Residential Zone in the Zoning Table of DPS 2, the only permitted ('P') land uses are a Single House and a Home Business Category 1. Other land uses, that may be approved under the discretionary ('D') provisions of clause 3.2 of DPS 2 are — Aged or Dependent Persons' Dwelling; Ancillary Accommodation; Bed and Breakfast; Caretaker's Dwelling; Grouped Dwelling; Mast or Antenna; Multiple Dwelling; and, Residential Building. All other use classes are prohibited, with the exception of a corner store which shall be regarded as a "P" use providing any proposal complies with the City of Wanneroo Corner Stores Policy and is located in the position notated in the structure plan.~~

9.21 The design of development facing the POS and Yellagonga Regional Park shall limit the visual impact of site levels, retaining walls, double garage doors and fencing. Consequently, vehicular access to grouped dwellings on R30 lots will be prohibited from a primary street where rear access is available, and visually impermeable fencing above 1.2 metres in height will not be approved in front of buildings facing the POS and Yellagonga Regional Park.

9.32 The provisions of the City of Wanneroo Local Planning Policy 4.19 – Medium Density Housing Standards (R-MD) apply to the structure plan area. ~~In the R50 zone, the R-MD–R60 development standards apply.~~

9.43 Buildings shall not be constructed below the levels established under subclause 5.4 above.

9.54 Landowners shall ensure that Yellagonga Regional Park is not adversely affected by weed invasion or the spread of dieback from their lots. Flora species known to be invasive or environmentally damaging, are not to be used in landscaping projects.

9.65 During any construction, the landowner shall engage appropriate persons to oversee any archaeological and ethnographic issue that may arise on site.





Legend

Structure Plan Boundary	Detail Area Plan Required	Drainage	Possible Kick and Play Area
Refer to Detail in DPS2	Public Open Space	Conservation Category Wetland	
Detail as per Structure Plan	Residential	Wetland Buffer (average width 42m)	

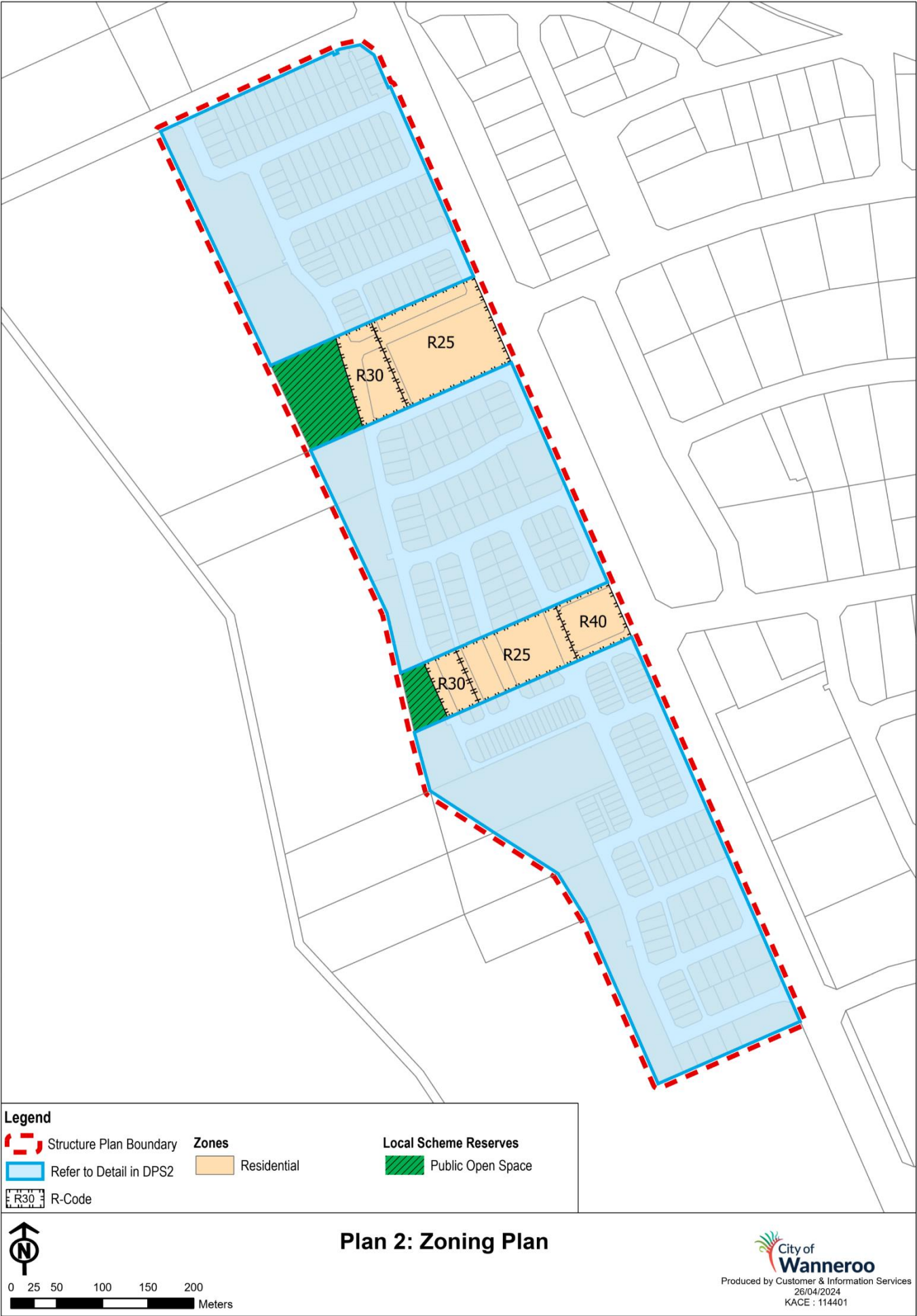
0 25 50 100 150 200 Meters

**Plan 1: Structure Plan**

City of Wanneroo

Produced by Customer & Information Services  
26/04/2024  
KACE : 114401





**Amendment No. 219 to District Planning Scheme No. 2**  
**Statement Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015***

Pursuant to Regulation 35A(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the City of Wanneroo's Woodvale Agreed Local Structure Plan No. 64.

Upon the Local Planning Scheme amendment taking effect, the Woodvale Agreed Local Structure Plan No. 64 is to be amended to the extent as follows:

- a) Map 1: Structure Plan and Map 2: Zoning Plan being modified as provided for as Structure Plan (Amendment) Maps.
- b) Reference to Section 2.1 as it appears second being renumbered to Section 2.2.
- c) The section to be renumbered to Section 2.2 of the structure plan text being modified to remove the following references to government agencies:

DEC	The Department of Environmental Conservation
DOW	The Department of Water

And the following government agencies added in place of the above:

DBCA	The Department of Biodiversity, Conservation and Attractions
DWER	The Department of Water and Environmental Conservation

- d) The provisions in Section 3.2 of the structure plan text being deleted and replaced with the following:
 

*"The Structure Plan comprises a Structure Plan Map (Plan 1), Zoning Plan (Plan 2) and text setting out the requirements for subdivision and development. All subdivision and development should be carried out in accordance with the LSP 64 maps and text."*
- e) The words "*satisfaction of the City's Manager of Infrastructure Planning, and the DOW*" in Objective 4(b) of the structure plan text being modified to "*satisfaction of the City and DWER*".
- f) The words "*satisfaction of the City's Director Planning and Sustainability and the DEC*" in Objective 4(d) of the structure plan text being modified to "*satisfaction of the City, DWER and DBCA*".
- g) The words "*approved by the City's Director Planning and Sustainability in consultation with the relevant government agency*" in Section 5 of the structure plan text being modified to "*approved by the City in consultation with relevant government authorities*".
- h) References to 'DEC', 'the DEC' and 'DOW' in Section 5.1, Section 5.2 and Section 5.4 of the structure plan text being replaced with 'DWER'.
- i) The final two sentences in Section 5.5 of the structure plan text being modified to the following:

*"The plan shall also detail pathways for pedestrian and bicycle access in accordance with the relevant standards and the Yellagonga Regional Park Management Plan. The*

*management plan shall be to the satisfaction of the WAPC on advice from the City, DWER and DBCA.”*

- j) References to ‘City’s Director Planning and Sustainability’ in Section 5.6, Section 5.9 and Section 5.12 of the structure plan text being replaced with ‘City’.
- k) The words “*City’s Director Planning and Sustainability and the DEC respectively*” in Section 5.7 of the structure plan text being modified to “*City*”.
- l) Section 5.15 and Section 5.16 of the structure plan text being deleted – and with Section 5.17 renumbered accordingly.
- m) The provisions within Section 8 of the structure plan text being modified to the following:  
  

*“Applications for development approval or building permits will not be approved by the City in areas abutting Woodvale Drive, the Wangara Sump and all lots serviced by a rear access lane, until such time as a Local Development Plan (LDP) has been prepared by the landowner/subdivider and approved by the City.”*
- n) Section 9.1 of the structure plan text being deleted – with the subsequent sections renumbered accordingly.
- o) The final sentence of Section 9.3 of the structure plan text “*In the R50 zone, the R-MD 60 development standards apply*” being deleted.

The Woodvale Agreed Local Structure Plan No. 64 is to be amended in response to the zoning, local scheme reserves and residential density codings being placed in the Local Planning Scheme, as proposed through the Local Planning Scheme amendment.

As the Woodvale Agreed Local Structure Plan No. 64 is due to expire in October 2025, the City of Wanneroo will also separately be seeking the Western Australian Planning Commission extend the approval duration of that structure plan. Australian Planning Commission extend the approval duration of that structure plan.

## Comparison of Land Use Permissibility

### Residential Zones in District Planning Scheme No. 2 and Woodvale Agreed Local Structure Plan No. 64

Typical Land Use Permissibility in the Residential Zone (from DPS 2 Zoning Table)		Land Use Permissibility for ASP 64 Residential Zone (as prescribed in section 9.1 of ASP 64)	
Ancillary Dwelling	P	Aged or Dependent Persons Dwelling (now Independent Living Complex in DPS 2)	D
Bed and Breakfast	D	Ancillary Accommodation (now Ancillary Dwelling in DPS 2)	D
Caravan Park	D	Bed and Breakfast	D
Caretaker's Dwelling	X	Caretaker's Dwelling	D
Child Care Premises	D	Grouped Dwelling	D
Civic Use	D	Home Business Category 1 (now Home Office in DPS 2)	P
Commercial Vehicle Parking	A	Corner Store (now Home Store in DPS 2) *Permissibility conditional that it complies with the City's (now rescinded) Corner Stores Policy	P*
Consulting Rooms	D	Mast or Antenna (now removed from DPS 2)	D
Display Home Centre	D	Multiple Dwelling	D
Family Day Care	A	Residential Building	D
Grouped Dwelling	P	Single House	P
Holiday Accommodation	D		
Holiday House	D		
Home Business	D		
Home Occupation	D		
Home Office	P		
Home Store	A		
Independent Living Complex	D		
Industry – Cottage	A		
Multiple Dwelling	D		
Park Home Park	A		
Place of Worship	A		
Residential Building	D		
Residential Aged Care Facility	D		
Single House	P		
Telecommunications Infrastructure	A		

Pursuant to Section 3.3(2) of DPS 2, the symbols used in the above table have the following meanings:

- P** means that the use is permitted if it complies with all relevant development standards and requirements of this Scheme.
- D** means that the use is not permitted unless the local government has exercised its discretion by granting development approval.
- A** means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions.
- X** means that the use is not permitted by this Scheme except where the provisions of the Scheme specifically provide for the local government to approve a use that is otherwise not permitted.



## PS03-06/24 Partial Removal of Vehicle Access Restriction to Kirkstall Drive (Pedestrian Access Way Closure) - Lot 56 Kirkstall Drive, Hocking

File Ref: 49196 – 24/118272  
 Responsible Officer: Director Planning & Sustainability  
 Attachments: 7

### Issue

For Council to consider the permanent partial removal of the vehicle access restriction to Kirkstall Drive, which is indicated as a Pedestrian Access Way (PAW) at Lot 56 on Plan 23204 (subject site).

<b>Applicant</b>	Hatch RobertsDay
<b>Owner</b>	Crown Reserve
<b>Location</b>	Lot 56 on PLAN 23204
<b>Site Area</b>	31.358m <sup>2</sup>
<b>MRS Zoning</b>	Urban
<b>DPS 2 Zoning</b>	Urban Development
<b>ASP 6 Zoning</b>	Special Use

### Background

#### Proposal

The subject site being Lot 56 is a Crown Reserve and forms a small 10 centimetre (0.1 metre) wide strip of land separating Lot 594 (30) Ranworth Road, Hocking from the Wanneroo Road and Kirkstall Drive road reserves. The total area of Lot 56 is 31.3m<sup>2</sup>. The 0.1 metre wide PAW runs along the length of Lot 594 Ranworth Road fronting Wanneroo Road and wraps around Kirkstall Drive for a length of 60 metres (refer to **Attachment 1**).

On 5 December 2023, Hatch RobertsDay on behalf of the landowner of Lot 594 Ranworth Road, Hocking requested the City to consider a proposal to permanently close 19.1 metre length of the PAW along the Kirkstall Drive frontage. The remainder of the 0.1 metre wide PAW would remain in place along Wanneroo Road and Kirkstall Drive. The applicant has indicated that they do not wish to purchase this portion of the PAW, and therefore it will be amalgamated into the adjacent Kirkstall Drive road reserve.

The PAW was imposed as a condition of subdivision approval by the Western Australian Planning Commission (WAPC) in November 1998 (WAPC Ref: 108263) along Wanneroo Road and its intersection with Kirkstall Drive for a distance of 60 metres. The approved PAW acts as a legal mechanism to restrict vehicular access onto Wanneroo Road and a portion of Kirkstall Drive. The PAW does not function, or form part of, a pedestrian access route. Due to the rezoning of Lot 594 Ranworth Road, Hocking, and subsequent subdivisional approvals, discussed further below, a separate access to Kirkstall Drive is being sought, hence this application for the partial closure of the PAW.

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

The PAW land parcel is zoned Urban Development under the City's *District Planning Scheme No. 2* (DPS 2) and Special Use under *the Agreed Structure Plan East Wanneroo Cell 4 No. 6* (ASP 6).

#### Amendment No. 38 to East Wanneroo Cell 4 Structure Plan No. 6

Amendment No. 38 to East Wanneroo Cell 4 Structure Plan No. 6 (ASP 6) was approved by the Western Planning Commission (WAPC) on 17 July 2023 which rezoned Lot 594 Ranworth Road, Hocking, to include a Special Use zone, Private Community Purpose (Private School), and Residential R25-R60. The WAPC also required a concept plan of the site to be incorporated into the structure plan.

A copy of the approved structure plan map and the concept plan of Lot 594 Ranworth Road, Hocking is included as **Attachment 2**.

The Special Use zone permits certain land uses within that portion of the land, which include:

- Bulky goods showroom;
- Consulting rooms;
- Medical Centre;
- Pharmacy;
- Office;
- Veterinary centre;
- Child care premises; and
- Civic uses.

The approved amendment to rezone to Special Use zone excludes high traffic generating land uses such as Service station and Fast-food outlets. Access/egress to the Special Use zone shown through the concept plan is via Kirkstall Drive and is located along the western end, burdened by the PAW access restriction.

#### Current Subdivision Approval

On 17 November 2023, WAPC conditionally approved the subdivision of Lot 594 Ranworth Road, Hocking (WAPC 163726) into two lots and a balance lot. Proposed Lot 1 contains the existing St Elizabeth's Catholic Primary School located at the eastern portion of site and proposed Lot 2 is for the Special Use zone located at the western portion of the site abutting Wanneroo Road. The approved subdivision plan is included as **Attachment 3**.

#### **Detail**

The removal of this portion of PAW will allow a separate vehicular access to Kirkstall Drive be provided to proposed Lot 2 on WAPC 163726.

A plan showing the location of the PAW and proposed extent of PAW closure is included as **Attachment 4**. This removal of the access restriction will enable direct vehicle access to Kirkstall Drive for future development along Wanneroo Road.

It is noted that Council is required to consider the current partial PAW closure request on its own merits. Matters relating to the issues raised in Amendment No. 38 to ASP 6 are not relevant to this proposal, as a determination on the amendment that has already been made by the WAPC and Minister, as well as a subdivision approval being granted for the site.

#### **Consultation**

In accordance with the *Land Administration Act 1997*, the PAW closure was advertised for a period of 35 days commencing on 8 February 2024 and concluding on 15 March 2024.

Advertising was undertaken by way of publication of a notice in the Wanneroo Times, letters to the three residences located across from the extent of PAW seeking to be removed, and letters to the relevant government agencies and/or infrastructure providers that typically have an interest in a PAW, as listed below:

- Water Corporation; and
- Main Roads WA.

During the consultation period, Administration did not receive any submissions from the nearby landowners. However, comments were received from Main Roads WA (MRWA) in support of the proposal subject to the extent of PAW closure being consistent with the access point identified in the concept plan within ASP 6.

A full copy of MRWA comments is included as **Attachment 5**.

## Comment

The purpose of the proposed partial PAW closure is to enable access to and from Kirkstall Drive via future Lot 2 of parent Lot 594 Ranworth Road, Hocking as per the approved subdivision (WAPC 163726). In support of the partial PAW closure, a Traffic Impact Technical Note prepared by Transcore has been provided by the applicant (**Attachment 6**). The Technical Note concludes the following:

- The Australian Standards (AS2890.1) requires commercial access driveways to have a minimum separation distance of 6 metres between the proposed crossover and the property line on the other side of Kirkstall Drive. The proposed partial PAW closure ensures there is a minimum of 7.79 metre separation between the future Lot 2 crossover and the property line of 1 Tenement Loop, Hocking.
- Kirkstall Drive has an 18 metre road reserve and is considered an Access Street B under the *Liveable Neighbourhoods Policy (LN Policy)*. The LN Policy requires a minimum separation distance of 20 metres between intersections along Access Streets located on the same side of the road. The concept plan for ASP 6 identifies an accessway for the future residential area within the balance lot (**Attachment 2**). The crossover for future Lot 2 and the future crossover for the residential area (balance lot) can achieve a separation distance of 24.65 metres, and is capable of complying with the LN Policy (as indicated in **Attachment 7**).
- The recommended Stopping Sight Distance (SSD) of Australian Standards (AS2890.1) is based on the posted speed limit on Kirkstall Drive which is 50km/hr. However, consideration has been given to the SSD for a posted speed of 60km/hr which requires a minimum SSD of 65 metres. This is measured from the centre of the future crossover to the road. The findings of the TIA indicate that the future crossover will comply with the minimum Stopping Sight Distance of 65 metres.
- The land uses permitted within the Special Use zone will generate lesser traffic volumes than what was initially proposed for this area under Amendment No. 38 to ASP 6. Similarly, smaller service vehicles (8.8 metre trucks) can be accommodated to service the Special Use area in line with its permissible land uses.

Additionally, under the City's Technical Standards (TS10-5-2), no crossover is permitted within 40 metres from the truncation point on Kirkstall Drive due to its proximity to Wanneroo Road. The proposed removal of 19.1 metres of the PAW is in excess of 40 metres from Wanneroo Road, and as such is permissible under the City's Technical Standards.

Given the above, the proposed partial PAW closure is acceptable as it facilitates safe access to the proposed Special Use zone, and it is also consistent with the concept plan for ASP 6 and the recent subdivision approval. The City's Land Development Services and Traffic Services have also reviewed the Traffic Impact Technical Note and have no objections to the proposed partial PAW closure as recommended.

## Statutory Compliance

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

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

## Strategic Implications

The proposal aligns with the following objective within the Strategic Community Plan 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
ST-S04 Integrated Infrastructure & Utility Planning	Low
Accountability	Action Planning Option
Director Planning & Sustainability and Director Assets	Manage

Risk Title	Risk Rating
CO-C01 Relationship Management	Low
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

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

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

## Policy Implications

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

## Financial Implications

Nil



## Voting Requirements

Simple Majority

**Moved Cr Miles, Seconded Cr Moore**

**That Council:-**








1. **SUPPORTS** the closure of a 19.1 metre long section of the Pedestrian Access Way described as Lot 56 on Plan 23204, identified in Attachment 3;
2. **REQUESTS** Administration **FORWARD** the proposal to the Western Australian Planning Commission for its endorsement;
3. **Subject to the partial closure of the Pedestrian Access Way described as Lot 56 on Plan 23204 being endorsed by the Western Australian Planning Commission, AUTHORISES** Administration to request the Minister for Lands to amalgamate the closed portion of Pedestrian Access Way, identified in Attachment 3, with the adjacent Kirkstall Drive road reserve; and
4. **ADVISES** the proponent and submitters of its decision.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

### Attachments:

1 <a href="#"></a>	Attachment 1 - Location Plan - Lot 56 Kirkstall Drive Hocking	24/191413
2 <a href="#"></a>	Attachment 2 - Structure Plan Map and Concept Plan - East Wanneroo Cell 4 Agreed Structure Plan No. 6	24/187234
3 <a href="#"></a>	Attachment 3 - WAPC 163726 Subdivision Plan	24/187249
4 <a href="#"></a>	Attachment 4 - Proposed Partial PAW Closure - Lot 56 Kirkstall Drive Hocking	24/186833
5 <a href="#"></a>	Attachment 5 - Main Roads Comments - Lot 56 Kirkstall Drive Hocking	24/105579
6 <a href="#"></a>	Attachment 6 - Traffic Technical Report - Lot 56 Kirkstall Drive Hocking	24/189179
7 <a href="#"></a>	Attachment 7 - Separation between Future Crossovers - Lot 56 Kirkstall Drive Hocking	24/191444





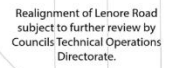
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PAW (Access Restriction) - Lot 56 Kirkstall Drive

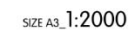
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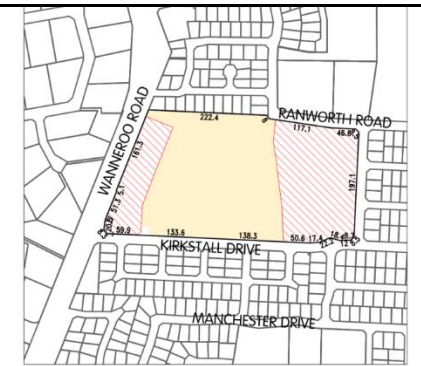
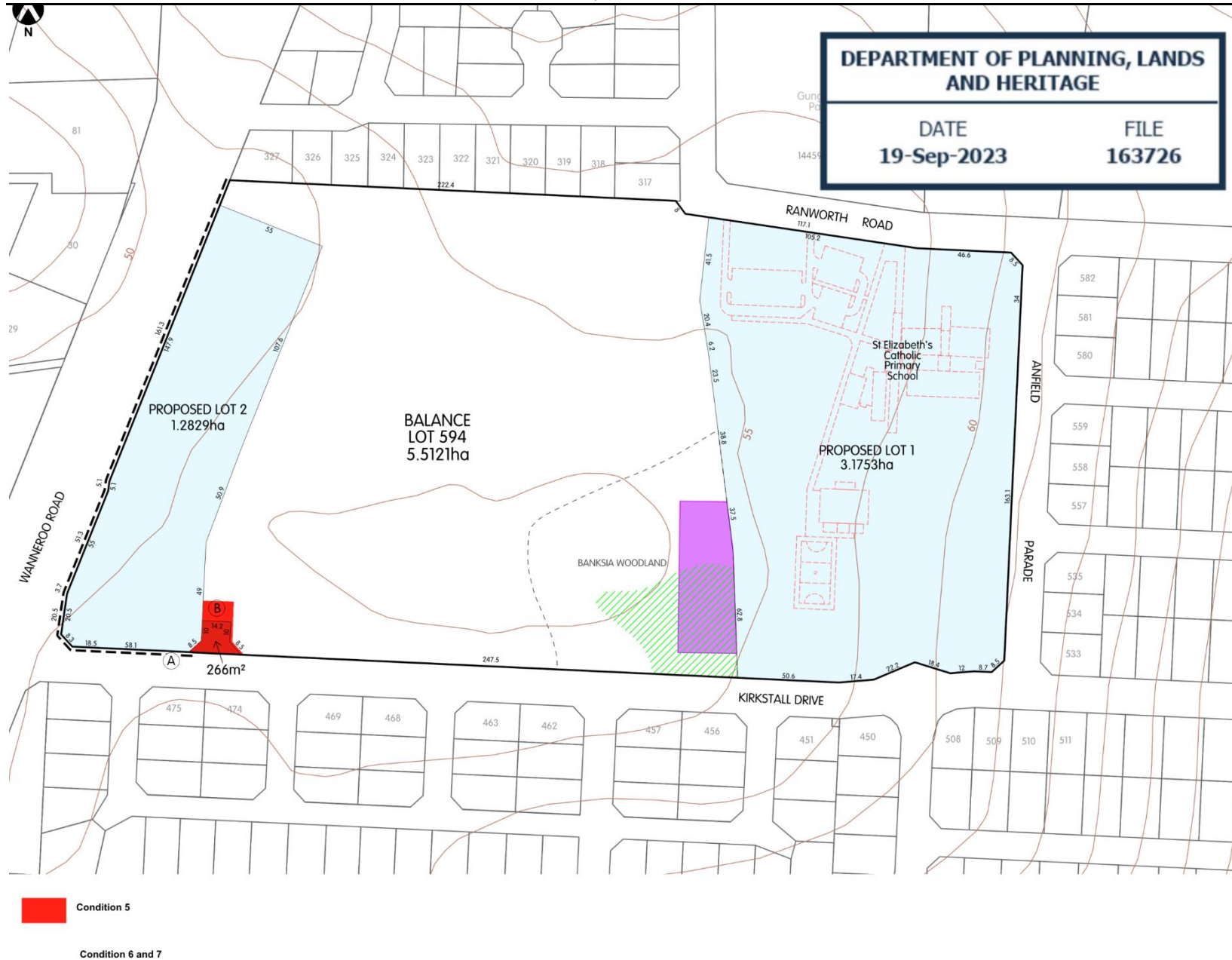


Produced by Customer & Information Services  
22/08/2023







**LOCATION PLAN - EXISTING LOT**

- EXISTING LOT 594 (9.9969ha)
- BALANCE LOT 594 (5.5121ha)
- PROPOSED SUBDIVISION

**PROPOSED LAND USE/DEVELOPMENT**

Zone	Lot Size	No. of Lots
Education	2ha - 5ha	1
Special Use	1ha - 2ha	1
Other (Balance)	5ha - 10ha	1
<b>TOTAL</b>		<b>3</b>

**LEGEND**

- EXISTING LOT 594
- PROPOSED LOT BOUNDARY
- EXISTING LOT BOUNDARIES
- EXISTING CONTOURS
- EXISTING LOT NUMBERS
- EXISTING BUILDINGS/STRUCTURES
- EXISTING SPITE STRIP (0.1M WIDE) - ADJOINING LOT 59.
- (A) SPITE STRIP TO BE MODIFIED BY SEPARATE APPLICATION TO ENABLE ACCESS TO PROPOSED LOT 2 FROM KIRKSTALL DRIVE
- (B) TEMPORARY CULS-DE-SAC (per civil engineering requirements)

**ENVIRONMENTAL CONSIDERATIONS**

- CLEARING PERMIT PROTECTION AREA
- JACKSONIA SERICEA (P4)
- VEGETATION TYPE/BOUNDARY (BANKSIA WOODLAND)

**CADASTRAL INFORMATION**  
 SOURCE: LANDGATE  
 YYMMDD: 190206  
 DWG REF: 190206 LANDGATE  
 PROJECTION: PCG94

**AERIAL PHOTOGRAPHY**

**HATCH | RobertsDay**

SIZE A3\_1:2000

G BOUNDARY ADJUSTMENT 230831 SB DP  
 F BOUNDARY ADJUSTMENT 230421 TG DP  
 E MODIFICATION LOTS 230413 TG DP

**SUBDIVISION PLAN**  
**Lot 594 Wanneroo Road, Hockin**  
 City of Wanneroo



 Existing Lot 594

☐ Existing Lot Boundaries

357 Existing Lot Numbers

— — Existing PAW (0.1m wide) - Adjoining Lot 594

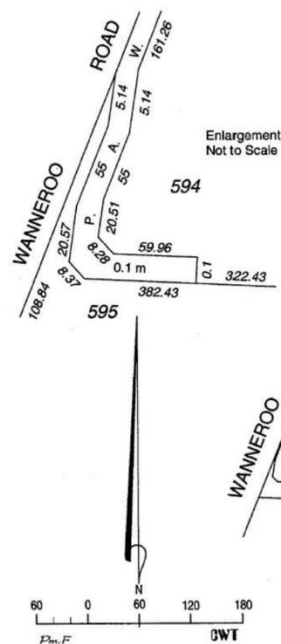
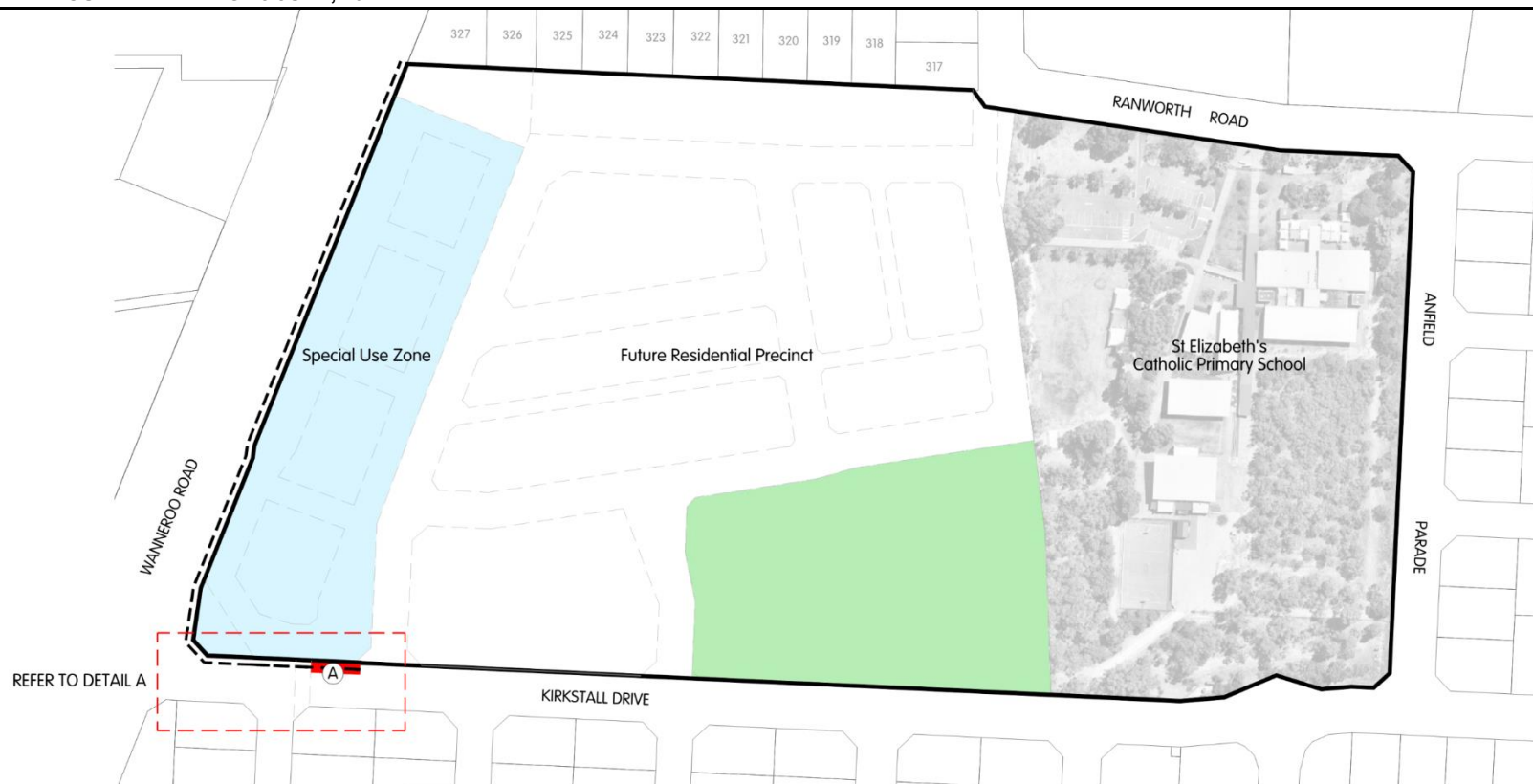
**A** Portion of PAW to be removed to enable access to Special Use Zone from Kirkstall Drive.

 Special Use Zone

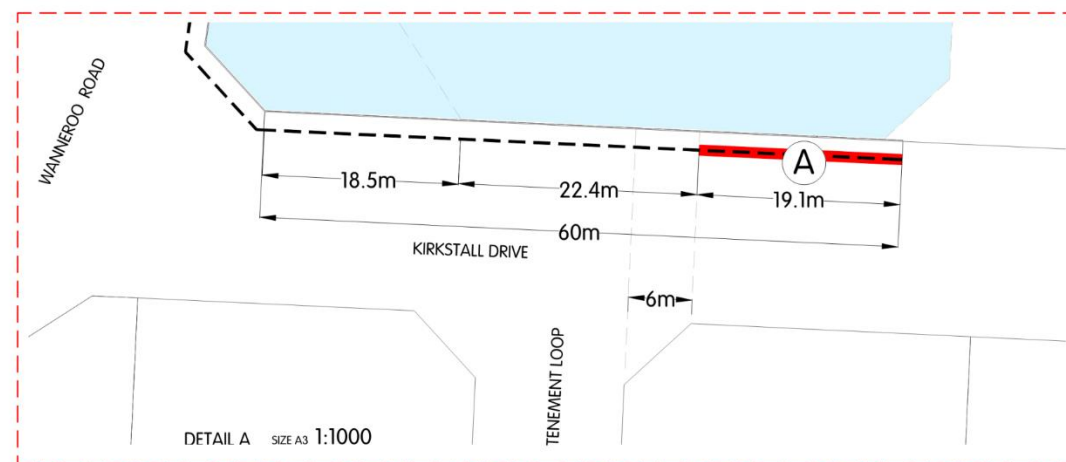
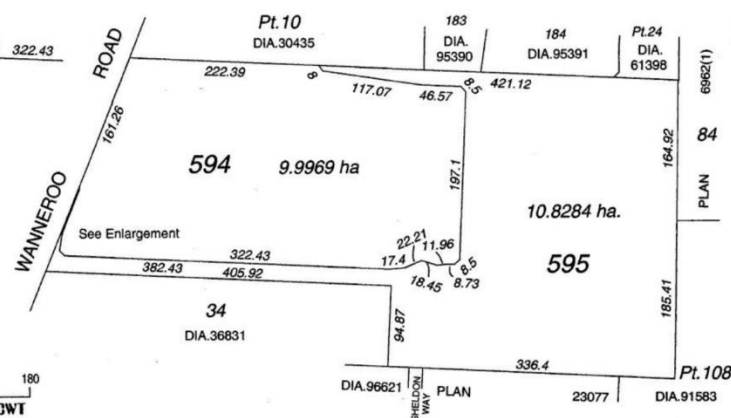
 Proposed Public Open Space

Indicative Design

Note: Road, street block and development detail depicted in the residential development and special use zones is indicative only.



Certificate of Title Lot 56 Kirkstall Drive. (Ref:LANDGATE)



**CADASTRAL INFORMATION**  
SOURCE: LANDGATE  
YYMMDD: 190206  
DWG REF: 190206\_LANDGATE  
PROJECTION: PCG94  
**AERIAL PHOTOGRAPHY**

## HATCH

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[illegible]

JOB CODE	SERVICE	DOC TYPE	DRAW NO	DE
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Enquiries: Didier Ah-Sue on (08) 9323 4806  
Our Ref: 12/2523 (D24#116811)  
Your Ref: 89.2023.101.1

15 February 2024

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

Email: [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au) (via email)

Dear Sir/Madam,

**PROPOSED PEDESTRIAN ACCESS WAY CLOSURE (SPITE STRIP) - LOT 56 DP 23204  
KIRKSTALL DRIVE, HOCKING – 89.2023.101.1**

In response to correspondence received on 16 January 2023 requesting comments on the above proposal.

Main Roads supports the proposed closure of the Pedestrian Access Way (PAW) on Kirkstall Drive subject to the following:

1. The extent of the PAW to be closed is amended and reduced to match the potential future access point (enclosed) along Kirkstall Drive to the Special Use Zone in accordance with the East Wanneroo Cell 4 Agree Structure Plan No. 6.
2. In the event that lots within the Special Use Zone are redeveloped, the following will be required:
  - a. No vehicular access onto Wanneroo Road will be created or permitted.
  - b. All vehicular access is to be via local road or internal roads and all existing vehicular access to Wanneroo Road is to be removed and verge reinstated.
  - c. A vehicular access restriction is to be applied these lots in the form of a Section 150 in accordance with the *Planning and Development Act 2005* restrictive covenant on the Certificate of Title along the Wanneroo Road frontage.

Advice for Council's Consideration

- The Special Use precinct has only one point of access which is not desirable and is not considered safe and practical in the event of a fire emergency.
- The permitted land uses for the Special Use precinct include mostly commercial and could potentially be used as light industry. These land uses will generate considerable traffic for which one access point is not designed to accommodate. It requires further investigation prior to redevelopment.
- The Technical Note included 8.8 m and 10.0 m swept paths. The 10.0m swept path is not considered suitable and a 12.5 m single unit truck should be used as design

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

[mainroads.wa.gov.au](http://mainroads.wa.gov.au)  
[enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)  
138 138



mainroads  
WESTERN AUSTRALIA

vehicle. A 9 m crossover width should be maintained to accommodate single truck movements within the Special Use zone.

It is fundamental the City ensures that the internal road network for the Special Use precinct have the capacity to move traffic to the broader internal road networks.

Should the City disagree with the above and/or resolve not to include as part of its conditional approval any of the above comments, Main Roads requests an opportunity to meet and discuss the application further, prior to a final determination being made.

Main Roads requests a copy of the City's final determination on this proposal to be sent to [planninginfo@mainroads.wa.gov.au](mailto:planninginfo@mainroads.wa.gov.au).

In the interim, if you have any queries please do not hesitate to contact Didier Ah-Sue on (08) 9323 4806.

Yours sincerely

Anne Walsh

**Planning Assessment Coordinator**

**Enc:**

1. Main Roads Marked Up Extract Plan dated 13 February 2024





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Engineering a better future for over 20 years!

**Technical Note:** No. 1c**Date:** 02/05/2024**Project No:** t19.056**Project:** Lot 594 Wanneroo Rd, Hocking**Subject:** Proposed modification to the existing Pedestrian Access Way on Kirkstall Drive

## 1. Introduction and Background

This technical note is prepared by Transcore on behalf of Catholic Archdiocese of Perth and pertains to the proposed modification to the existing Pedestrian Access Way (PAW) that runs along the southern boundary of the western portion of the above-mentioned Lot along Kirkstall Drive.

The proposed amendment to the adopted Structure Plan (SP) for Lot 594 Wanneroo Road, has been approved in July 2023. **Appendix A** shows the approved Concept Plan depicting access into Special Use zone and adjacent road servicing residential precinct. Accordingly, Hatch RobertsDay has prepared a Subdivision Plan for Lot 594 Wanneroo Road which was approved in November 2023 for the creation of the Special Use zone, a lot for the existing primary school and a balance lot for future residential development. (refer **Appendix B** for a copy of the approved subdivision plan). The approved subdivision plan shows the existing PAW adjoining Lot 594 along Wanneroo Road and western part of the Kirkstall Drive fronting the proposed special use zone (Lot 2 in the subdivision plan).

The proposed PAW would restrict the vehicle access/ egress to Lot 2 from Kirkstall Drive. However, it is deemed necessary to establish a separate access/egress for the proposed Special Use zone in order to separate commercial traffic from residential traffic, as well as to enhance traffic operations and safety.

Following the meeting with the City of Wanneroo on Monday 29 April 2024, Transcore has been requested by the City to provide additional information regarding the Stopping Sight Distance (SSD) and turning movements of service vehicles.

Accordingly, this technical note has been prepared by Transcore to provide the additional information requested by the City and:

- Review the proposed access arrangements along Kirkstall Drive,
- Review intersection and crossover spacing ensuring compliance with relevant Australian standards; and,
- Establish the required modifications to the existing PAW to allow for the provision of a full movement crossover for the proposed Special Use zone on Lot 2.

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Phone: +61 (08) 9382 4199  
Fax: +61 (08) 9382 4177  
Email: [admin@transcore.net.au](mailto:admin@transcore.net.au)  
Transcore Pty Ltd ACN 094 951 318 ABN 19 094 951 318

[www.transcore.net.au](http://www.transcore.net.au)  
[www.linkedin.com/company/transcore/](https://www.linkedin.com/company/transcore/)  
instagram: @transcoreaustralia

## 2. Proposed Special Use Zone

The approved Concept Plan shows a Special Use zone for the western portion of the approved subdivision (Lot 2). The permitted land uses within the Special Use zone as per Schedule 2 of the LSP are:

- Bulky goods showroom;
- Consulting rooms;
- Medical centre;
- Pharmacy;
- Office;
- Veterinary centre;
- Child care premises; and,
- Civic uses.

Access/ egress to the proposed Special Use zone is only allowed via Kirkstall Drive. To ensure the successful operation of the proposed Special Use zone, it is recommended to establish a separate access/egress on Kirkstall Drive for the following reasons:

- **Legibility:** The proposed Special Use zone lacks direct vehicular access/egress from Wanneroo Road. By providing a separate access/egress on Kirkstall Drive, it enhances the visibility and recognition of the Special Use zone.
- **Safety:** Separating residential traffic from commercial traffic contributes to improved safety. With a separate access/egress, the traffic flow can be better managed, minimizing potential conflicts between residential and commercial vehicles.
- **Traffic Operations:** Distributing the traffic generation of the proposed Special Use zone on a separate crossover would enhance traffic operations of the residential intersection on Kirkstall Drive.
- **Traffic Circulation and Flexibility:** The provision of a separate access/egress on Kirkstall Drive enables better traffic circulation within the Special Use zone. It also provides flexibility in the design of the building and parking areas within the Special Use zone during subsequent stages of the development, allowing for efficient and adaptable planning.

Considering these factors, establishing a separate access/egress on Kirkstall Drive for the proposed Special Use zone is recommended to ensure efficient operation, safety, and improved traffic management.

## 3. Compliance with Relevant Standards

### 3.1 Compliance with Liveable Neighbourhood Guidelines

The approved concept plan for the proposed amendment to the adopted Structure Plan for Lot 594 Wanneroo Road shows a full movement intersection on Kirkstall Drive (at Road 1) providing access/ egress to the proposed residential component of the SP area. A full movement crossover is also proposed immediately west of the residential intersection on Kirkstall Drive (refer **Figure 1**).

According to Figure 1 the separation distance between the intersection on Road 1 and nearby intersections on the other side of Kirkstall Drive (Tenement Loop and Ashurst Way) is approximately 43.86m and 34.89m respectively. Kirkstall Drive in this locality entails 18.0m road reserve and in accordance with Liveable Neighbourhoods (LN) Guidelines would be classified as Access Street B. The LN Guidelines specify a minimum separation distance of 20m between intersections along Access Streets, and the available separation distance between Road 1 and nearby intersections meets and exceeds this requirement.

### **3.2 Compliance with Australian Standard (AS 2890.1)**

The location of the proposed crossover in **Figure 1** is indicative and subject to further investigations during the subsequent stages of the development. However, for the purpose of the proposed modification to the existing PAW, preliminary assessments are undertaken in the following sections to establish the extent of the modification and to allow for provision of a separate driveway and crossover for the proposed Special Use zone.

#### **3.2.1 Access Driveway Location**

AS 2890.1:2004 Parking Facilities-Off street car parking (Figure 3.1) outlines the appropriate location of a commercial access driveway with respect to a nearby intersection. According to Figure 3.1 of the standard, a minimum separation of 6m is required between the proposed crossover and the extension of the property line on the other side of Kirkstall Drive. **Figure 1** demonstrates the indicative location of the crossover provides a minimum of 7.79m separation between the crossover and the extension of the property line, and confirms compliance with the AS standard.

#### **3.2.2 Sight Distance at Access Driveway Exit**

For the sight distance assessment at the crossover reference is made to Figure 3.2 (Sight Distance Requirements at Access Driveways) of AS 2890.1:2004 Parking Facilities-Off street car parking.

According to AS 2890.1 “unsignalized access driveways shall be located so that the intersection sight distance along the frontage road available to drivers leaving the access driveway”.

The recommended Stopping Sight Distance (SSD) in figure 3.2 of AS 2890.1 is based on posted speed limit on frontage road (in this case Kirkstall Drive) which is 50kmh. The standard also indicates that if the 85<sup>th</sup> percentile speed is more than 5kmh above the limit then the tabulated speed nearest to 85<sup>th</sup> percentile shall be adopted.

It should also be noted that when the vehicles are turning left from Wanneroo Road to Kirkstall Dr their speed is relatively low (less than 40kmh). Applying the conservative speed limit of 50kmh (posted speed on Kirkstall Dr) would result in minimum Stopping Sight Distance (SSD) of 45m. The SSD would increase to 65m for the 60kmh operation speed.



Sight distance assessments were undertaken for both SSD of 45m and 65m to establish the visibility of a potential vehicle when turning left from Wanneroo Road to Kirkstall Drive (refer **Figure 2**).

It should be noted that the stopping site distance triangle, which includes the blue triangle representing a 45m SSD and the red triangle representing a 65m SSD, covers the branches of the existing trees. However, it is important to highlight that the existing trees located in the northern verge of Kirkstall Drive primarily consist of tall trees with canopies and foliage that extend well above the sightlines of vehicles intending to exit the crossover. As a result, these trees do not hinder the sightlines. Nevertheless, it is recommended that the existing landscaping in the northern verge of Kirkstall Drive be regularly pruned to prevent any potential impact on sightlines at the proposed crossover.

### **3.2.3 Turn paths at Access Driveway**

Turn path analysis were undertaken for the proposed driveway and intersection on Kirkstall Drive to ensure service vehicles and waste collection trucks would be able to access/ egress the intersection and crossover satisfactorily (**Appendix C** shows the relevant turn paths).

Review of the permitted land uses within the Special Use zone indicates that these land uses would not require large service vehicles and smaller service vehicles would be sufficient to service these land uses. Accordingly, for the proposed driveway crossover which provides access to the special use zone an 8.8m service truck was assumed as a design vehicle for the turn path analysis. A 10m rubbish truck was also used as a design vehicle for the proposed new intersection at Road 1/ Kirkstall Drive.

It should be noted that Australian Standard allows for service vehicles using the full width of a crossover when entering and exiting the crossover. This is to avoid excessively wide crossover. Furthermore, servicing would normally occur outside of the peak operating times of the future Special Zone land uses and with minimal traffic conflict at the crossover.

As shown in **Figure 1** some widening may be required at the connection of the proposed driveway and Road 1 to Kirkstall Drive to accommodate the turning movement of the design vehicles. The details of the intersection and crossover will need to be reviewed and investigated during the detailed design stage of the development. It is important to note that these specific design aspects will not compromise the compliance with the relevant Australian standards or suitability of the proposed modification of the PAW to allow for a separate crossover for the Special Use zone.

## **4. Traffic Operation of the Proposed Crossover**

The separation distance of the proposed driveway and Road 1 to the intersection of Wanneroo Road/ Kirkstall Drive was reviewed and addressed as part of the Revised TIA prepared by Transcore for the approved Structure Plan Amendment in March 2021. The assessments undertaken in the revised TIA was based on the higher trip generator land uses such as service station, fast food outlet and showroom for the commercial part of the SP area. However, the approved SP no longer permits the service station and fast-

food outlet uses and indicates Special Use zone with permissible land-uses which would generate significantly fewer trips than service station, fast food outlet. On this basis, the reduced traffic generation of the site would further support the provision and location of the proposed crossover for the Special Use zone.

## 5. Proposed Modification

Based on the above considerations, it is recommended that the existing PAW on Kirkstall Drive should be modified and pushed further west as detailed in **Figure 3** to allow for provision of a separate driveway and crossover for the proposed Special Use zone.





**Figure 1: Separation distances between intersections and crossover**

**Note 1:** The location of the proposed driveway and crossover is indicative. The measured separation between the proposed crossover and the extension of the property line on the opposite side of Kirkstall Drive is determined to be 7.79m. This measurement exceeds the minimum requirement of 6m specified by AS 2890.1

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Lot 594 Wanneroo Road, Hocking  
 Stopping Sight Distance (SSD)  
 SSD: 45m for 50km/h Speed Limit  
 SSD: 65m for 60km/h Speed Limit

t19.056.sk07  
 01/05/2024  
 Scale: 1:500 @ A3



**Figure 2: Stopping sight distance**

**Note 1:** The location of the proposed driveway and crossover is indicative. In Figure 2, the blue and red areas represent the sight line triangles for 45m and 65m, respectively.

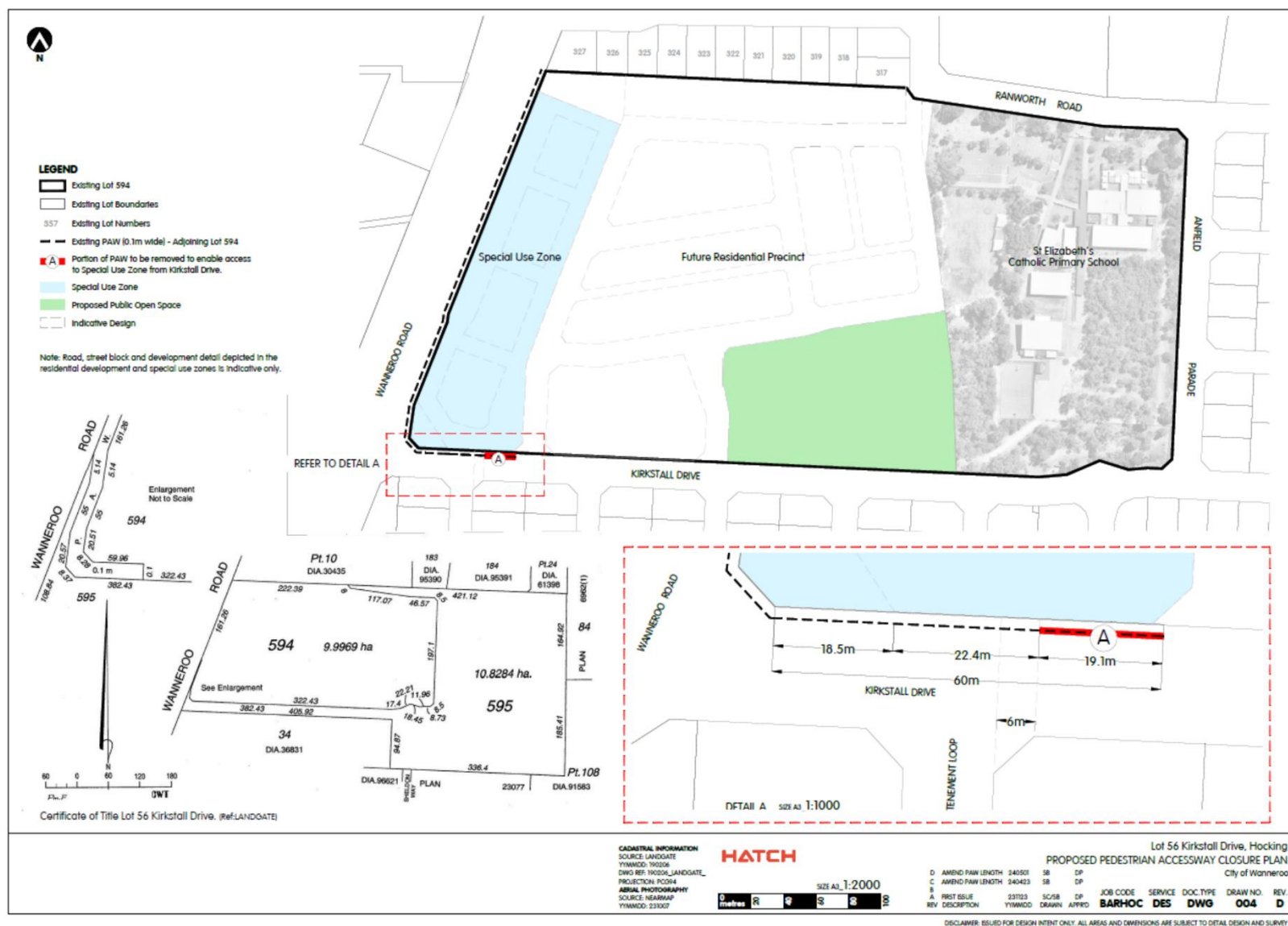


Figure 3: Proposed PAW closure plan

## 6. Conclusions

The amendment to the adopted Structure Plan for Lot 594 Wanneroo Road has been approved in July 2023. A Subdivision Plan was approved in November 2023 for the creation of a Special Use zone, a lot for the existing primary school and a balance lot for future residential development. The approved subdivision plan depicts the existing PAW adjacent to Lot 594 along Wanneroo Road and the western part of Kirkstall Drive, which fronts the proposed Special Use zone (Lot 2 in the approved subdivision plan).

The PAW would limit vehicle access/egress to Lot 2 from Kirkstall Drive. However, it is considered necessary to establish a separate access/egress for the proposed Special Use zone in order to separate commercial traffic from residential traffic and improve traffic operations and safety.

Based on the assessments conducted in this technical note, it is recommended that the existing PAW on Kirkstall Drive be modified and pushed further west. This modification will allow for the provision of a separate driveway and crossover for the proposed Special Use zone.

The assessments further indicate that the provision of a separate crossover for the special use zone is feasible and desirable, and the intersection and crossover spacing will comply with the relevant Australian standards.

There is no technical basis for preventing the suggested modifications to the PAW to facilitate access to Lot 2 (Special Use zone). Therefore, a separate access/egress on Kirkstall Drive for the proposed Special Use zone is recommended to ensure efficient operation, safety, and improved traffic management.

## APPENDIX A

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### **Proposed Concept Plan Lot 594 Wanneroo Road, Hocking**

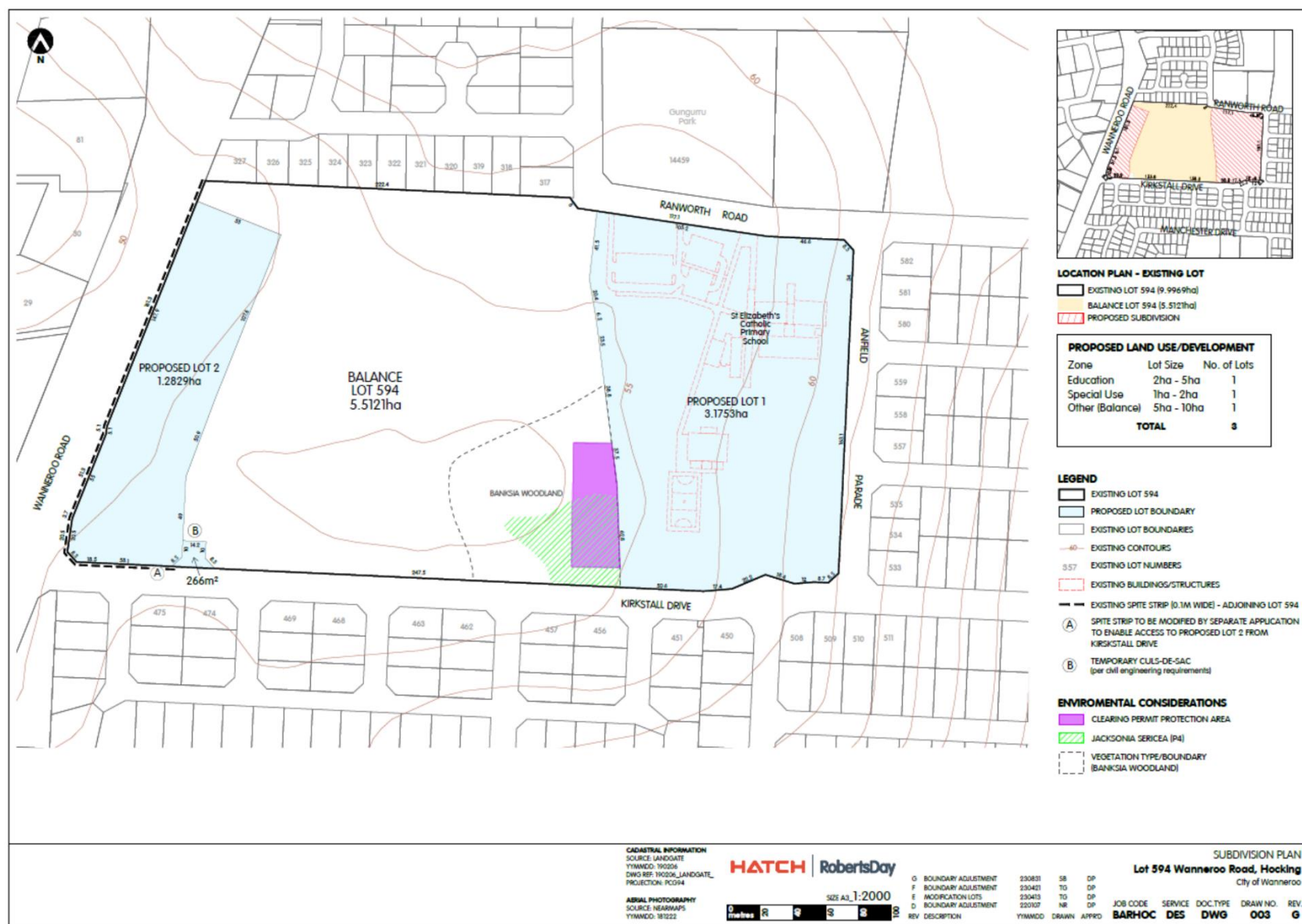




## APPENDIX B

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### Approved Subdivision Plan



## APPENDIX C

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### Turn Paths





Lot 594 Wanneroo Road, Hocking  
 Austroads 2013: 8.8m Service Vehicle  
 Service vehicle entry - Commercial Driveway (Western)

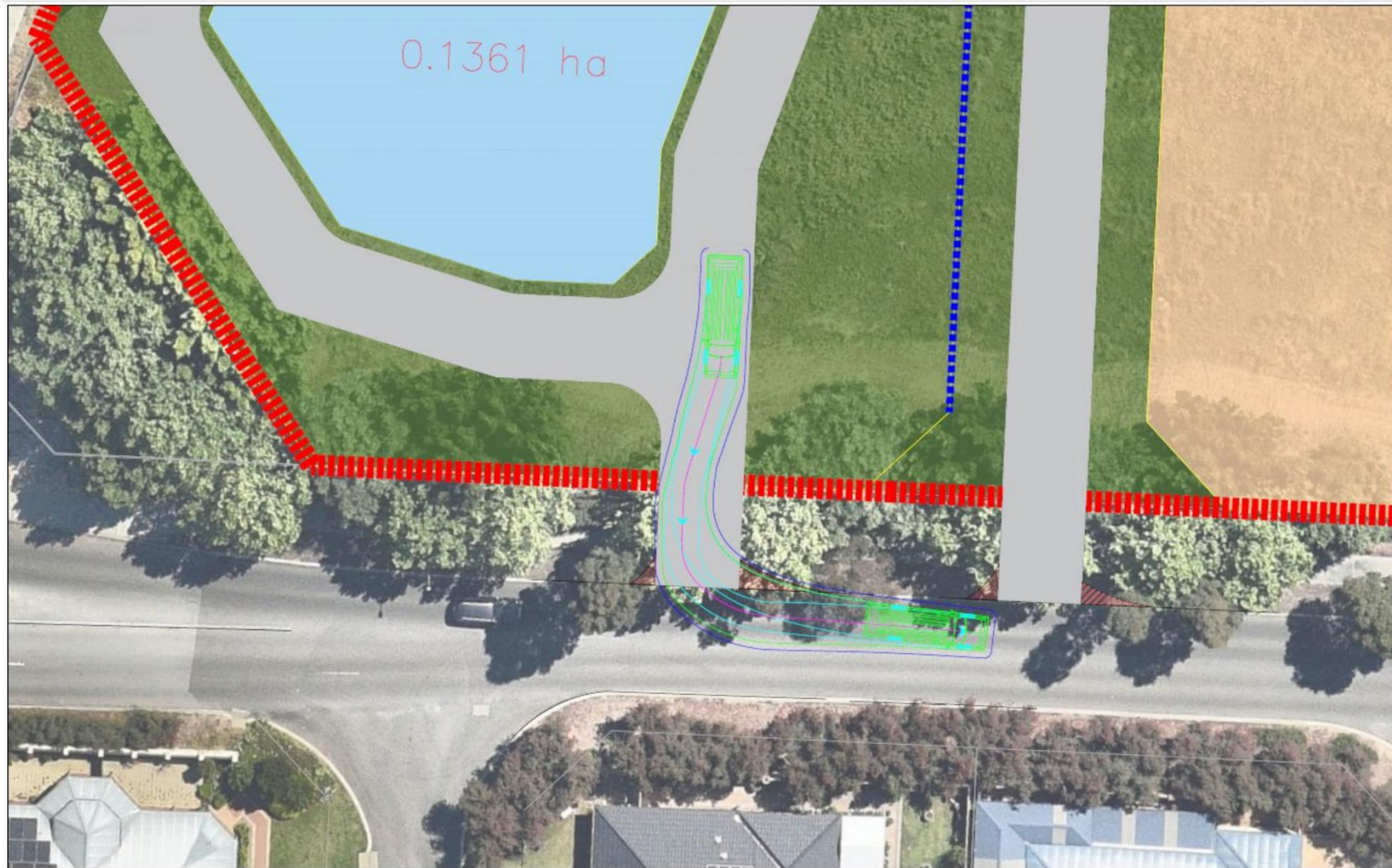
**LEGEND**  
 Vehicle Body  
 Wheel Path  
 500mm Clearance



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 21/11/2023  
 Scale: 1:250 @ A3







Lot 594 Wanneroo Road, Hocking

Austroads 2013: 8.8m Service Vehicle

Service vehicle exit - Commercial Driveway (Western)

#### LEGEND

Vehicle Body

Wheel Path

500mm Clearance



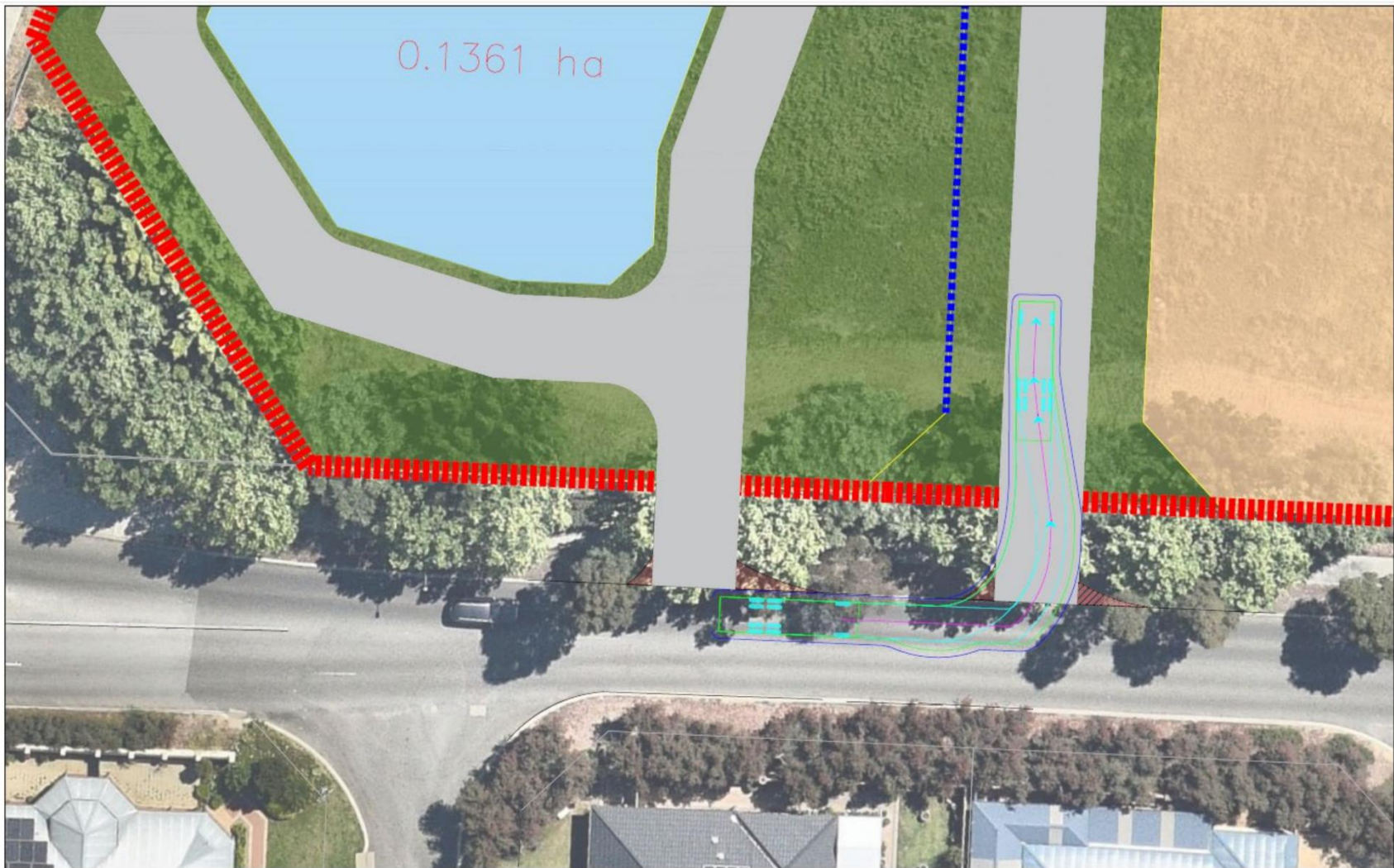
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21/11/2023

Scale: 1:250 @ A3







Lot 594 Wanneroo Road, Hocking  
 Austroads 2013: 10.0m Service Vehicle  
 Service vehicle entry - Residential Driveway (Eastern)

**LEGEND**  
 Vehicle Body  
 Wheel Path  
 500mm Clearance



t19.056.sk05  
 21/11/2023  
 Scale: 1:250 @ A3







Lot 594 Wanneroo Road, Hocking  
 Austroads 2013: 10.0m Service Vehicle  
 Service vehicle exit - Residential Driveway (Eastern)

**LEGEND**  
 Vehicle Body  
 Wheel Path  
 500mm Clearance



t19.056.sk06  
 21/11/2023  
 Scale: 1:250 @ A3







**Figure 1: Separation distances between intersections and crossover**

**Note 1:** The location of the proposed driveway and crossover is indicative. The measured separation between the proposed crossover and the extension of the property line on the opposite side of Kirkstall Drive is determined to be 7.79m. This measurement exceeds the minimum requirement of 6m specified by AS 2890.1

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## **Assets**

### **Asset Operations & Services**

*Cr Rowe declared an impartiality interest in AS01-06/24 Marangaroo Drive and Girrawheen Avenue intersection - State Blackspot Project - Variation to Construct Traffic Signals due to being a Board Member of the Girrawheen Senior High School (24/217184).*

*Cr Bedworth declared an impartiality interest in AS01-06/24 Marangaroo Drive and Girrawheen Avenue intersection - State Blackspot Project - Variation to Construct Traffic Signals due to his employment at Main Roads (24/217189).*

*Cr Herridge left the meeting at 6:54PM*

*Cr Herridge returned to the meeting at 6:55PM*

### **AS01-06/24 Marangaroo Drive and Girrawheen Avenue intersection - State Blackspot Project - Variation to Construct Traffic Signals**

---

File Ref: 45527 – 24/172437  
Responsible Officer: Director Assets  
Attachments: 3

## **Issue**

To consider an approved State Blackspot project variation for the construction of traffic signals, approved by Main Roads WA, in lieu of a roundabout at the intersection of Marangaroo Drive and Girrawheen Avenue, Girrawheen

## **Background**

At the Ordinary Council on 10 August 2021, it was resolved (in part) that Council:

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

Following the above, the City was granted approval for 2/3 funding under the State Blackspot Program to construct a roundabout at the intersection of Girrawheen Avenue and Marangaroo Drive at a total project budget of \$1,980,000.

Due to the need for the project to relocate services and acquire land, the project was planned to be staged over multiple years, and a follow up submission was made to the 2023/24 State Blackspot Program for stage 2 of the project at the Ordinary Council meeting on 9 August 2022 where it was resolved (in part) that Council:

- “1. *ENDORSES the submission of the following City of Wanneroo projects for funding consideration as part of the 2023/24 State and Australian Government Black Spot Programs:*
  - a) *Marangaroo Drive / Girrawheen Avenue intersection, Girrawheen – modified dual-lane roundabout.”*

Marangaroo Drive is defined as a 'District Distributor A' road in the City's Functional Road Hierarchy and is constructed as a median separated four lane dual carriageway. Girrawheen Avenue is a 'Local Distributor' road and is constructed as a two-lane median separated road. The intersection is a three-leg T-intersection.

At the time of original submission, the five-year crash data indicated a total of 43 crashes occurring at the intersection including a fatality, resulting in the intersection being pre-qualified for both State and Federal funding under the Blackspot Program.

It was proposed to upgrade the intersection to a modified dual-lane roundabout to improve safety by removing high severity crash types and reducing vehicle speeds through the intersection. The proposed project included relocation of the existing bus stops and children's crossing. **Attachment 1** details the layout of the proposed roundabout treatment.

## Detail

Due to geometry constraints the roundabout also required approximately 1,115 sqm of land from the Girrawheen Senior High School in the south-eastern quadrant of the intersection.

Detailed design of the roundabout also revealed a critical ATCO gas pipeline valve which would require relocation from its current position to one within the central annulus of the proposed roundabout.

Due to substantial cost increases and lengthy schedule delays associated with this component of the works required for the construction of the roundabout, the revised project budget was estimated to drastically exceed the maximum permitted Black Spot project cost of \$3.0 million and delivery timeframe of 3 financial years.

These issues, coupled with long Western Power lead times and the high cost of lowering overhead power, led to the roundabout option being no longer considered a practical or deliverable option.

To meet the cost and schedule requirements of the State Blackspot Programme Guidelines, Traffic Signals were therefore proposed as an alternative treatment at the intersection. They will significantly reduce the cost by mitigating the impact to the critical gas mains and reducing the project footprint, whilst continuing to treat the road safety issues at the intersection under the State Blackspot Program.

The concept plan for the traffic-signal controlled intersection option is shown at **Attachment 2**. As part of the traffic signal installation, the existing warden-controlled children's crossing on Marangaroo Drive east of Girrawheen Avenue will be replaced with fully protected pedestrian crossings.

Following preliminary design for the traffic signals, a formal submission for endorsement was also made to MRWA in accordance with their Traffic Signal Approval Policy and the City was granted regulatory approval on 29 April 2024.

Administration submitted a project variation to the Metropolitan Regional Road Group (MRRG) on 4 April 2024 requesting a change in scope from roundabout to traffic signals, a revised project budget and re-phasing of the project under the 2025/26 and 2026/27 funding years of the State Blackspot program. In response to the City's submission, the MRRG granted approval for the requested variation on 22 April 2024.

## Consultation

Following consideration by Council, Administration has scheduled an update to be provided to residents previously engaged by the project team. A project web page on the City Projects section of the City's website will also be created with the updated information.

Additionally, as a condition of the MRWA signal approval, Administration will consult with Girrawheen High School, Our Lady of Mercy Primary School and Hudson Park Primary

School to seek their support for the replacement of the existing warden-controlled crossing with signalised pedestrian crossings. The City has already written to the Children's Crossing & Road Safety Committee and awaits their response confirming agreement to the replacement of the existing Warden Controlled Children's crossing with traffic signals.

With respect to land acquisition, the Department of Education have been advised that a land parcel is still required, but the area has been significantly reduced. Following Council resolution, Administration will re-initiate the finalisation of the land acquisition to enable timely project delivery. The land acquisition requirements are likely to be finalised within the next six months.

## Comment

Administration appointed an independent traffic consultant to prepare a submission to Main Roads WA on the City's behalf, seeking approval for Traffic Signals at the intersection. The Consultant identified that provision of Traffic Signals in place of a roundabout returned a higher benefit cost ratio for road and pedestrian safety as a Blackspot Treatment, as well as enhancing implementation of the City's Active Transport Plan and the Perth and Peel Long Term Cycling Network (LTCN).

Approved as a 'Road Safety Inspection' supported Blackspot application independent of BCR calculations, using current 5-year crash data of 2019 to 2023 the original roundabout option at a substantially increased detailed design cost estimate of \$4,054,069 results in a BCR of 0.80.

Similarly, the proposed signalised intersection option at a reduced cost of \$2,625,489 results in a minimally increased BCR of 0.83 at a reduced cost that complies with the maximum allowed State Blackspot project budget of \$3,000,000.

In addition to reducing the high proportion of high-speed right-angle crash rates at the intersection, the provision of traffic signal control at this intersection will also improve pedestrian safety and cyclist connectivity, by providing a protected crossing facility across both Marangaroo Drive and Girrawheen Avenue.

Both Girrawheen Avenue and Marangaroo Drive from Girrawheen Avenue to Highclere Boulevard form part of the high-order Primary LTCN. With provision of a signalised intersection, the ultimate 3-3.5m red asphalt shared path planned for this section of Marangaroo Drive can now be constructed on the northern side of the road rather than the south which has numerous driveways and overhead power lines. Further, the Active Transport Plan provides for an improved route on the Primary LTCN with projects listed in the future major pathways capital works programme to complete full construction of a red asphalt cycle path along the entire length of Girrawheen Avenue from Marangaroo Drive to Beach Road.

The provision of traffic signal control at the intersection would therefore provide a protected crossing for cyclists across Marangaroo Avenue. A locality map highlighting the intersection upgrade project in the context of the LTCN is provided in **Attachment 3**.

Administration is continuing with the detailed design for the project in 2024/25 and since receiving MRWA approval of the preliminary design has re-lodged applications for service relocations to Western Power and the other service authorities as required, to ensure that the project is not delayed further.

The City plans to undertake construction works in the 2025/26 and 2026/27 financial years over which the project delivery has been re-scheduled. This aligns with the MRRG approved schedule variation to allow project completion by 30 June 2027.

It is recommended that given the lead times experienced from Western Power for relocation of overhead power and streetlight installations, the Mayor writes to Hon Reece Whitby MLA Minister for Energy; Environment, Climate Action requesting Western Power to prioritise design and construction activities to enable to project to continue as re-scheduled.

## 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*

*5.5 - People feel safe in public places*

## 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-G09 Long Term Financial Planning	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

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

## Policy Implications

Nil

## Financial Implications

A breakdown of the comparative costs of the original project budget, roundabout detailed design estimate and the proposed traffic signals is summarised below.

	Total Budget	MRRG Funding	City funding
Approved funding	1,980,000	1,320,000	660,000
Roundabout cost estimate*	\$4,054,069	\$2,702,712	\$1,351,356
Traffic Signals cost estimate	\$2,625,489	\$1,750,325	\$875,163



<b>Approved Variation for additional funding (Traffic Signals)</b>	<b>\$645,489</b>	<b>\$430,325</b>	<b>\$215,165</b>
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*\*Figures listed are for comparison purposes, the roundabout option at this higher estimated cost does not qualify for Blackspot Program funding*

The current project budget of \$1.98M is listed in the capital works program under PR-4399 (PMO22048). The revised financial implications of the signalised intersection treatment are as follows and will be included in the 2024/25 and future years budgets:

<b>Funding Year</b>	<b>Funding Split</b>	<b>Pinjar Road</b>
<b>24/25</b>	<b>Grant</b>	\$ 0
	<b>Municipal</b>	\$ 20,000
<b>25/26</b>	<b>Grant</b>	\$ 875,163
	<b>Municipal</b>	\$ 427,582
<b>26/27</b>	<b>Grant</b>	\$ 875,163
	<b>Municipal</b>	\$ 427,582
<b>Total Grant</b>		\$ 1,750,326
<b>Total Municipal</b>		\$ 875,163
<b>Total Cost</b>		\$2,625,489

## **Voting Requirements**

Simple Majority

**Moved Cr Rowe, Seconded Cr Nguyen**

**That Council: -**

- 1. NOTES that the City has been granted regulatory approval by Main Roads on 29 April 2024 for the construction of Traffic Signals at the Intersection of Marangaroo Drive and Girrawheen Avenue as shown in Attachment 2;**
- 2. NOTES that the City has been granted approval by the Metropolitan Regional Road Group on 22 April 2024 for a project variation request for change in project scope to traffic signals, cost increase and revised delivery schedule;**
- 3. ENDORSES the construction of Traffic Signals in lieu of a roundabout at the Intersection of Marangaroo Drive and Girrawheen Avenue as shown in Attachment 2 as part of the 2025/26 and 2026/27 State Blackspot program;**
- 4. APPROVES a revised project budget of \$2,625,489 to be reflected in the Capital Works program up to 2026/27, of which \$20,000 municipal funds is to be included in the draft 2024/25 Capital Works program for compilation of detailed design;**
- 5. REQUESTS the Mayor write to Hon Reece Whitby MLA Minister for Energy; Environment; Climate Action, requesting Western Power to prioritise overhead power service relocation design and construction activities to enable timely delivery of the project;**
- 6. REQUESTS Administration undertake community engagement to update and inform adjacent residents previously contacted regarding the project, nearby schools Our Lady of Mercy, Hudson Park Primary School Girrawheen Senior High School, and Department of Education of the project variation; and**

7. **REQUESTS** Administration re-commence liaison with the Department of Education to finalise a reduced land acquisition resulting from the construction of Traffic Signals as an alternative treatment.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- |                     |  |           |
|---------------------|--|-----------|
| 1 <a href="#">↓</a> | Attachment 1 - Final design layout - Marangaroo Drive and Girrawheen Avenue Roundabout intersection upgrade option | 24/180972 |
| 2 <a href="#">↓</a> | Attachment 2 - 4054 - 31 - A Final Signal Concept Marangaroo Drive and Girrawheen Avenue                           | 24/72481  |
| 3 <a href="#">↓</a> | Attachment 3 - LTCN route locality map - Girrawheen Avenue and Mirrabooka Avenue                                   | 24/180711 |



EXISTING

Diagram illustrating the base pairing rules in DNA. The top strand (green) contains the sequence G, G, G. The bottom strand (purple) contains the sequence C, C, C. The bases are connected by horizontal lines representing hydrogen bonds. The top strand is labeled 'G' and the bottom strand is labeled 'C'.

PROPOSED

KERBING (SEMI-MOUNTABLE)  
KERBING (MOUNTABLE)  
KERBING (SM-SPECIAL)  
FOOTPATH (CONCRETE)  
  
GAS  
SEWER  
TELSTRA  
TELSTRA OPTICAL CABLES  
WATER  
UNDERGROUND POWER  
OVERHEAD POWER

FULL ROAD RECONSTRUCTION  
BRICK PAVING TO MATCH  
EXISTING AREA SCHEME

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

Location	Northbound approach				
Curve Type	design R	design e	assumed f	calc V Austroads	min 20km/h change
Approach					
	117	-0.03	0.24	55.86	#VALUE
	46	0.16	0.30	51.84	OK
Approach	14.4	0.2	0.30	13.52	change
Exit	1183	-0.02	0.30	205.10	OK

REGION					REGION					REGION					REGION				
BY	DATE	ADIC	NO.		BY	DATE	ADIC	NO.		BY	DATE	ADIC	NO.		BY	DATE	ADIC	NO.	
INTEL	2/20			1:500	INTEL	2/20			1:500	INTEL	2/20			1:500	INTEL	2/20			1:500






PROPOSED

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

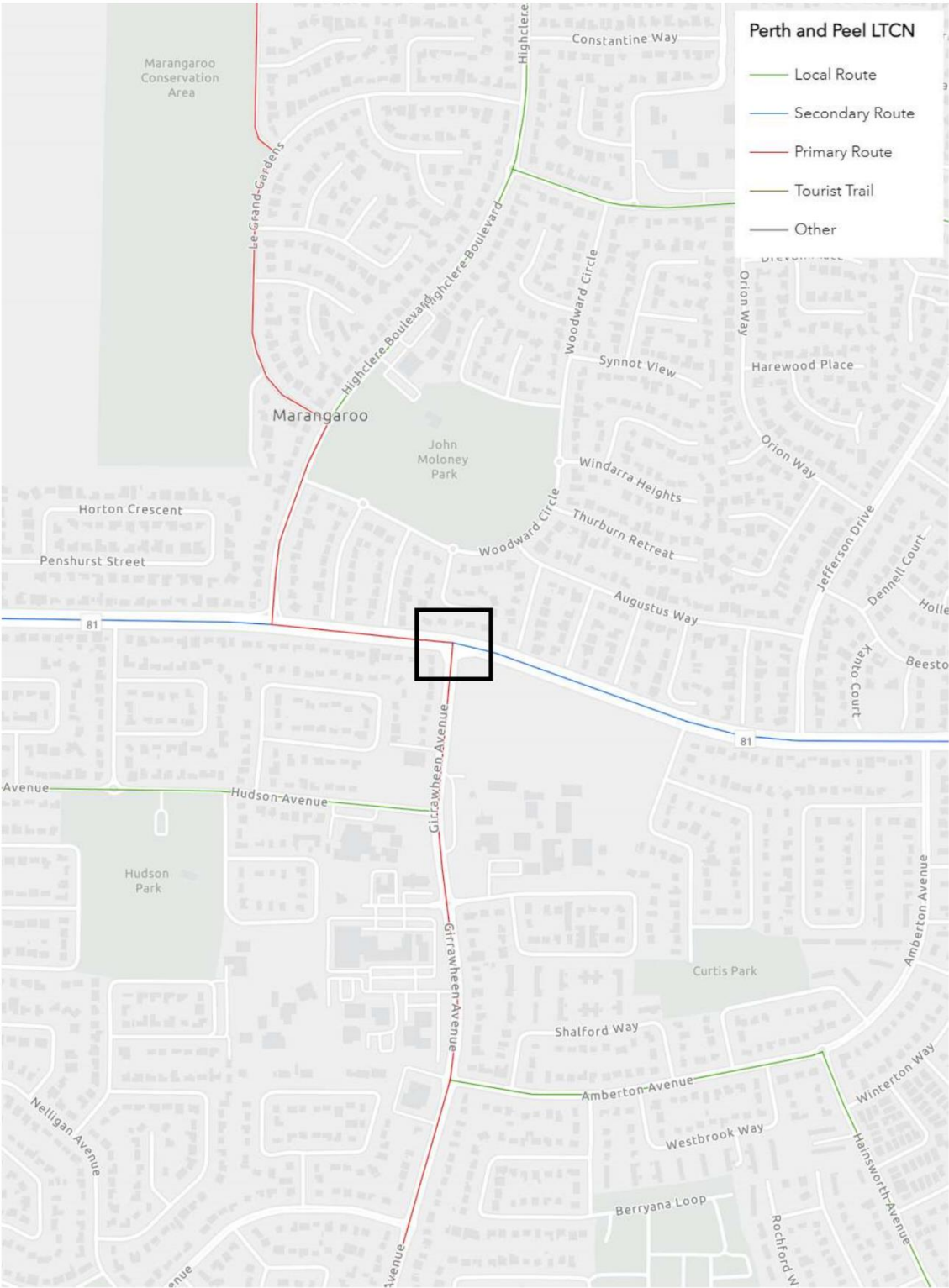
DRAFT

	<b>CITY OF WANNE ASSETS</b>			
	<b>MARANGAROO DRIVE</b> AT GIRRAWHEEN AVENUE PROPOSED TRAFFIC SIGNALS FOR BLACKSPOT SUBM GIRRAWHEEN			
<b>CONCEPT PLAN</b> SHEET 1 OF 1		DRAWING No.	SHEET	REVISION

REGION				REGION																ADDRESS		SIGNED		ATTENDED		ISSUED		THE NO.		ISSUED		APPROVAL		REVISION																																																																						
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Figure 3-4 Perth and Peel LTCN



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**AS02-06/24      Response to Petition (PT02-05/23) requesting Pedestrian Accessway Closure between Feathertop Rise and The Avenue, Alexander Heights**

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File Ref: 3120V017 – 24/146004  
Responsible Officer: Director Assets  
Attachments: 4

**Issue**

To consider petition PT02-05/23, received at the Council meeting held on 16 May 2023, requesting the closure of the pedestrian access way (PAW) between Feathertop Rise and The Avenue, Alexander Heights, including the results of the public consultation

**Background**

At the Ordinary Council Meeting on 16 May 2023, Council received a Petition signed by 8 residents from the Alexander Heights area which reads as follows:

*"We, the undersigned, all being residents of the City of Wanneroo do formally request Council's consideration:*

*That the laneway between The Avenue and Feathertop Rise in Alexander Heights be closed."*

In 2013, Council previously received a petition with six signatures at the 30 April 2013 Council Meeting (PT04-04/13), which requested Council to consider closing the PAW between The Avenue and Feathertop Rise in Alexander Heights, to prevent its use for anti-social and criminal behaviours. Included in the Minutes of the 28 May 2013 Council Meeting is the following update, provided by Administration:

*Administration has prepared and sent a letter to all six petitioners, advising of further actions that are required from them prior to Administration considering the closure of the public accessway between The Avenue and Feathertop Rise, Alexander Heights. Until such time that information is provided by the petitioners no further action is required by the City.*

Further to Administration's response to the above petition, a request was received on 29 April 2014 to consider closing the PAW. This request was made by the landowners of the four properties adjoining the PAW, cited frustration with anti-social behaviour, vandalism, theft, graffiti and the PAW being used as a thoroughfare for motorcycles.

As part of consideration of this request, Administration advertised the proposed PAW closure between 22 July 2014 and 16 September 2014. In that time, Administration received 27 submissions; and of those submissions, 18 objected to the proposed closure of the PAW, and nine supported the PAW closure. The matter was then considered by Council at its 3 February 2015 Meeting (Item PS09-02/15 refers). At that Meeting, Council resolved as following:

*"That Council:-*

- 1. NOTES the submissions received as summarised in Attachment 3 in respect to the proposed closure of the pedestrian accessway formally known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights, and ENDORSES Administration's responses to those submissions;*

2. *DOES NOT SUPPORT the closure of the pedestrian accessway formally known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights, between Feathertop Rise and The Avenue, Alexander Heights, where identified on the plan included as Attachment 1;*
3. *ADVISES the adjoining landowners, Department of Lands, Department of Planning, and the submitters of its decision; and*
4. *REQUESTS Administration prepare a management strategy that may assist in reducing anti-social behaviour within the pedestrian accessway formally known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights within three months for consideration of Council and to provide a further update to Council by December 2015."*

In light of Item 4 of Council's resolution above, a draft management strategy was prepared for Council's endorsement, and presented at its meeting of 2 February 2016 (Item PS05-01/16 refers). At that meeting Council adopted the management strategy and resolved as follows:

*"That Council:-*

1. *ENDORSES the management strategy (included as Attachment 2) prepared for the pedestrian accessway known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights; and*
2. *NOTES the submissions received as summarised in Attachment 3 in respect to the management strategy (included as Attachment 2) prepared for the pedestrian accessway known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights; and*
3. *ENDORSES Administration's responses to those submissions, and ADVISES the submitters of its decision."*

Petition (PT02-05/23) requesting the closure of the PAW between Feathertop Rise and The Avenue, Alexander Heights was considered by Council at its meeting on 18 July 2023, when it was resolved:

*"That the Motion be referred to administration for further information before council determines the matter".*

## **Detail**

The PAW consists of a land parcel formally known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights.

The PAW between Feathertop Rise and The Avenue, Alexander Heights was created in the late 1980's as part of the subdivision of the locality. The PAW was constructed to provide a pedestrian connection to and from the cul-de-sac of Feathertop Rise and The Avenue.

A location plan that identifies the location of the PAW, surrounding road network, pathway connections including the Department of Transport long-term cycle network, bus stops and routes, parks, streetlighting and community facilities is included as **Attachment 1**.

The physical characteristics of the PAW are as follows:

- The subject PAW is four metres wide and approximately 64 metres long;
- The path slopes gently toward Feathertop Rise from The Avenue and is relatively straight;
- It has good visibility from both ends which promotes passive surveillance;

- The footpath within the PAW is two metres in width, with 1.0 metre landscape strips on either side. The landscaping strips have no vegetation, apart from some small weeds;
- There is no lighting in the PAW; however, streetlights exist at both ends of the PAW;
- The PAW has access barriers at either end which prevents car access;
- The PAW provides direct pedestrian connection from Feathertop Rise to 2 bus stops on The Avenue a short walk south of the PAW;
- The PAW provides walking and cycling connectivity to The Avenue which is identified as a Local Route in accordance with the Department of Transport Long Term Cycle Network for Perth and Peel; and
- The PAW is in a fair condition with routine inspection/ maintenance taking place bi-annually as with all City PAW's and the management procedure highlighted in **Attachment 2**.

Following the receipt of the Petition, the City's Maintenance Teams attended the site on a regular basis and on only two occasions was maintenance needed, which on both occasions was for vegetation removal.

Safety Patrol Officers have included the PAW on their regular night time patrols and have advised that no activity was observed during the course of their patrols.

## Consultation

Administration sent a letter on 22 September 2023 to the petition organiser and signatories and also to residents adjacent to the PAW, requesting feedback on the request to close the PAW. The letter also advised that any anti-social behaviour or maintenance requirements within the PAW should be reported to the City on telephone 9405 5000 or email to [enquiries@wanneroo.wa.gov.au](mailto:enquiries@wanneroo.wa.gov.au) for this data to be recorded for inclusion in this report. A map of the consultation area is shown as **Attachment 3**.

Administration received 6 submissions in total including one comment from outside of the consulted area. Of these, 2 were in favour of PAW closure, and 4 submissions did not support PAW closure.

A summary of the written comments from the submissions received are provided as **Attachment 4**.

## Comment

PAWs provide important walking and cycling connectivity to key destinations and activity centres within the community. The City of Wanneroo Active Transport & Cycle Plan 2022/23 to 2025/26 also supports this through supporting the City's Strategic Community Plan objective to create a Connected and Accessible City by providing a continuous pathway network that links to activity centres, schools, and transport hubs.

As outlined through the submissions, this route seems popular with residents accessing the local centre, school going kids and visitors. The PAW provides a convenient access to Bus Stops 16071 and 16073 located at a 250-300m walking distance, served by Route 344 & 361, which runs between Morley Bus Station to Warwick Train Station and Perth Bus Port to Alexander Heights Shopping Centre. Closure of the PAW would increase walking distance for residents beyond the PTA's desired 400m walking distance to the bus stop, increasing journey distances by approximately 300 metres. The daily patronage for both stops is over 30 boardings and disembarkings, indicating that the bus stops are well used.

Administration notes that should the PAW close, and no alternative route provided, then pedestrian movement could still occur by using footpath on Fenchurch Street and Whitecombe Way however, this route provides a longer pedestrian route than the route that



incorporates the PAW. This longer route may be more challenging for some of the elderly residents and visitors to the area.

The PAW provides residents living west of The Avenue access to Ian Robbins Park and the local shopping centre located to the east of Feathertop Rise.

The objectives of the City's Pathway Policy are to provide access generally by way of an interconnected pathway network which facilitates safe, efficient and pleasant walking and/or cycling and facilitate a pathway network which supports the efficiency of public transport systems where available, and provides safe, direct access for residents. Therefore, closure of the PAW is not a desirable outcome for the wider community that utilises the walking or cycling connection that it provides to key local destinations.

As such, closure of this PAW to address anti-social issues is not supported by Administration given that it is not a desirable outcome for the wider community that utilises the walking or cycling connection that it provides to key local destinations.

The ongoing management and maintenance of the PAW remains the responsibility of the City. On reviewing the principles prescribed in the Department of Planning Guidelines, Administration does not consider that the PAW requires additional maintenance, infrastructure upgrades or additional community safety measures than what is already provided. Rather, the management strategy adopted in 2016 remains valid in maintaining the PAW on an ongoing basis, which recommends that Administration should:

1. Continue to inspect and maintain the PAW as it already doing, by undertaking the following:
  - a) Inspecting the subject PAW three times each calendar year, and when complaints or enquiries are received on the PAW's condition from members of the public;
  - b) Performing maintenance works within 14 days, should an inspection of the PAW conclude that such maintenance works are required. Maintenance works required to be undertaken to address valid public safety concerns should be completed within 24 hours; and
  - c) Endeavour to remove graffiti within 48 hours of an enquiry or complaint being received, or within four hours should the graffiti be deemed offensive.
2. Continue to record instances that maintenance works or graffiti removal is undertaken in the PAW.
3. Encourage landowners and residents adjoining the PAW to familiarise themselves with the WA Police local policing team responsible for the Alexander Heights locality and engage in ongoing discussions with WA Police on the behaviour of persons using the PAW.

Following receipt of the petition, Administration reviewed the impact of the approved management strategy and advises that in relation to recommendation 1, regular maintenance servicing is undertaken every 4 months and includes the slashing of PAW verge growth and more recently spraying for weeds. Any other issues identified that need to be rectified or maintenance works (e.g. trip hazards, damaged signage/barriers) are then actioned through in-house crews on an ad-hoc basis.

Records show that the PAW was visited by the City's maintenance team 4 times in the 22/23 financial year to perform maintenance works. Instances where maintenance works or graffiti removal have occurred are recorded in the City's record keeping systems as per recommendation 2.

The recorded maintenance instances between 2017 and June 2023, since the management strategy was put in place in 2016 are:

- Slashing and removal of vegetation requests - 8.
- Fence/Sign graffiti - 5.
- Illegal dumping - 1.

Regarding recommendation 3 of the management strategy, the City's records do not indicate a pattern of antisocial behaviour, with Rangers only having attended the site due to a dumped shopping trolley and mattress reported in 2021. The City's records also do not indicate any instances where dialogue with local police about the PAW has been required. In instances of reported antisocial behaviour that is illegal in nature, Rangers continue to encourage landowners and residents adjoining PAWs in the City to contact WA Police as the responsible authority to enforce the law.

Given the low number of issues recorded in the City's systems, it is considered that the strategy remains *effective in support of the PAW remaining open to the community*.

The Road Traffic Code 2000 was recently modified by the Road Safety Commission to permit e-Rideables to be used on pathways. Therefore, the City does not discourage their use, nor can they be prevented from using the PAW, if users ride them safely and in accordance with the Code, which is only able to be enforced by WA Police.

Should Council not support the PAW closure, the City (as the managing authority) will continue to implement management techniques to minimise anti-social behaviour within the PAW which include:

- Prompt removal of graffiti.
- Cleaning and making repairs to infrastructure quickly.
- Ensuring that the walking surfaces are well maintained; and
- Removal of vegetation or weeds from the PAW.

Additional measures as noted below will also be considered to complement the 2016 Management Strategy for this PAW:

- While there is a working streetlight at each end of the PAW, an improved level of illumination along the PAW may assist to deter antisocial behaviour. Ongoing maintenance and operation of any lights installed would be the responsibility of the City.
- Administration will also investigate the inclusion of the Feathertop Rise PAW location in the programme for the deployment of the City's CCTV technology.
- Review the level of maintenance in PAW's in line with the recently adopted Streetscape Service Level Agreement review which covered all PAW's across 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

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

## Policy Implications

The Pathway Policy applies to maintain the connectivity of the pathway network in the area.

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

## Financial Implications

Subject to Council's decision on the recommendations made in this report, the costs associated with the PAW closure works will need to be met by the adjoining landowner(s) who should agree to purchase the PAW land.

Should Council resolve not to accept the request for the PAW to be closed, financial implications would depend on management strategies that would be implemented to ongoing maintenance and/ or other capital works measures that may be considered for implementation. Ongoing management costs will form part of the annual operating budgets.

## Voting Requirements

Simple Majority

## Moved Cr Parker, Seconded Cr Miles

That Council:-

1. **NOTES** the Petition PT02-05/23 received at its 16 May 2023 Ordinary Council Meeting;
2. **NOTES** the submissions received and that the majority do not support closure of the Pedestrian Access Way;
3. **DOES NOT SUPPORT** the closure of the pedestrian accessway between Feathertop Rise and The Avenue, as shown in Attachment 1;
4. **REQUESTS** Administration to update the 2016 Management Strategy for the Pedestrian Access Way at Feathertop Rise with the following:
  - a) **investigate** the installation of lighting within the Feathertop Rise Pedestrian Access Way;





- b) to investigate the inclusion of the Feathertop Rise Pedestrian Access Way location in the programme for the deployment of the City's CCTV technology;
- c) review the level of maintenance in Feathertop Rise Pedestrian Access Way in line with the recently adopted Streetscape Service Level Agreement review which covered all Pedestrian Access Ways across the City; and

5. ADVISES the petitioners of its decision.

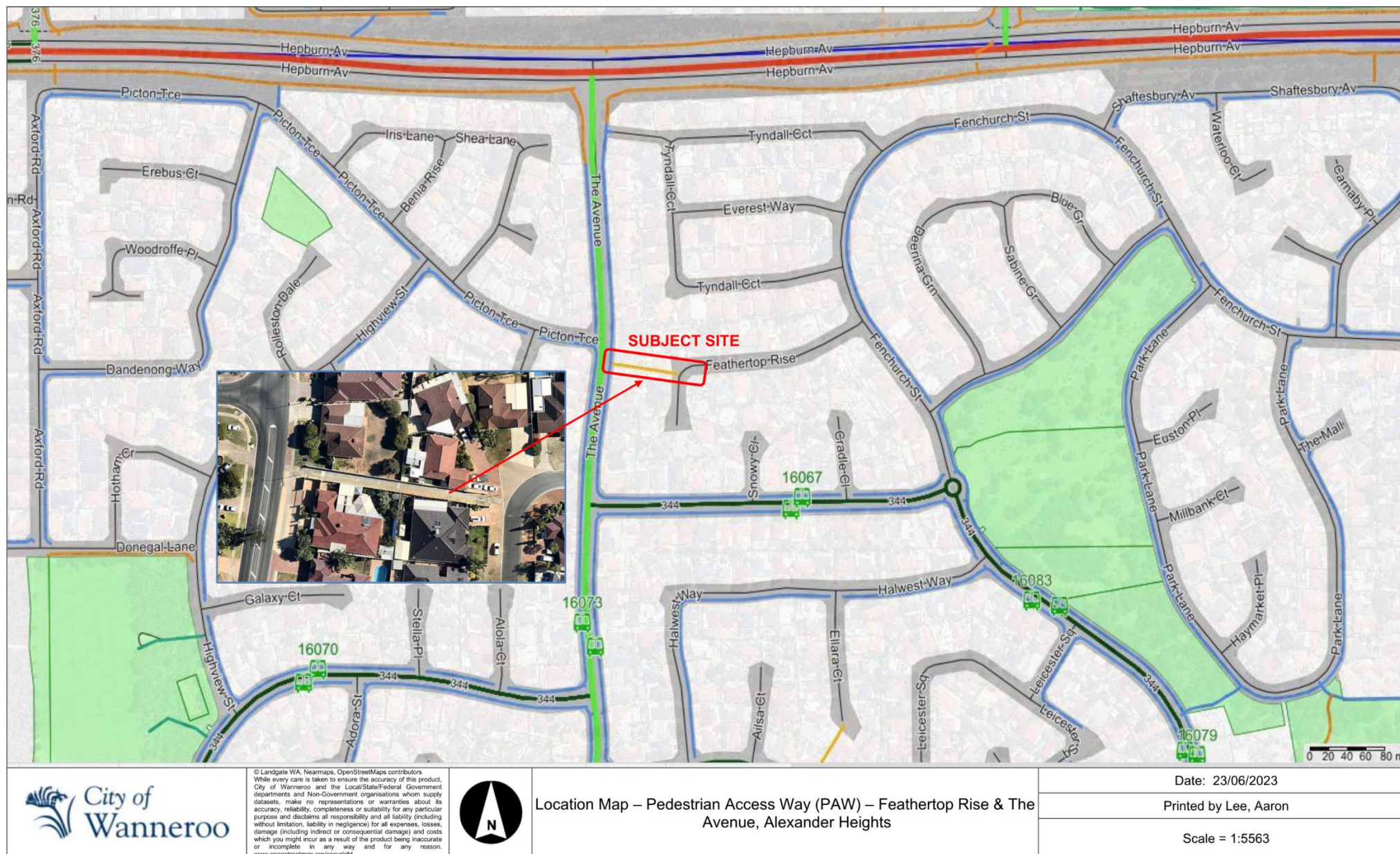
**CARRIED**  
**11/2**

**For the motion:** Mayor Aitken, Cr Coetzee, Cr Figg, Cr Herridge, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif and Cr Smith  
**Against the motion:** Cr Bedworth, Cr Huntley

*Attachments:*

1 <a href="#"></a>	Attachment 1 - Location Map - PAW between Feathertop Rise & The Avenue Alexander Heights	23/217724
2 <a href="#"></a>	Attachment 2 - Management Strategy - PAW Between Feathertop Rise and The Avenue, Alexander Heights	16/18519
3 <a href="#"></a>	Attachment 3 - Consultation area map -PAW closure - Feathertop Rise Alexander Heights	24/147559
4 <a href="#"></a>	Attachment 4 - Feathertop Responses	24/181122







# Management Strategy

Pedestrian Accessway between Feathertop Rise and The Avenue,  
Alexander Heights



January 2016

## **Purpose of the Management Strategy**

This management strategy has been prepared in response to a resolution of Council to investigate ways in which anti-social behaviour can be reduced within a pedestrian accessway (PAW) formally known as Portion Lot 1055 (20P) Feathertop Rise, Alexander Heights.

## **Detail of the Subject Pedestrian Accessway**

The PAW was created in the late 1980's as part of the subdivision of the locality. The PAW was intended to provide a pedestrian connection to and from the cul-de-sac of Feathertop Rise and The Avenue.

The physical characteristics of the PAW are as follows:

- The subject PAW is four metres wide and approximately 64 metres long.
- The path slopes gently from The Avenue toward Feathertop Rise and is relatively straight.
- The footpath within the PAW is two metres in width, with one metre landscape strips on both sides. The landscaping strips have no vegetation, with the exception of some small weeds.
- There is no lighting in the PAW; however, street lights exist at both ends of the PAW.
- The PAW has access barriers at either end. Access into the PAW is controlled by three 'u-rails' and wooden bollards at either end.
- The PAW contains signage at either end prompting users to clean up after their dogs.
- Previous incidences of graffiti on fences, street lighting and the footpath are evident, as parts of these structures have sporadically been painted over.

## **Strategy and Recommendations**

Administration has taken an investigation of the PAW, and has concluded that:

- The inspection and maintenance that occurs in the PAW is not different or more problematic in comparison to other PAW's in the locality;
- The statistics available to Administration suggests that this PAW has not attracted a level of anti-social behaviour in recent years that exceeds other nearby PAW's; and
- There are no identified flaws in the design or provision of infrastructure in and adjoining the PAW, which entices anti-social behaviour to occur in the subject PAW, rather than in other PAW's in the locality.

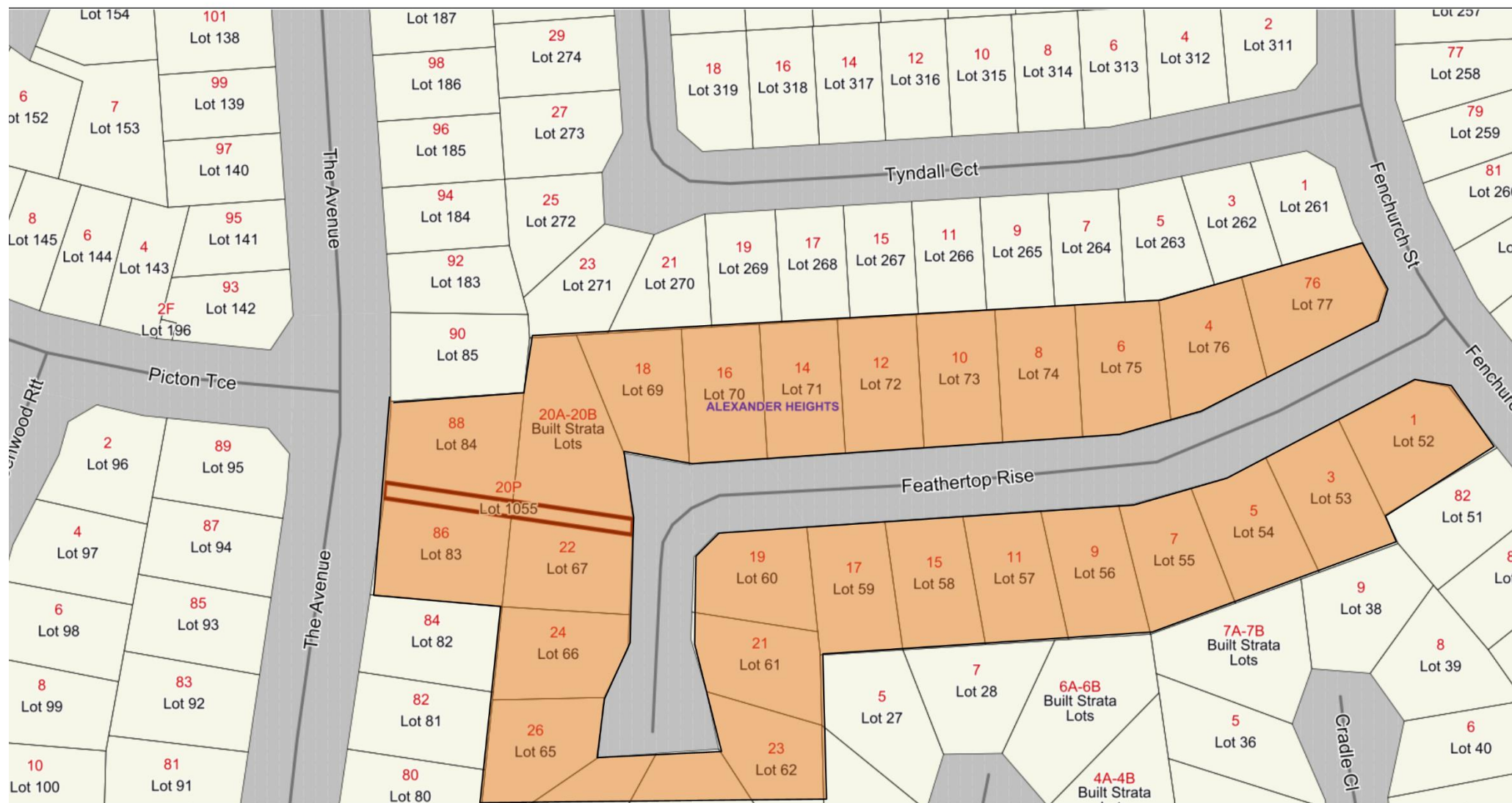
In light of the above, Administration has not identified the necessity for additional maintenance, infrastructure upgrades or community safety measures to be specifically provided or applied for this PAW.

The City's Rangers or Community Safety Officers do not have the authority to arrest persons, or to issue 'move-on' notices, as do WA Police officers. Therefore, the response to anti-social behaviour and criminal activity remains the responsibility of WA Police; and that community members should contact WA Police in the first instance when anti-social behaviour is observed. It may be beneficial for residents adjoining the PAW to familiarise themselves and their concerns regarding the PAW with WA Police; and in particular, with the local policing team that is responsible for the Alexander Heights locality.

In conclusion, the City's Administration should:

1. Continue to:
  - a) Inspect the subject PAW three times each calendar year, and when complaints or enquiries from members of the public on the PAW's condition are received;
  - b) Perform maintenance works within 14 days, should an inspection of the PAW conclude that such maintenance works are required. Maintenance works required to be undertaken to address valid public safety concerns should be completed within 24 hours; and
  - c) Endeavour to remove graffiti within 48 hours of an enquiry or complaint being received, or within four hours should the graffiti be reported by a member of the public as offensive.
2. Continue to record instances that maintenance works or graffiti removal is undertaken in the PAW.
3. Encourage landowners and residents adjoining the PAW to familiarise themselves with the WA Police local policing team responsible for the Alexander Heights locality, and engage in ongoing discussions with them on the behaviour of persons using the PAW.





City of Wanneroo does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that City of Wanneroo shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in this information. Based on information provided by and with the permission of the Western Australian Land Authority trading as LANDGATE.

Consultation area map

Date: 2/05/2024

Printed by Milon, Md Ashrafuzzaman

Scale = 1:1414



Response No.	Support/Doesn't Support Closure	Resident's Comments
1	Support Closure	<p>As a resident of Feathertop Rise for the past 14.5 years, I wish to give my full support for the pedestrian accessway (PAW) to be closed. Over the years, I have witnessed many anti-social acts due to this PAW, including:</p> <p>*graffiti of the PAW</p> <p>*graffiti of the bins, driveways, and letterboxes of Feathertop Rise</p> <p>*a non-resident of the street walking up to my gate at night, to then claim he was just wanting to use my garden tap, when confronted</p> <p>*3 break-ins or attempted break-ins in the immediate vicinity of my property (#8, #10, #11), including my own property in 2017</p> <p>Most recently, we have had a trolley dumped in our street out the front of #7 on 3/10/23, sometime between the hours of 1900 - 2100, assumedly by a non-resident.</p>
2	Support Closure	No Comment
3	Doesn't Support Closure	<p>Good day I received a letter(attached) to advise me of potential closure of this access way –</p> <p>Personally, I object to the closure- as I use it a lot and so do many other residents (I have been here for over 20yrs- and never witnessed any wrongdoings)</p> <p>And there any statistics to support such a move???</p> <p>There is no real evidence of anti-social behaviour- no graffiti- no broken glass or garbage. so, such a closure would be based on frivolous information and possibly ulterior motives by adjoining lots</p>

4	Doesn't Support Closure	<p>We've just received paperwork about the request of the pedestrian access way be closed between Feathertop Rise and The Avenue Alexander Heights.</p> <p>We'd like to say we are firmly against this occurring as our teenagers catch the bus home from Ashdale High and use the walkway to come home. I also use the walkway to access the avenue to either walk along the nature strip on Hepburn or catch the bus myself.</p> <p>We have lived at the top of Feathertop Rise for over 20 years and in that time only experienced anti-social behaviour maybe twice and nothing within the 10 years.</p> <p>The only thing that we have noticed that does occur in that walkway is that it is unkept. It rarely is mowed or maintained.</p> <p>Hoping that our opinion is heard regarding this situation.</p>
5	Doesn't Support Closure	<p>We have lived for 20 years in Feathertop Rise and experienced anti-social behaviour only once</p>
6 (outside of consulted area)	Doesn't Support Closure	<p>I am a resident of Alexander Heights and are very concerned about the closure of the above laneway.</p> <p>I use the laneway every morning with my friend who lives in Feathertop Rise and I would be very disappointed to see the laneway close as it provides easy access for both of us.</p> <p>I feel that if you bought next to a laneway then you would know what to expect from people using it as it was intended.</p>

#### Attachment 4: Responses to Request to Close PAW Feathertop Rise

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**AS03-06/24      Response to Petition PT01-04/24 - Closure of Pedestrian Access Way- Flanders Place, Alexander Heights**

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File Ref: 3120V018 – 24/176081  
Responsible Officer: Director Assets  
Attachments: 4

**Issue**

To consider petition PT01-04/24, received at Council meeting held on 23 April 2024, requesting the closure of the pedestrian access way between Flanders Place and Mirrabooka Avenue, Alexander Heights.

**Background**

At the Ordinary Council Meeting on 23 April 2024, Council received a Petition signed by 24 residents from Flanders Place which reads as follows:

*“We, the undersigned, do formally request Council’s consideration closure of Pedestrian Access Way. Flanders Place, Alexander Heights 6064. Antisocial behaviour, Property Damage”.*

Refer to **Attachment 1** for a locality map showing the location of the PAW within the road network.

**Detail**

Pedestrian accessways (PAW’s) are typically situated on separate Crown land parcels. The footpath between Flanders Place and Mirrabooka Avenue is not situated in a PAW, but within two adjoining road reserves. The subject location can therefore be described as a footpath connection between two roads rather than a PAW. This situation occurs at many locations along major roads in the City. Photographs of the footpath connection are shown in **Attachment 2**.

Flanders Place is a 260m long L-shape cul-de-sac, with a 6m wide carriageway, listed in the City’s Functional Road Hierarchy as a local access road. It starts from Griffon Way and ends with a turning circle adjacent to Mirrabooka Avenue. The Alexander Heights shopping precinct is located on Mirrabooka Avenue immediately to the north of Flanders Place and the nearest school is Rawlinson Primary School, located approximately 1km to the west.

- The subject footpath is two metres wide, approximately 8 metres long and is straight;
- It has good visibility from both ends which promotes passive surveillance;
- Established vegetation and plants are located on both sides of the footpath to provide a visual screen to Mirrabooka Avenue;
- There is no lighting on the path, however, streetlights exist at both ends of the footpath;
- The footpath has U-Rail barriers which prevent car access;
- A low Pine post and rail fence is installed on both sides of the footpath to restrict access;
- The footpath provides a direct pedestrian connection from Flanders Place to key attractors which are Alexander Heights Shopping precinct, Paloma Park and two bus stops on Mirrabooka Avenue;
- The footpath provides walking and cycling connectivity to Mirrabooka Avenue which is identified as a secondary route on the Department of Transport Long Term Cycle Network for Perth and Peel; and



- The footpath is in a fair condition with routine inspection/ maintenance taking place bi-annually as with all City PAW's.

## Consultation

The petition organiser has been consulted to understand the issues and determine suitable mitigation measures. No other external community consultations have been undertaken in relation to this petition.

## Comment

Pedestrian access ways and footpath links such as this one provide important walking and cycling connectivity to key destinations and activity centres within the community. The City's Strategic Community Plan Objective 5 is to create a Connected and Accessible City, supported by the City of Wanneroo Active Transport & Cycle Plan 2022/23 to 2025/26 which promotes the provision of a continuous pathway network that links to activity centres, schools and transport hubs.

This footpath connection on Flanders Place provides a convenient access to Bus Stops 12504 and 12534 located on Mirrabooka Avenue immediately on the western end of the footpath. These stops are served by Routes 344, 360, 376 & 377 which run between Morley Bus Station to Warwick Train Station and between the Perth Busport and Alexander Heights Shopping Centre. The latest patronage figures supplied by the PTA (November 2023) show that there were an average total of 22 boardings and alightings at each of these stops on weekdays, demonstrating that the bus stops are well used. Closure of the footpath connection would increase walking distance for residents beyond the PTA's desired 400m walking distance to the bus stop, increasing journey distances by up to 350 metres.

The objectives of the City's Pathway Policy is to provide access generally by way of an interconnected pathway network which facilitates safe, efficient and pleasant walking and/or cycling; and facilitate a pathway network which supports the efficiency of public transport systems where available, and provides safe, direct access for residents.

As such, closure of this footpath connection to address anti-social issues is not supported by Administration given that it is not a desirable outcome for the wider community that utilises the walking or cycling connection that it provides to key local destinations.

There are three other cul-de-sacs that have connecting footpaths to Mirrabooka Avenue in the immediate vicinity of Flanders Place as shown on Attachment 3. Closure of one link may set a precedent for the other links that would greatly impact the connectivity to the footpath network and access to the bus service on Mirrabooka Avenue.

Administration has met with the petition organiser with a view to find an acceptable solution without setting an undesirable precedent. It was suggested that the replacement of the low pine post and rail fence with the more substantial standard Conservation Pine Rail Fence would restrict access to the path only and that the existing single grab rail could be replaced with two installed as a chicane to prevent unrestricted through access. Attachment 4 shows the City's standard conservation pine rail fencing. On 22 April 2024, Administration replaced the single grab rail with two to restrict access through this pathway. In conjunction with the installation of the proposed Conservation Pine Rail Fence, vegetation pruning will also be undertaken to improve passive surveillance at this location.

Following the discussions with the petition organiser, the City's Rangers have been carrying out additional patrols of the area to deter antisocial behaviour and the resident was also advised to contact the City's Rangers on 9405 5000 if he witnesses any illegal movements or anti-social behaviour. The City's Rangers have carried out multiple patrols at this location

since March 2024, with no illegal or antisocial behaviour sighted around the area and no persons of interest observed at the time of attendance.

### Statutory Compliance

As the footpath link is not contained within a Public Access Way Reserve, the path can be closed without requiring approval from the Department of Planning, Lands and Heritage and there is no land sale and transfer required.

### 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

<b>Risk Title</b>	<b>Risk Rating</b>
CO-O23 Safety of Community	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community & Place	Manage

### Policy Implications

The Pathway Policy provisions apply to maintain the connectivity of the pathway network in the area.

### Financial Implications

Financial implications relate to ongoing maintenance and/ or other capital works measures that may be considered by Administration to assist in reducing antisocial behaviour. Such costs form part of the annual operating budget.

Replacing the pine post and rail fence with a Conservation Pine Rail Fence is anticipated to cost approximately \$3,000, which can be funded from existing operating budget allocations.

Should Council support the closure of the footpath link, the cost to remove the footpath and provide a continuous fence between the two road reserves would be approximately \$5,000.

### Voting Requirements

Simple Majority

**Moved Cr Rowe, Seconded Cr Parker****That Council:-**

1. NOTES the Petition PT01-04/24 received at its 23 April 2024 Ordinary Council Meeting;
2. DOES NOT SUPPORT the closure of the footpath connection between Flanders Place and Mirrabooka Avenue, as shown in Attachment 1;
3. REQUESTS Administration to undertake vegetation pruning around the footpath at the end of Flanders Place and replace the existing pine post and rail fence with Conservation Pine Rail fencing to assist in reducing any ongoing antisocial behaviour within the footpath connection;
4. REQUESTS Administration to investigate the inclusion of the Flanders Place footpath location in the programme for the deployment of the City's CCTV technology; and
5. ADVISES the petitioners of its decision.

**Motion to Amend****Moved Mayor Aitken, Seconded Cr Figg**

*That a new recommendation 5 be added, and previous recommendation 5 is moved to recommendation 6.*

5. ***REQUESTS Administration to monitor and seek feedback from the petitioner six months after the implementation of the actions listed at Items 3 and 4 above on their effectiveness, and provide an update to Council Members; and***
5. 6. **ADVISES the petitioners of its decision.**

**CARRIED****13/0**

**For the motion:** Mayor Aitken, Cr Coetzee, Cr Figg, Cr Herridge, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif, Cr Bedworth, Cr Huntley and Cr Smith

**Against the motion:** Nil

**Substantive Motion as Amended****That Council:-**

1. **NOTES the Petition PT01-04/24 received at its 23 April 2024 Ordinary Council Meeting;**
2. **DOES NOT SUPPORT the closure of the footpath connection between Flanders Place and Mirrabooka Avenue, as shown in Attachment 1;**
3. **REQUESTS Administration to undertake vegetation pruning around the footpath at the end of Flanders Place and replace the existing pine post and rail fence with Conservation Pine Rail fencing to assist in reducing any ongoing antisocial behaviour within the footpath connection;**
4. **REQUESTS Administration to investigate the inclusion of the Flanders Place footpath location in the programme for the deployment of the City's CCTV technology; and**

5. **REQUESTS** Administration to monitor and seek feedback from the petitioner six months after the implementation of the actions listed at Items 3 and 4 above on their effectiveness, and provide an update to Council Members; and
6. **ADVISES** the petitioners of its decision.





The substantive motion as amended was put and

**CARRIED UNANIMOUSLY**

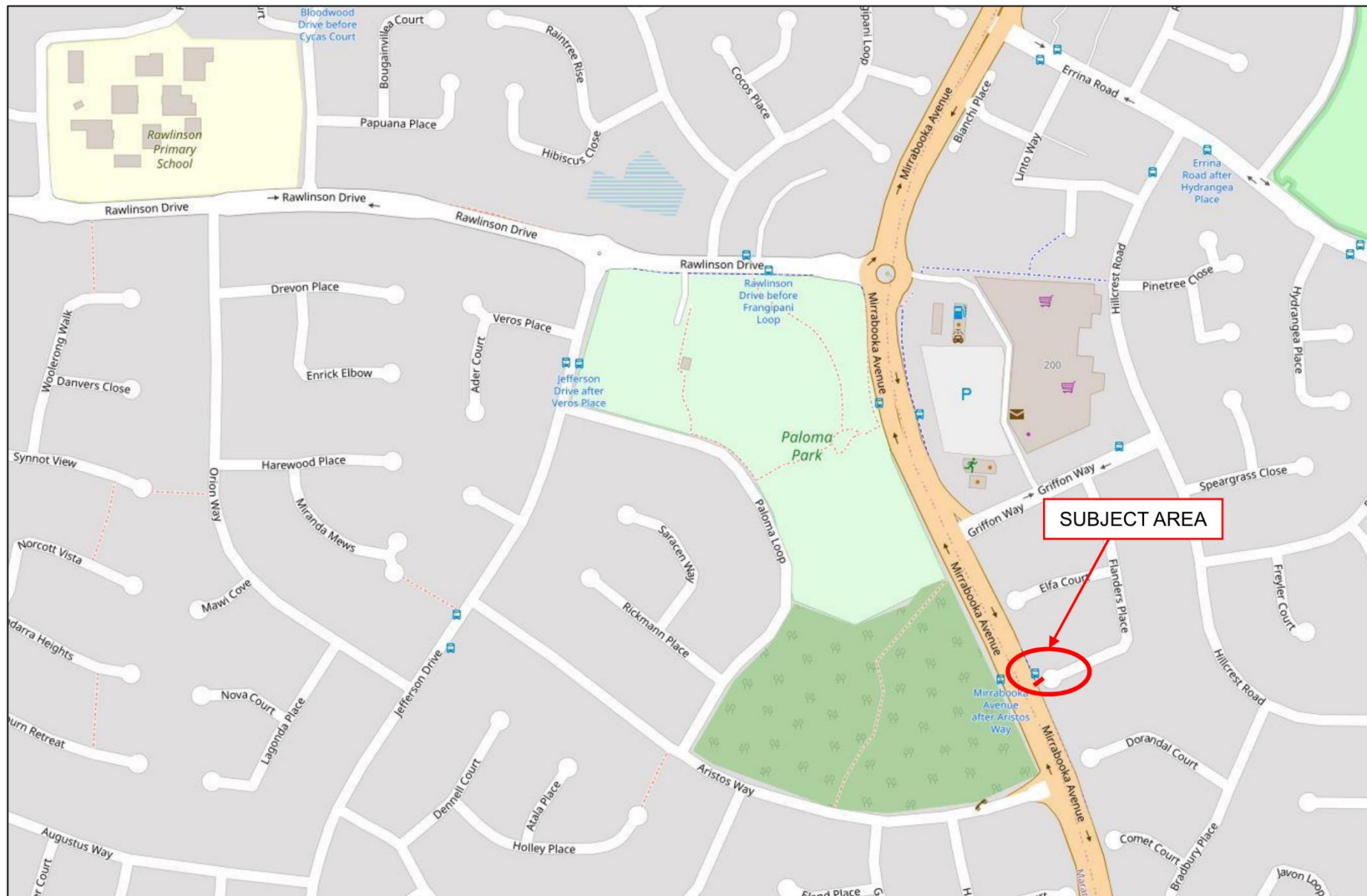
**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- |   |           |
|---|-----------|
| 1. <a href="#"></a> Attachment 1 - Location map - Footpath connection - Flanders Pl & Mirrabooka Ave Alexander Heights | 24/179942 |
| 2. <a href="#"></a> Attachment 2 Flanders Place site photos  | 24/201182 |
| 3. <a href="#"></a> Attachment 3 - Aerial Photograph Extract   | 24/183022 |
| 4. <a href="#"></a> Attachment 4 - Standard Drawing- Conservation Pine Rail Fencing                                    | 24/179940 |





Location Map: Footpath connection between Flanders PI & Mirrabooka Ave,  
Alexander Heights



Flanders Pl, Alexander Heights

Site visit Photos - May 2024

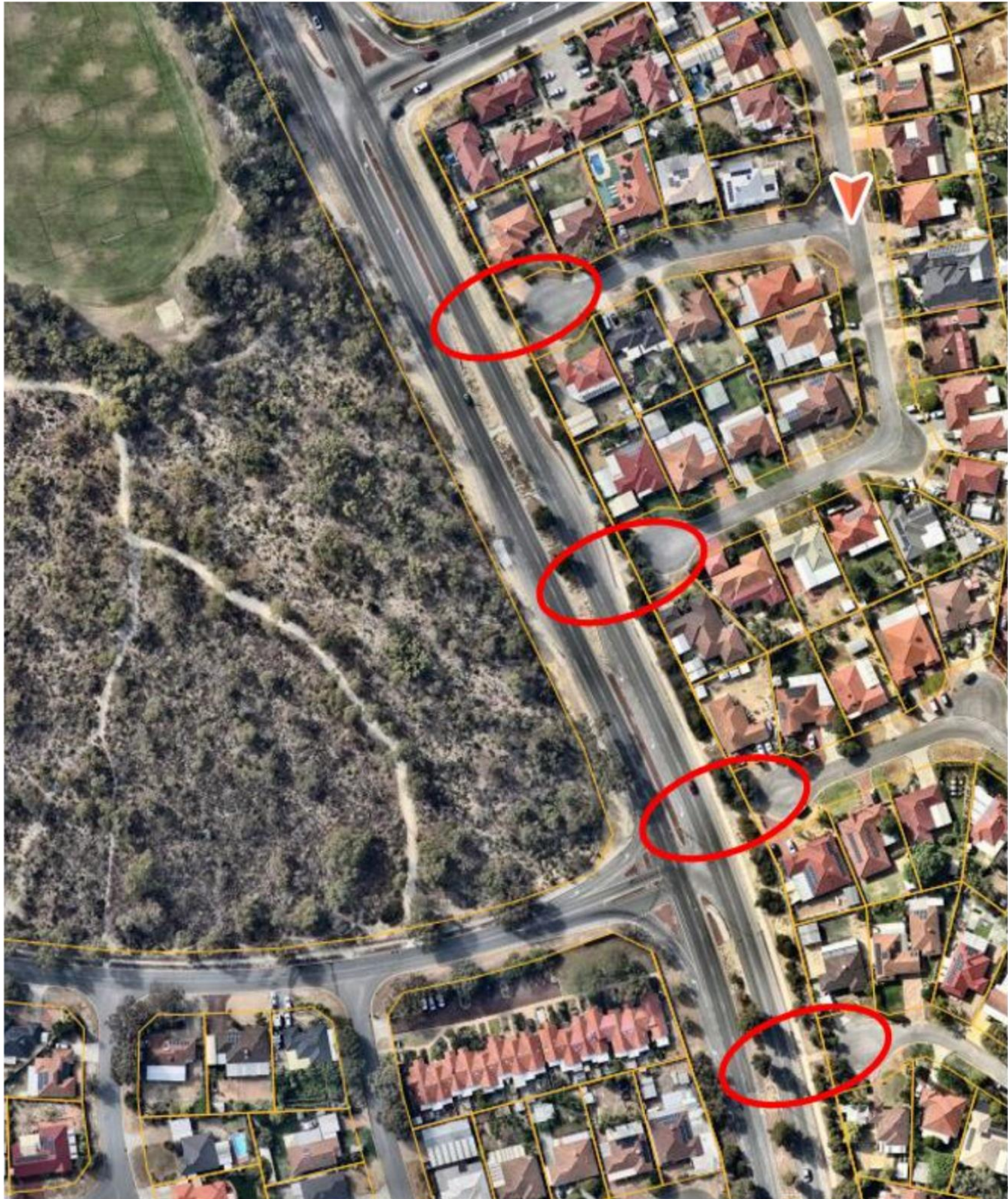












**Aerial Photograph Extract, Mirrabooka Avenue**

AS03-06/24 – Attachment 4

*Cr Bedworth declared an impartiality interest in AS04-06/24 Applications For Funding - Metropolitan Regional Roads Program 2025-2026 due to his employment at Main Roads (24/217189).*

## **AS04-06/24 Applications For Funding - Metropolitan Regional Roads Program 2025-2026**

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File Ref: 6923V004 – 24/171633  
Responsible Officer: Director Assets  
Attachments: 2

### **Issue**

To consider submissions for grant funding from the 2025/2026 Metropolitan Regional Road Program (MRRP) for Road Improvement and Road Rehabilitation Projects.

### **Background**

Each year, Main Roads Western Australia (MRWA) invites project submissions for grant funding consideration as part of the Metropolitan Regional Road Program (MRRP).

This report outlines the guidelines for the assessment of road works and recommends projects for consideration by the Metropolitan Regional Road Group (MRRG).

The project types are separated into two categories as outlined below:

#### Road Improvement Projects

Improvement projects are those which involve the upgrading of an existing road or intersection to a higher standard than currently exists, increasing capacity to meet traffic growth. (i.e. dual carriageway construction, pavement widening, new overtaking lanes, traffic control measures, etc.)

A multi-criteria analysis (taking into consideration road capacity, geometry, crashes, benefits, and costs) is used to prioritise road improvement projects on urban arterial roads within the metropolitan area. This analysis is an integral part of the guidelines for the MRRP and must be followed for submissions to be considered for funding.

#### Road Rehabilitation Projects

Road rehabilitation projects are those proposed for existing roads where a failed link is to be brought back to pre-existing physical condition, e.g. resealing/resurfacing or reconstruction.

A number of conditions have to be met for a project to be considered in the program. Projects qualify only if the road has a classification of a local distributor road or higher and its Average Annual Daily Traffic (AADT) exceeds 2,000 vehicles per day or the design traffic exceeds 1 x 10<sup>6</sup> Equivalent Standard Axles (a measurement that relates to the commercial vehicle content). Each project is assessed using the approved accumulative points scoring system that considers road condition, surface age and volume of traffic with a minimum score of 700 points for the condition assessment.

## Detail

### Road Improvement Projects

Two new projects were submitted on 24 May 2024 for the 2025/26 program which are:

- Pinjar Road – duplication to 4-lane dual carriageway from Joondalup Drive to Golf Links Drive / Jewel Way including roundabout approach pre-deflections and shared path upgrade. A copy of the concept plan detailing the proposed upgrade is provided in **Attachment 1**.
- Yanchep Beach Road - duplication to 4-lane dual carriageway from Marmion Avenue to west of Spinnaker Boulevard including shared path upgrades on the south side, missing concrete path construction on the north side and upgrade of the Marmion Avenue Roundabout to provide dual lanes. A copy of the concept plan detailing the proposed upgrade is provided in **Attachment 2**.

The project details are summarised below:

Location	Proposed Works	Section	Estimated Project Cost (\$)	Grant (\$)	Muni and contributions (\$)	Points Score
Pinjar Road, Banksia Grove	Road duplication to 4-lanes	Joondalup Dr to Golf Links Dr	\$2,660,000	\$1,733,333	\$886,667	9.32
Yanchep Beach Road, Yanchep	Road duplication to 4-lanes	Marmion Av to Spinnaker Blvd	\$15,429,451	\$10,286,301	\$5,143,150	10.88

There are restrictions on the Grant allocations, with each individual Road Improvement Project limited to a maximum of \$4.0M funding each financial year, with a maximum project budget of \$18M and a maximum of \$5.0M funding per Council each year for multiple projects. Projects can be submitted for both detailed design and/or construction over 3-years with a 12-month time extension available under the grant guidelines.

These road duplication projects have been selected as a priority for duplication from the City's annual traffic data monitoring of its arterial road network, analysis of Main Roads WA future strategic network modelling and the overall score they achieve using the Road Improvement Grant multi-criteria assessment. The upgrade works are in accordance with the roads function in the relevant structure plans.

### Road Rehabilitation Projects

Civil Sciences & Engineering was commissioned to undertake the road rehabilitation visual assessment and mechanical study of various roads, and to provide technical details and recommendations to comply with the criteria for the assessment of road rehabilitation projects. The table below lists the rehabilitation projects that were submitted for consideration in the 2025/2026 program. All the rehabilitation projects are proposed as asphalt reseals.



Item	Road	Locality	Section	Estimated Project Cost (\$)	Grant (\$)	Muni (\$)	Points Score
1	Errina Rd	Alexander Heights	Azelia St to Mirrabooka Ave	483,995	322,663	161,332	1991.9
2	Hainsworth Ave	Girrawheen	Amberton Ave to Beach Rd	494,332	329,555	164,777	2316.3
3	Mirrabooka Ave	Marangaroo	Marangaroo Dr to change of seal 100m south Rawlinson Dr RAB - Northbound	363,814	242,543	121,271	3240.3

Reserve Projects							
4	Amberton Ave (A)	Girrawheen	Girrawheen Ave to Hainsworth Ave	366,171	244,114	122,057	1862.5
5	Amberton Ave (B)	Girrawheen	Hainsworth Ave to Marangaroo Dr	305,156	203,437	101,719	1814.6

Grant funding available for Road Rehabilitation projects to each Council is limited to \$900,000 per financial year.

#### Timelines

The deadline for Road Rehabilitation submissions was 26 April 2024 while the deadline for Road Improvement submissions was 24 May 2024. The above projects were submitted to MRWA by their respective due dates subject to Council endorsement. Following Council's endorsement, a follow up letter will be sent to MRWA advising of the outcome.

The tight timeframe for the preparation of the grant submissions from the date of invitation (26 February 2024) to the associated deadlines meant that reporting to Council prior to the deadline was not feasible. The City engaged specialist consultants to collate data, evaluate and prepare the submissions in accordance with the criteria set out in the invitation. The scheduling of the work and the time taken to complete these submissions could not be aligned with Council's reporting cycle and as a result, the submissions could not be presented to Council prior to the specified deadlines.

Following the closing date, submissions are checked by MRWA for omissions and errors in computations. The MRWA Pavement Branch will audit submissions relating to Road Rehabilitation Projects and an independent auditor appointed by MRWA will audit Road Improvement Projects.

Final audited projects are then collated by MRWA, and a priority listing developed based on the audited points score. It is anticipated that this list of audited projects will be distributed to all Councils by late 2024.

The Subgroups of the Metropolitan Regional Road Group (MRRG) each have group meetings to discuss and recommend projects within their own Sub Group. Recommendations are forwarded to the MRRG. The Cities of Wanneroo, Joondalup and Stirling form the North West Sub Group. The MRRG considers funding submissions in accordance with the guidelines and makes recommendations to the State Road Funds to Local Government Advisory Committee.

Councils would expect to receive advice from MRWA early in 2025 of the successful projects for the 2025/26 financial year. The final listing of the successful projects in subsequent years' budgets will be considered by Council as part of the annual budget process.

### **Consultation**

Nil

### **Comment**

The projects selected have been identified as they best meet the grant funding program's selection and assessment criteria and enables the City to maximise the opportunity for funding under the MRRP's competitive process.

Based on previous years grant funding submissions to the MRRP, the Road Rehabilitation Projects listed have a high potential of success. Should the City be unsuccessful in receiving grant funding for the rehabilitation projects, the road conditions will continue to be monitored and projects will be included in the City's Annual Transport Assets Renewal Program in accordance with the priorities determined by the City's Road Asset Management System.

Likewise, with the Road Improvement projects, annual traffic growth will continue to be monitored and projects will continue to be submitted for annual MRRP funding until such a time they are considered for funding.

Pinjar Road is planned for future duplication to the north to Flynn Drive, however, current traffic volumes and MRWA strategic modelling traffic growth projections indicate that this is not required in the short to medium term. This will continue to be monitored and Administration will prepare future submissions to the MRRP for funding once it becomes a priority.

Similarly, Yanchep Beach Road is planned to be upgraded to a dual carriageway standard over its entire length east to Wanneroo Road. The time frame for this will be impacted by State Government funding to extend the Freeway and changes to traffic patterns after this, the ongoing development of the Yanchep City Centre and the impact of the Yanchep Rail on traffic movements. Administration will continue traffic monitoring to determine when future submission to the MRRP can be made for funding for the continuation of upgrades along Yanchep Beach Road.

Whilst an upgrade of the entire length of Yanchep Beach Road to a dual carriageway standard is the preferred approach, the City has to apply for funding in stages due to the maximum project budget cap of \$18M. If the City is successful with both applications, the annual funding limits for the MRRP also dictate that the earliest that the City will be able to consider its next road upgrade submission will be for the 2028/29 program.

The grant submission for Yanchep Beach Road includes \$500,000 funding in 2025/26 for the preparation of a detailed design for the road, with service relocations and construction occurring in the following years.

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

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

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

## Policy Implications

Nil

## Financial Implications

The City must contribute at least one third of the project cost. Where the value of projects exceed annual funding limits of the MRRP Grant Guidelines the City proposes to fund the projects over multiple years. The City's current Long Term Financial Plan (LTFP) makes provisions for Metropolitan Regional Road Program projects in the 2025/26 financial year and their respective stages over multiple stages at time of submission.

As such, the project budget for each of the Road Improvement Projects submitted to the 2025/26 program is proposed over multiple financial years as summarised below:

Funding Year	Funding Split	Pinjar Road	Yanchep Beach Road
25/26	Grant	\$ 591,111	\$ 500,000
	Municipal	\$ 295,556	\$ 250,000
26/27	Grant	\$ 591,111	\$ 3,262,100
	Municipal	\$ 295,556	\$ 1,631,050
27/28	Grant	\$ 591,111	\$ 3,262,100
	Municipal	\$ 295,556	\$ 1,631,050
28/29	Grant	-	\$ 3,262,100
	Municipal	-	\$ 1,631,050
Total Grant		\$1,773,333	\$ 10,286,301
Total Municipal		\$ 886,667	\$ 5,143,150
Total Cost		\$2,660,000	\$ 15,429,451

## Voting Requirements

Simple Majority

### Moved Cr Miles, Seconded Cr Figg

That Council **ENDORSES** the submission of the following projects to Main Roads WA for grant funding consideration as part of the 2025/2026 Metropolitan Regional Road Program: -

#### 1. Road Improvement Projects – Year 2025/26

Road	Locality	Section	Estimated Project Cost (\$)	Grant (\$)	Muni (\$)
Pinjar Road	Banksia Grove	Joondalup Dr to Golf Links Dr	\$2,660,000	\$1,733,333	\$886,667
Yanchep Beach Road	Yanchep	Marmion Av to Spinnaker Blvd	\$15,429,451	\$10,286,301	\$5,143,150

#### 2. Road Rehabilitation Projects – Year 2025/26

Road	Locality	Section	Estimated Project Cost (\$)	Grant (\$)	Muni (\$)
Errina Rd	Alexander Heights	Azelia St to Mirrabooka Ave	483,995	322,663	161,332
Hainsworth Ave	Girrawheen	Amberton Ave to Beach Rd	494,332	329,555	164,777
Mirrabooka Ave	Marangaroo	Marangaroo Dr to change of seal 100m south Rawlinson Dr RAB - Northbound	363,814	242,543	121,271



Reserve Projects					
Amberton Ave (A)	Girrawheen	Girrawheen Ave to Hainsworth Ave	366,171	244,114	122,057
Amberton Ave (B)	Girrawheen	Hainsworth Ave to Marangaroo Dr	305,156	203,437	101,719

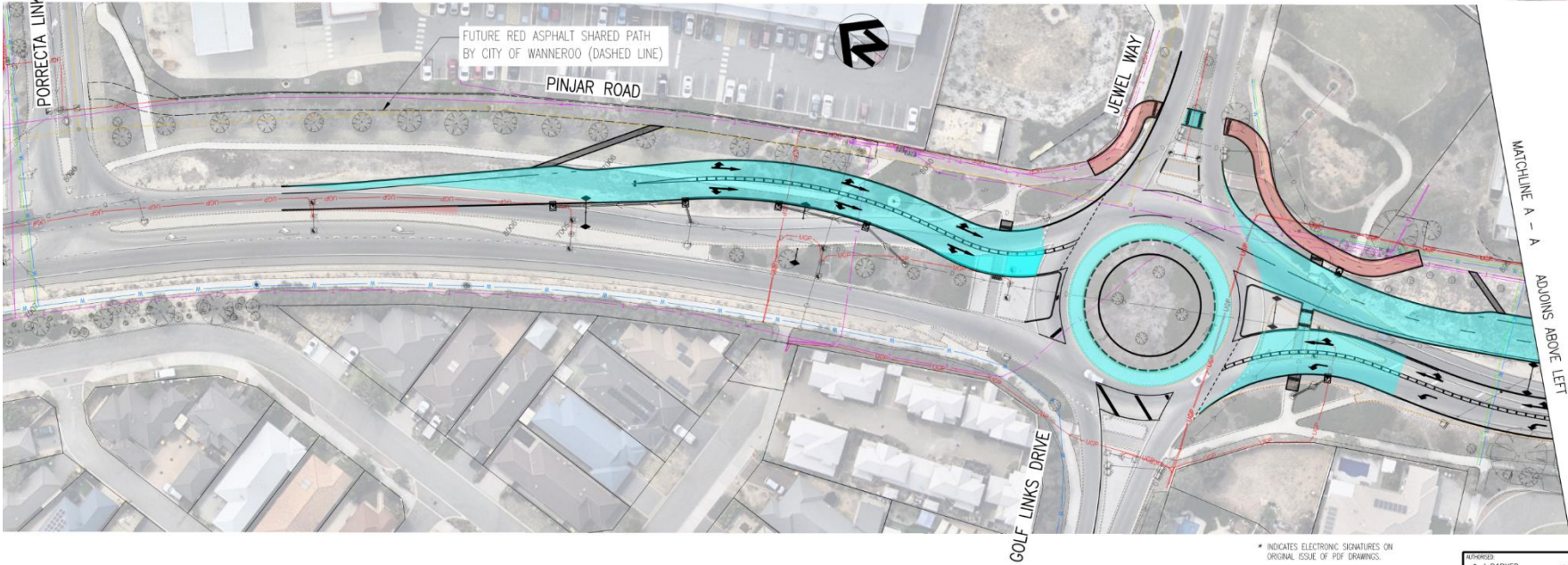
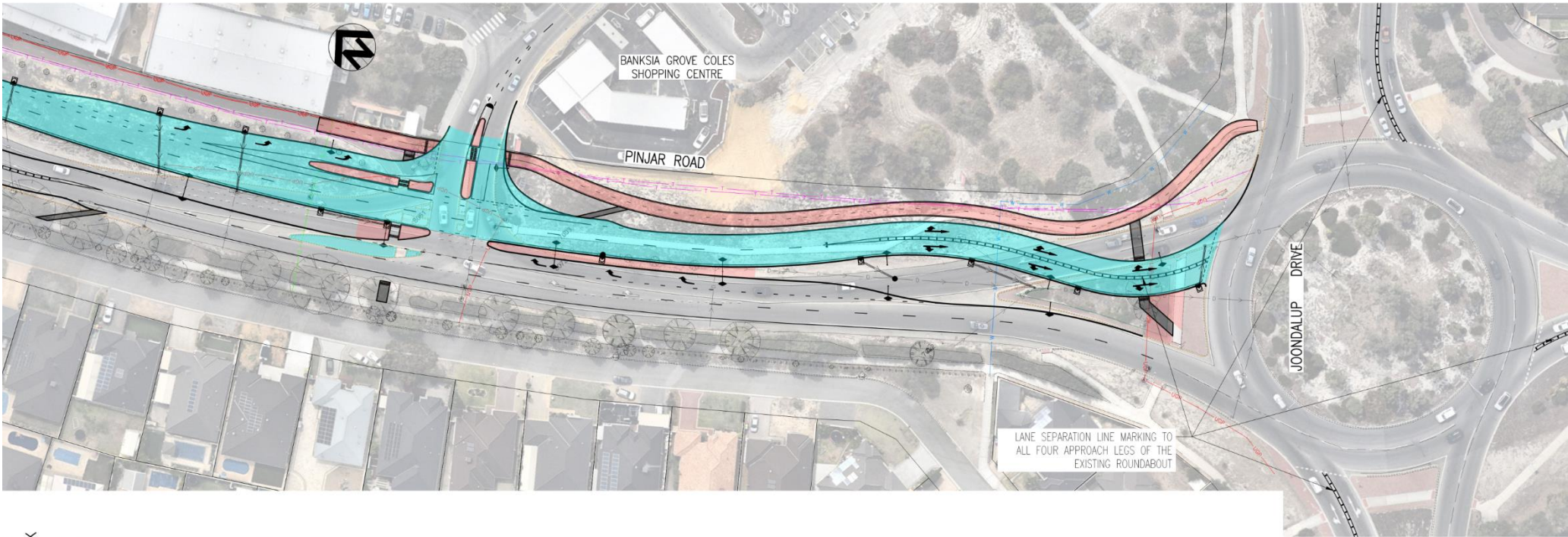
**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- 1 [↓](#) Attachment 1 - Pinjar Road, Banksia Grove Duplication Concept Design 24/179776
- 2 [↓](#) Attachment 2 - Yanchep Beach Road, Yanchep Duplication Concept Design 24/179777



**LEGEND**

- RED ASPHALT SHARED PATH
- ROAD WIDENING / RECONSTRUCTION
- BRICK PAVING TO MATCH EXISTING AREA SCHEME
- 170W LED

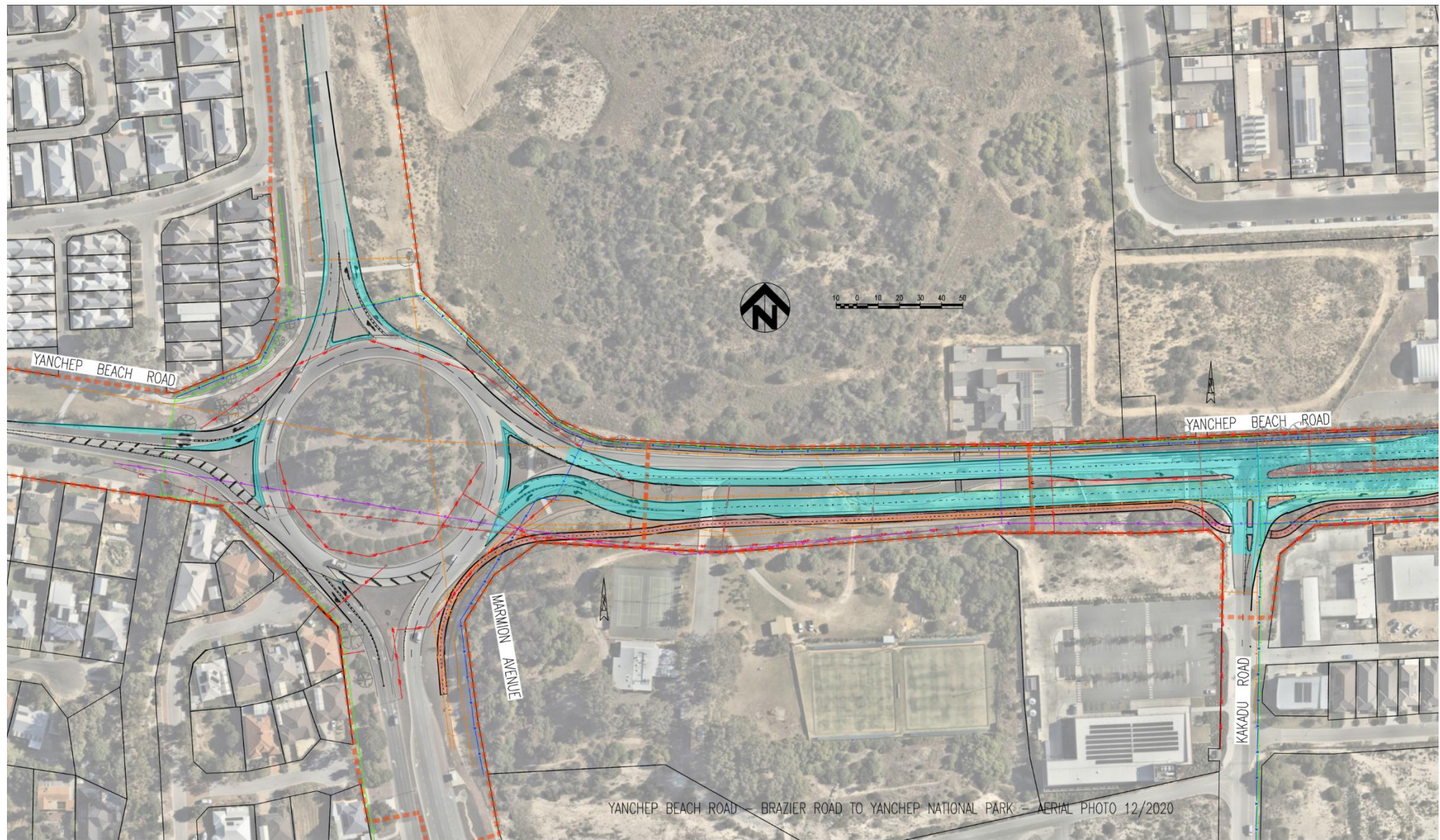
**CITY OF WANNEROO ASSETS**

**PINJAR ROAD**  
UPGRADE TO DUAL CARRIAGEWAY  
JOONDALUP DRIVE TO PORRECTA LINK  
BANKSIA GROVE / CARRAMAR

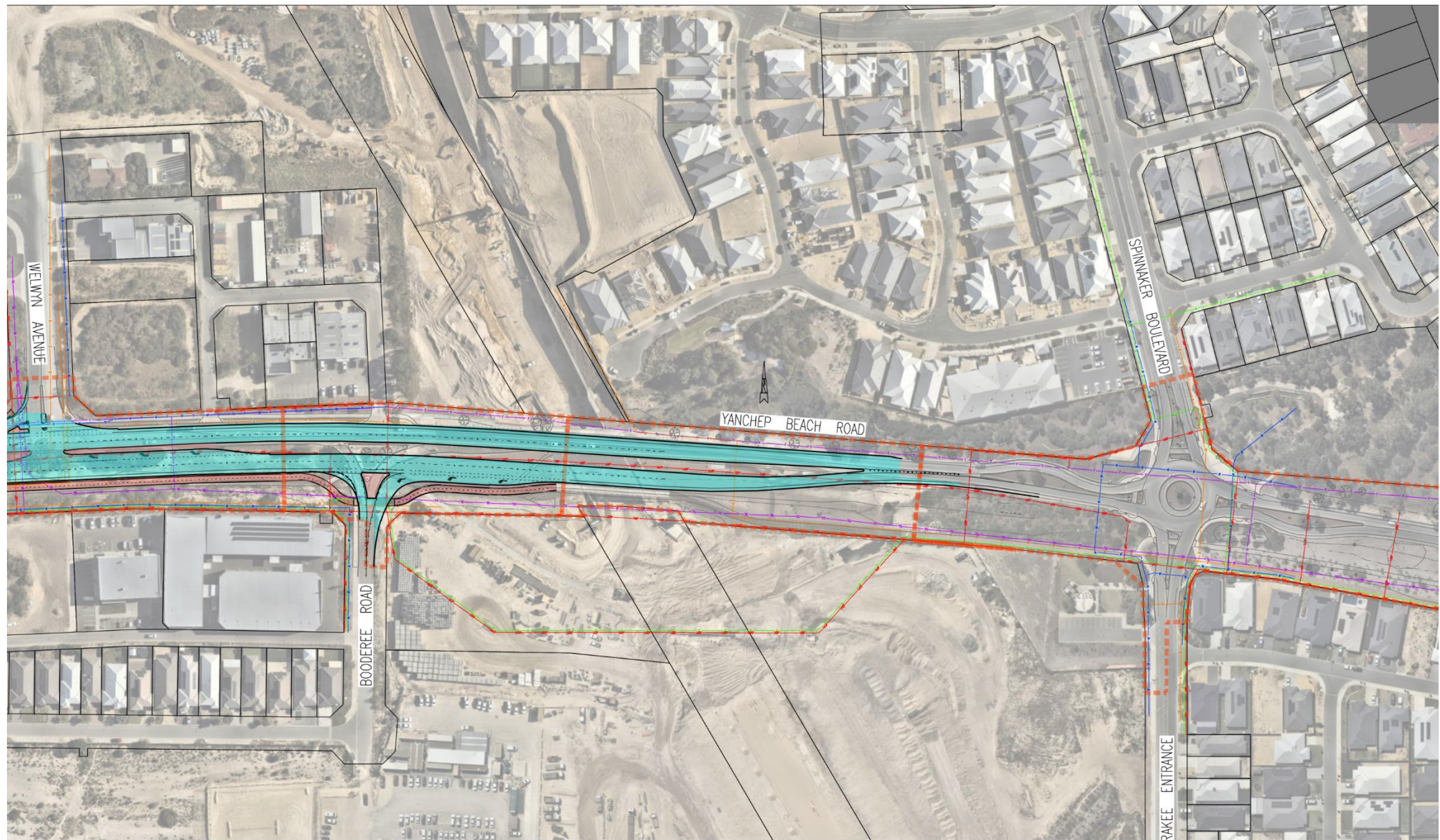
**CONCEPT PLAN - OPTION 1**  
SHEET 1 OF 1

REVISION	BY	DATE	AUTH	NO.	REVISION	BY	DATE	AUTH	NO.	SCALE	5 0 5 10 15 20 25	SHEET	1	DATE	16/05/24	PROJECT	PR-4502	23067
INITIAL		2024								1:500	GRAPHIC SCALE IN METRES @ A1	CK MALONEY		16/05/24		16/05/24		











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**Procedural Motion**

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**Moved Cr Herridge, Seconded Cr Bedworth**

To move item MN02-06/24 Cr Berry - Funding for Quinns Rocks Youth in Emergency Service (YES) Cadets forward for discussion following item AS04-06/24 Applications For Funding - Metropolitan Regional Roads Program 2025-2026 to be the next item of business respectively.

**CARRIED UNANIMOUSLY**

*The order of business was changed to bring Item MN02-06/24 forward for discussion.*

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**MN02-06/24 Cr Berry - Funding for Quinns Rocks Youth in Emergency Service (YES) Cadets**

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File Ref:	19152V04 – 24/191252
Author:	Cr Helen Berry
Action Officer:	Acting Director Community & Place
Disclosure of Interest:	Nil
Attachments:	Nil

**Issue**

To request funding towards the Quinns Rocks Youth in Emergency Service (YES) Cadets, so the Quinns Rocks Youth in Emergency Service (YES) Cadets can be funded on the same basis as the Two Rocks Youth in Emergency Services (YES) Cadets promoting equity of the two groups.

**Background**

The Quinns Rocks Youth in Emergency Service Cadets is a Department of Fire and Emergency Services (DFES) youth program focused on young people in the local area aged between 11 and 18, who are trained in a large variety of skills around Emergency Services as well as bush craft and survival skills.

There are currently around 70 cadets who attend this group from all suburbs between Yanchep to Burns Beach and out to Carramar. The group has 11 volunteer instructors, three of whom have been involved in this program for over 25 years. The entire instructor team is made up of current and past first responders and previous cadets who are now giving back to their local community as adults.

**Detail**

The activities undertaken by the Quinns Rocks YES Cadets are as follows:

- Forty (40) training nights during school terms;
- In the last two years have successfully transitioned five cadets into Wanneroo Fire Support Brigade and four cadets to Wanneroo/Joondalup State Emergency Service;
- Three camps per year (April - 4 day camp to Neergabby, June - 4 day camp at Quinns Baptist College, October 5 day camp in the Southwest);
- Three weekend leadership camps for seniors;
- Authorised Duke of Edinburgh Certificate Centre (currently have over 10 cadets completing bronze, silver, and gold awards);
- Two Youth Rescue Teams enter the Mining Emergency Response Competition at Langley Park Perth annually;
- Community Service Events (Wanneroo Show, Mindarie Festival, Alinta Christmas

Pageant, Neergabby Ground after flood clean-up day, Quinns Rocks RSL ANZAC Day and Remembrance Day Services).

Current Funding:

- Membership charge of \$200 per year per cadet. (This includes providing new a uniform and boots valued over \$300 at no charge);
- Camps cost between \$50 - \$150 depending on the camp duration and location. (This only covers the food and transport costs);
- Fundraising by Containers for Change, Bunnings BBQ's, Community event support;
- Exploring Incorporating as a Not for Profit group to open grant funding opportunities.

At the December 2023 Ordinary Council Meeting motion MN03-12/23 was resolved to provide funding to the Two Rocks Youth in Emergency Services (YES) Cadets:

*That Council AGREES to make a donation of \$2,000 to the Two Rocks Youth in Emergency Services Cadets.*

At the time, Council was advised the Two Rocks Youth in Emergency Services (YES) Cadets had 40 cadets in its unit with a waiting list of young people.

The Quinns Rocks Youth in Emergency Services (YES) Cadets carry out the same activities as the Two Rocks Youth in Emergency Services (YES) Cadets but do not currently receive funding from the City.

The City has over a few years supported the Two Rocks Youth in Emergency Services (YES) Cadets but not the Quinns Rocks Youth in Emergency Service (YES) Cadets. They are both programs managed by the Department of Fire and Emergency Services (DFES) to provide young people with valuable skills and knowledge in emergency services.

This group originally opened in 1997 as Clarkson Emergency Services Cadet Corps based at Clarkson Community High School and was funded by the Department of Local Government and (Communities Cadets WA). In 2018 the group was forced to close under this system and re-form under the DFES BGU Cadet program. Under this scheme the group is not eligible for any State Government funding from Cadets WA and not eligible to receive funding from DFES. This is due to a technicality with the Local Government Grant Scheme that funds DFES. The Local Government Grant Scheme funds are allocated for operational use and Cadets are not classed as operational. The last seven years has really tested the Quinns Rocks Youth in Emergency Services (YES) Cadets group and they are grateful for the support from Quinns Baptist College, for providing the space for the group to continue its program, and the dedicated and loyal cadets and their parents for assisting with fundraising opportunities. Without this assistance and dedication, the group would have closed.

Unlike the Quinns Rocks Youth in Emergency Services (YES) Cadets, the Two Rocks Youth in Emergency Services (YES) Cadets transitioned from being managed by the Volunteer Bushfire Brigades to being managed by DFES. To assist with the loss in funding experienced by the Two Rocks YES Cadets, the City's Community Safety and Emergency Management operational budget has assisted the Two Rocks YES Cadets but not the Quinns Rocks YES Cadets. The City should support both groups as they both provide the same programs to the youth within the City.

The Two Rocks YES Cadets have previously received from the City's Community Safety and Emergency Management operational budget the following amounts:

- 2018/2019 - \$2,000 Two Rocks Cadet Unit
- 2019/2020 - \$2,000 Two Rocks Cadet Unit
- 2021/2022 - \$2,000 Two Rocks YES Cadets

## Consultation

Nil

## Comment

It is proposed that the Quinns Rocks YES Cadets group should receive \$2,000 funding in 2023/24, similar to the funding provided for the Two Rocks YES Cadets group, and it is further suggested that both groups are supported moving forward so young people are afforded the same opportunities at both units operating within the City of Wanneroo.

The Funding would assist the Quinns Rocks YES Cadets group with the following:

- Advanced Instructor Training (Youth Mental Health First Aid), to better equip instructors with the skills to help deal with the ever-increasing adolescent mental health issues;
- Cadets Training (Apply First Aid, Bronze Medallion, Fire Extinguisher Training);
- Replacement of out-of-date equipment and introduction of new equipment to assist with current training;
- Additional activities on annual camps such as abseiling, white-water rafting etc, which may give the cadets the opportunity to test their resilience;
- Support future joint camps and closer more collaborative training with Two Rocks YES Cadets and other YES groups within the state including DFES Senior Leadership Camps, Llewyn Ship Experience.

## 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*

*5.6 - Prepared and resilient*

## Risk Appetite Statement

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

## Risk Management Considerations

Risk Title	Risk Rating
ST-S26 Resilient and Productive Communities	Medium
Accountability	Action Planning Option
Director Community & Place	Manage

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

<b>Risk Title</b>	<b>Risk Rating</b>
ST-S23 Stakeholder Engagement	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Corporate Strategy & Performance	Manage

## Policy Implications

Nil

## Financial Implications

If this proposal is supported then the \$2,000 for the Quinns Rocks YES Cadet group would be paid from the 2023/24 Community Safety and Emergency Management operating budget.

Any future funding support for both the Two Rocks and Quinns Rocks YES Cadets groups would require appropriate amounts to be included in the annual proposed operating budget for Council's approval.

## Voting Requirements

Simple Majority

**Moved Cr Bedworth, Seconded Cr Rowe**

**That Council:-**

- 1. AGREES to provide \$2,000 funding to the Quinns Rocks Youth in Emergency Service (YES) cadets for the 2023/24 financial year; and**
- 2. SUPPORTS both the Quinns Rocks Youth in Emergency Service (YES) cadets and the Two Rocks Youth in Emergency Services (YES) Cadets going forward with an annual contribution of \$50 per cadet, paid by 31 August each year subject to each group providing verification of cadet membership by 1 July, so young people are afforded the same opportunities at both units operating within the City of Wanneroo.**

## CARRIED UNANIMOUSLY

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

## Administration Comment

The YES Cadets are managed by DFES and their training covers aspects of all emergency services (Brigades, SES, Police, St John Ambulance, Surf Life Saving Clubs).

Council at its Ordinary Council Meeting held on 12 December 2023 (MN03-12/23) resolved to donate \$2,000 towards the Two Rocks YES Cadets program in 2023/24.

Following a request from the Mayor earlier in 2024, Administration spoke with the Quinns Rocks YES Cadets about possible funding support options for their group. At that time, Administration suggested that the Quinns Rocks YES cadets apply for funding support via the City's Donations policy as this is the most relevant mechanism for this type of funding support. Through those discussions it became apparent that the group is not an incorporated association and it was uncertain whether they would be eligible for funding through the City's



Donations policy. The group indicated they would investigate becoming an incorporated association.

If Council supports the proposal to fund the Quinns Rocks YES Cadets in 2023/24, Administration will make arrangements for the payment to be made from the Community Safety and Emergency Management operating budget.

Administration could support both the Two Rocks & Quinns Rocks YES Cadets groups in investigating what alternative external funding opportunities might be available for each group in future years. However if Council wishes to provide ongoing funding support for both groups Administration would need to include appropriate funding amounts in the annual proposed operating budget to be adopted by Council each year. Administration also suggests that a timeframe is placed on any ongoing funding support, so that arrangements can be reviewed and amended if necessary. Five years is suggested as a reasonable timeframe.

Administration notes that an annual contribution of this type may create precedent for other similar youth service groups to also seek funding support from the City.

*Attachments: Nil*

Mayor Aitken resumed the meeting in the order on the agenda.

## **Community & Place**

### **Community Development**

#### **CP01-06/24      Revised Spelling of the Noongar Name for the New Library and Youth Innovation Hub in Landsdale**

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File Ref: 42766 – 24/184570  
Responsible Officer: Acting Director Community & Place  
Attachments: Nil

### **Issue**

To consider revising the spelling of Dordaak Kepap, the Noongar name approved for the new library and youth innovation hub in Landsdale, to Dordaak Kepup.

### **Background**

In July 2021, the City engaged Noongar naming experts Moodjar Consultancy to progress identifying a Noongar name for the new library and youth innovation hub in Landsdale. The name 'Dordaak Kepap' was proposed, which translates to 'Place of Living Waters'. The name reflects and recognises the significance of distinct movement of Noongar lands and waters running North-South and East-West across the Wanneroo landscapes, and how travel routes, campsites, ceremonial grounds, and cultural sites along this inland wetland corridor (living waters) are important in appreciating these living histories.

Administration sought feedback on the proposed name from the local community, including from Ni Kadadjiny Koort, Traditional Owners, and the South West Aboriginal Land and Sea Council (SWALSC). The name 'Dordaak Kepap' was approved by Council at an Ordinary Council Meeting held on 9 August 2022 (CP03-08/22):

*That Council:-*

1. *ENDORSES the concept design for the Landsdale Library and Youth Innovation Hub provided as an attachment to this report to be progressed for the purposes of community consultation; and*
2. *APPROVES the name for the proposed Library and Youth Innovation Hub as Dordaak Kepup, and NOTES that the meaning of the Noongar name (The Place of Living Waters) will be represented in the design, construction and fit out of the facility.*

### **Detail**

In May 2024, Administration received further cultural guidance from Moodjar Consultancy that suggested the City should consider changing the spelling of Dordaak Kepap to Dordaak Kepup. Dordaak Kepup is consistent with existing local Noongar place names in the City of Wanneroo, such as Nowergup, Mariginiup and Jandabup.

The revised spelling does not impact the pronunciation of 'dor-dark kep-up', or the meaning and cultural recognition of the 'Place of Living Waters'.

### **Consultation**

Consultation and cultural advice has been provided by Moodjar Consultancy, the Noongar Boodjar Language Cultural Aboriginal Corporation (Noongar Language Centre) and

Aboriginal and Torres Strait Islander members of Ni Kadadjiny Koort, the City's Aboriginal and Torres Strait Islander Reference Group.

### Comment

Administration has undertaken a thorough consultation process to ensure that changing the spelling of 'Dordaak Kepap' to 'Dordaak Kepup' does not compromise the cultural intent, meaning and integrity of the name.

Administration appreciates and values the additional feedback received and is supportive of amending the spelling to Dordaak Kepup.

### Statutory Compliance

Nil

### Strategic Implications

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

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

*2.1 - Valuing cultures and history*

### Risk Appetite Statement

In pursuit of strategic objective goal 2, we will accept a Medium level of risk. The City accepts this is required to protect priority cultural places, create 'unique' experiences and embrace the cultural diversity of our heritage in a way that is inclusive but challenges convention and historical thinking.

### Risk Management Considerations

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

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

### Policy Implications

The recommendation in this report complies with the Naming of City Assets Policy.

### Financial Implications

Nil

### Voting Requirements

Simple Majority

**Moved Cr Herridge, Seconded Cr Rowe****That Council:-**

1. **ENDORSES** the revised spelling of the Noongar name of the new Library and Youth Innovation Hub in Landsdale from Dordaak Kepap to Dordaak Kepup following updated feedback and advice received from Moodjar Consultancy; and
2. **NOTES** that the meaning of the name remains the same, 'Place of Living Waters'.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments: Nil*



## Community Facilities

*Cr Nguyen declared an impartiality interest in CP02-06/24 Alkimos Open Spaces Master Plan due to providing legal representation regarding a property within the parcel of land nominated in the area (24/217176).*

### **CP02-06/24 Alkimos Open Spaces Master Plan**

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File Ref: 33904 – 24/152353  
Responsible Officer: Acting Director Community & Place  
Attachments: 3

## Issue

To consider the Master Plan for both Alkimos District Open Space (**ADOS**) and Alkimos Regional Open Space (**AROS**).

## Background

Administration has completed several investigations relating to the provision of sport and recreation facilities in the Northern Coastal Growth Corridor (**NCGC**). The most recent of these was the NCGC Community Facilities Plan (**the CFP**), endorsed by Council in November 2020.

The CFP identified the need for several regional and district sporting spaces within the NCGC, including both a District and Regional Open Space in Alkimos. The location of both spaces is shown in **Attachment 1**, and detailed below:

- Alkimos District Open Space

The location of the Alkimos District Open Space (ADOS) was originally identified in the Alkimos Eglinton District Structure Plan, in the Regional Parks and Recreation Reserve immediately north of the Alkimos City Centre. A site of approximately 10ha has now been confirmed and identified as part of the Central Alkimos (Alkimos Vista) Structure Plan No. 95. The ADOS is also an infrastructure item included in the Alkimos Eglinton Development Contribution Plan.

- Alkimos Regional Open Space

The location for the Alkimos Regional Open Space (AROS) was also identified in the Alkimos Eglinton District Structure Plan, on privately-owned rural land to the east of the Alkimos City Centre, between the future freeway extension and Wanneroo Road. This has now been confirmed as lots 2771 & 2767 Wanneroo Road and 12 Reinhold Place Carabooda. Together these lots comprise an area of 49.5032ha, noting that a portion of the land is reserved for a future freeway extension, reducing the available footprint to ~42 ha (by comparison, the City's only other existing regional sporting complex at Kingsway is ~64ha in size, of which ~61ha is allocated to sporting use).

Previous planning and advocacy work by the City resulted in the site being included in the Western Australian Planning Commission (WAPC)'s North-West Sub-Regional Planning Framework (2018) as "Open Space – Sport Investigation", which informed subsequent land acquisition initiatives by the WAPC.

Structure Planning and land development within Alkimos has now progressed to the point where more detailed planning for the Open Spaces can progress. Administration wrote to

the WAPC on 23 September 2021 requesting an update on their acquisition of the land parcels identified for the ADOS and AROS. The WAPC subsequently confirmed (via letter on City on 1 October 2021 – refer **Attachment 2**) that the required lots have been acquired by the WAPC, however the land for the proposed AROS is still subject to a lease that is due to expire on 30 June 2025. Following expiry of the lease, the management of the land can be transferred as a Crown Reserve with a Management Order to the City.

## Detail

With the WAPC providing a clearer timeframe for the City to have access to the land for the development of the AROS and ADOS, initial planning for the site has commenced, informed by the CFP and other documentation. This includes the development of a needs assessment, to ascertain whether the findings of the CFP remain relevant.

## Needs Assessment

The Needs Assessment focused on the following key areas:

- Project Background
- Key Document review
- Community Profile
- Existing Provision / Utilisation
- Consultation with State Sporting Associations; and
- Recommendations

The key outcomes of the Needs Assessment included:

- To continue with the planning of both the AROS and the ADOS;
- Recognise the AROS as the priority, dependant on funding availability;
- The outcomes of the CFP be considered as part of the Master Planning process;
- Outline of the relevant facilities based on updated engagement with State Associations;
- Several amenities buildings/facilities to support the relevant infrastructure;
- Staging of the construction of each facility to suit the available budget (i.e. Stage 1 can be completed with existing funding, with future stages subject to advocacy and additional external funding sources).

## Alkimos Open Space Spatial Master Plan

The Needs Assessment established that both facilities were required to ensure adequate recreation and open space provision in the NCGC. As a result, Administration progressed with the appointment of landscape design and architecture consultants, UDLA, in late 2022 to assist the City with the preparation of the Alkimos Open Spaces Spatial Master Plan (**the Master Plan**).

One of the main considerations of the Master Plan is to provide an indication of the available space (having consideration to land reservations, site conditions etc), and to maximise the number of playing fields and green, open spaces at each facility.

The CFP originally identified the following requirements as being the best outcome for each facility:

AROS	ADOS
2 x AFL/Cricket Ovals (Including Diamonds) 4 x Hockey (1 x synthetic) 8 x Rectangular (Rugby and Soccer) 8 x Netball / Tennis* 6 x Netball* 5 x Neighbourhood Community Centre equivalent 1 x District Tennis Club *For the purposes of matching facility provision, this is considered as 10 Netball and 4 Tennis Courts total	2 x Senior Multi-Use Ovals 4 x Hardcourts 1 x Neighbourhood Community Centre equivalent

However, since the development of the CFP in 2019/20, there have been some additional requirements identified by Administration that would be well suited to a large open space. These items have been identified through research and feedback provided by the community, and were requested to be considered by the Consultant in the below priority order:

High Priority	Medium Priority	Low Priority
Baseball / Softball / Teeball Diamonds	Athletics	Archery
Cricket (inc. Cricket Nets)	Croquet	Basketball
Australian Rules Football	Disc Sports (Ultimate Frisbee / Disc Golf)	Bocce
Soccer	Rugby League	Cycling (competitive)
Hockey	Rugby Union	Gaelic Football
Netball	Tennis	American Football
Skateboarding	Beach Volleyball	Lacrosse
Event Space	Dog Exercise Area	Touch Football
		Lawn Bowls

The need for these items was also considered in the context of a broader catchment area, with sports such as athletics, rugby and competitive cycling that already have access to facilities within the NCGC being ranked as a lower priority.

In relation to cycling, a preliminary indicative concept plan for the AROS was previously developed to include in the City's advocacy documentation (which would be replaced by the Master Plan, should it be endorsed by Council). This indicative plan included a cycling track which was subsequently constructed at Splendid Park, Yanchep. In addition, as per the endorsed North Coast Cycling Facility Master Plan, it was identified that only one criterium track was required in the City of Wanneroo. Accordingly, there is no need to duplicate this type of facility at the AROS or ADOS.

Rather than stipulating that the AROS or ADOS must have certain facilities, the Consultant was tasked with accommodating the abovementioned facilities across both of the spaces as a whole, to ensure they not only addressed the City's requirements, but also complemented each other in terms of an even spread of facility provision.

The Master Plan report has now been received by Administration and is included as **Attachment 3**. The facility requirements identified by Administration have largely been included in the open space designs, as per below:

AROS	ADOS
4 x Baseball / Softball Diamonds 24 x Netball Courts 8 x Tennis Courts 7 x Rectangular Fields Soccer / Rugby) 2 x Junior Rectangular Fields 3 x Hockey Fields (including 1 Synthetic) 5 x Sport Pavilions 2 x Playgrounds 1 x Community Purpose Site 2 x Dog Exercise Area	2 x Senior Multipurpose Fields 4 x Multipurpose Hard Courts 1 x Regional Skate Plaza 2 x Beach Volleyball Courts 2 x Sport Pavilions 2 x Playgrounds

### **Additional Considerations**

In addition to the Master Plan designs, the following items will need to be considered as planning for the AROS and ADOS progresses.

#### Potential for Elite Facility Provision

The Master Plan has been developed based on the facility requirements identified in the CFP. The primary focus of the CFP is the provision of “community” level facilities and open space that are available for community-based clubs. In general, elite sporting facilities are not in the realm of local government responsibility to provide. However, as part of the City’s external stakeholder engagement, if an opportunity was provided to the City to allow for an elite level facility to be accommodated at either venue, and funding was provided to support the development of such a space, then this can certainly be considered.

As noted, the original intent of the Master Plan is to provide an indication of the available space, and to maximise the number of playing field and green, open spaces at each facility.

#### Vegetation Clearing

Flora and Fauna surveys of both open spaces have recently been completed and have determined the presence of native vegetation and fauna habitat at both locations. Administration therefore notes that clearing permit application(s) under the environmental Protection Act 1986 (EP Act) will need to be submitted to Department of Water and Environmental Regulation (DWER) seeking approval to clear vegetation to enable the development of both spaces. Additionally, due to the presence of Matters of National Environmental Significance (MNES) at both Open Spaces, referral(s) under the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) will need to be made to the Department of Climate Change, Energy, the Environment and Water (DCCEEW) seeking approval to clear vegetation to enable the development of both spaces.

Administration will consider these processes and will likely submit the applications and referrals once further design work is completed. The applications and referrals will require the City to provide offsets for the loss of both Black Cockatoo habitat (AROS and ADOS) and Threatened Ecological Communities (TECs), specifically the Tuart (Eucalyptus gomphocephala) woodlands and forests of the Swan Coastal Plain TEC (within AROS) and Banksia Woodlands of the Swan Coastal Plain TEC (within ADOS). Once these are submitted, Administration can commence discussions with DWER and DCCEEW in relation to the likely offset requirements, with a view to progressing these requirements in parallel with the detail design.





### Aboriginal Cultural Heritage

In terms of Aboriginal Cultural Heritage (**ACH**), the development of the site may impact on the Yaberoo Budjara Heritage Trail. The trail, which runs from Neil Hawkins Park, Edgewater (western side of Lake Joondalup) through to Yanchep National Park, must be considered as part of the development process, noting the path runs through the AROS. This will mean that consultation with Aboriginal Elders / Knowledge Holders will be required as part of the process.

At this stage, it is not clear what (if any) impact the proposed development of the AROS will have on the trail. As such, further investigations will be conducted during the next phase of the project, in line with the City's internal processes, and through processes outlined by the Department of Planning, Lands and Heritage (**DPLH**).

### Southern Lots – 34 & 44 Romero Road

The WAPC's North West Sub Regional Framework also identified 34 (Lot 22) and 44 (Lot 21) Romeo Road (the Southern Lots) as forming part of the AROS precinct (refer images below), and the previous artist impressions and preliminary indicative concept designs prepared by the City for advocacy purposes have included these lots to the south.

These Southern Lots are currently still privately owned and have not formed part of the Master Plan designs for the AROS at this stage of planning. Administration has written to the Western Australian Planning Commission to seek clarification as to whether they intend to acquire these lots for the purpose of Regional Parks and Recreation. Subject to this confirmation, and should the land become available in the future, the City may consider adding to the AROS as part of a future stage.



### Traffic Management

The private ownership of the Southern Lots means that access to the AROS from Romeo Road is restricted, and the only clear access is from Wanneroo Road. This has been reflected in the Master Plan, with three entry points to the facility proposed from Wanneroo Road to the east.

Administration has made some preliminary enquiries with Main Roads to determine if there are any traffic management considerations required for the facility. A response was received on 21 November 2023 highlighting that a key consideration will be that the City, *“prior to any development alongside Wanneroo Road, will undertake a Transport Impact Assessment (TIA) in accordance with the WAPC Transport Impact Assessment Guidelines (2016) along*

with electronic SIDRA Intersection files (.sip) in Version 9 to determine the impact upon the surrounding road transport and movement network". This work will be done in due course, with its impacts being incorporated into the next phase of the project design.

## Consultation

Preliminary engagement has occurred with State Sporting Associations (**SSA**) as part of the Needs Assessment process, with a survey sent to each available contact. The aim of the survey was to provide the City with information regarding each SSA's current position in terms of membership and participation, as well as consider their vision for future expansion, particularly in the NCGC.

No further engagement has occurred, however there will need to be further engagement undertaken with SSAs, as well as relevant government departments, club and other identified external stakeholders.

Subject to Council's adoption of the Master Plan, it is proposed to undertake wider community engagement. This engagement will include making direct contact with State Sporting Associations (including all previously contacted) as well as State Government entities (including the Department of Local Government, Sport and Cultural Industries and the Department of Transport).

Administration will also make the concepts available on the City's website, providing a link for residents and sporting clubs to have their say. The designs will also be advertised on the City's social media platforms.

Should this feedback provide overwhelming evidence that the designs require changes, these will be provided for consideration by Council at a future OCM, the outcome of which will serve as the guiding masterplan for detailed design and construction.

## Comment

The Master Plan provides sound, research-based designs for community facilities that not only reflect the outcomes of the CFP, but also allow for further growth of clubs and associations within the NCGC.

It needs to be noted that, while considered an excellent outcome, the Master Plan designs are not yet final, and there is room to consider other facility provision, particularly as the additional issues outlined in this report are addressed and resolved. It is possible that the Masterplan will need to be updated in future to address:

- 1) The WAPCs future acquisition of the southern lots;
- 2) The outcomes of the Transport Impact Assessment;
- 3) Vegetation clearing applications;
- 4) Aboriginal Heritage matters; or
- 5) More detailed design planning.

The next phase of community engagement is proposed to commence following Council's consideration of the Master Plan. Once this has been undertaken, and some of the additional issues have been addressed, the draft Concept design will be updated (if required) and re-presented to Council for final adoption.

The project timeframe is outlined below:

Year	Detail
2023/24	Development of Concept Master Plan Presentation to Ordinary Council Meeting
2024/25	Community Engagement – including SSA's, Clubs, Aboriginal Elders, wider community and other relevant stakeholders Traffic Management Requirements Clearing Permit Advocacy Investigation into Southern Lots
2025/26	Other Investigations as required Advocacy Clearing Permits
2026/27	Presentation to OCM – Final Design Clearing Permit
2027/28	Design, Engagement, Approvals
2028/29	Detailed Design and Construction
2029/30	Construction Stage 2
2030/31	Construction Stage 3

As indicated, there is still work that needs to be progressed as part of the planning process for these facilities. However, given the proposed timeframe for delivery for AROS and ADOS (2030/31 and 2029/30 respectively), Administration is confident there is adequate time to address the various issues related to each site.

Given the timeframe until proposed construction, and the amount of planning and design work that is still to be undertaken to finalise the detailed layout of the AROS/ADOS and the specific scope of each of the built facilities to be located within these precincts, the cost estimates included within the Masterplan are considered to be indicative only and will need to be further refined through these future planning stages. It is anticipated that by the time the concept plan and updated cost estimates are re-presented to Council for consideration, they will have been subject to some additional rigour around project scope to minimise the risk of any future cost variations through subsequent design stages.

## Statutory Compliance

Nil

## Strategic Implications

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

- 1 ~ An inclusive and accessible City with places and spaces that embrace all*  
*1.3 - Facilities and activities for all*

## Risk Appetite Statement

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



## Risk Management Considerations

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

Risk Title	Risk Rating
ST-23 Stakeholder Relationships	Medium
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

## Policy Implications

All community engagement will be conducted as per the City's Community Engagement Policy.

Any considerations for facility provision within the Open Spaces will be made as per the guidelines stipulated in Local Planning Policy 4.3 – Public Open Space.

Floodlighting will be considered and developed in adherence to the City's Sports Floodlighting Policy.

## Financial Implications

The cost estimates for both facilities are included within the Master Plan at **Attachment 2** and summarised below.

### Alkimos Regional Open Space

As per the Master Plan, the projected cost of the entire facility is anticipated to be \$93,757,499 (including escalation).

As a regional facility that would attract use from outside of the City of Wanneroo, there is a high likelihood of additional funding being obtained through other funding sources such as State and Federal election commitments or funding programs, State Sporting Association funding commitments, the State Government's Community Sporting and Recreation Facilities Fund, or funding through community funding programs (such as Heathway or Lotterywest). As part of the future process of working with the WAPC around land acquisition and transfer of land management responsibilities, there is also an opportunity to request project funding and in-kind support through this process.

Accordingly, the AROS project is included under the 'Liveability' theme of the City's endorsed 2025 Top Advocacy Projects, with a request for State and Federal Government to support funding of approximately \$130M for the construction of the regional sporting facility. As the \$130M figure was based on an earlier concept design, should Council adopt the Master Plan, the project advocacy documentation will be prepared to reflect the \$94M cost estimate.

Other funding opportunities would need to be explored in further detail should Council endorse the Masterplan, which would then be used to engage with project stakeholders through subsequent design stages to determine the extent of additional funding that might be possible. This information would be used to develop an accurate funding model for the

project that would be reflected in the City's 20-year Capital Works Budget / Long Term Financial Plan.

### Alkimos District Open Space

As per the Master Plan, the projected cost of the entire facility is anticipated to be \$30,505,000 (including escalation).

The ADOS is included as an infrastructure item in the Alkimos Eglinton Development Contribution Plan (**DCP**), which applies only to district level facilities needed within the Alkimos/Eglinton area, as determined by the CFP. The DCP was established to fund 100% of the cost of constructing the facilities included in the plan (excluding land acquisition costs, which are being met by the WAPC), but only to an agreed level of scope. At its last review in 2023, the DCP included an allowance for:

- 1) District Open Space - \$10,417,830
  - a) Oval Costs - including earthworks, pathways, landscaping & improvement, fences, gates, footpaths and covered areas (within the DOS).
  - b) Pavilion - including typical (minimum standard) building construction costs.
- 2) Multipurpose Hard Courts - \$4,404,090
  - a) 14 hard courts plus amenities building including earthworks, pathways landscaping & improvement.

The DCP is reviewed on an annual basis and as such, there is potential for additional funds to be made available as the construction date approaches, however the scope of the project included in the Master Plan would need to be reviewed against what has been allowed for in the DCP to determine which costs are eligible to be met by the DCP. At present there is some difference between the two scopes (for example the ADOS does not include the same number of hard courts as what has been allowed for in the DCP, and the regional skate plaza was not included in the DCP facility scope and as a regional facility is unlikely to be funded by the DCP). This review would need to occur as part of the detailed design process, at which time the proper apportionment of costs can occur between the DCP and other funding sources.

Given the above, it is likely the DCP contribution will not be sufficient to cover the entirety of the construction cost, and further funding will need to be sought from external parties. Similarly to the AROS, it is likely that the project will be eligible for a number of grant opportunities, and the Master Plan would be used to engage with project stakeholders to determine the extent of likely additional funding. The outcomes of this work would then be used to develop an accurate funding model for the project that would be reflected in the City's 20-year Capital Works Budget / Long Term Financial Plan.

### **Voting Requirements**

Simple Majority

### **Moved Cr Figg, Seconded Cr Nguyen**

That Council:-

1. ENDORSES the Alkimos Open Spaces Master Plan Report included at Attachment 3 for the purpose of undertaking wider community and stakeholder engagement;
2. NOTES that the outcomes of community engagement and further investigations into land acquisition, traffic management, Aboriginal Heritage and vegetation clearing requirements will be reported to Council; and

3. NOTES that the Alkimos Regional Open Space is one of the City's 2025 Top Advocacy Priorities.

### **Procedural Motion**

---

**Moved Cr Miles, Seconded Cr Bedworth**




**That the Motion be deferred to the 13 August 2024 Council Meeting.**

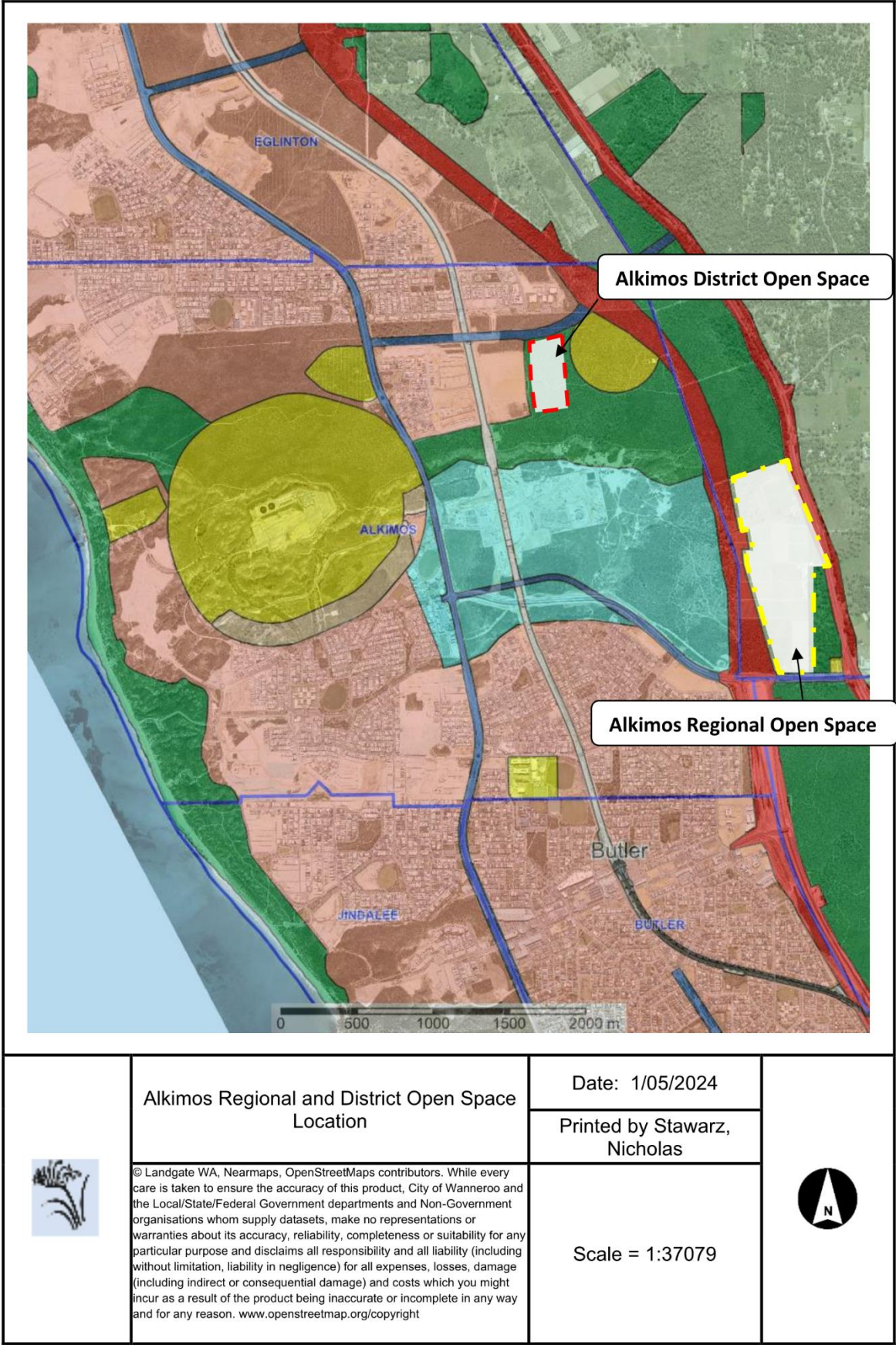
**CARRIED  
9/4**

**For the motion: Cr Bedworth, Cr Coetzee, Cr Huntley, Cr Miles, Cr Moore,  
Cr Nguyen, Cr Parker, Cr Rowe and Cr Smith**

**Against the motion: Mayor Aitken, Cr Figg, Cr Herridge, Cr Seif**

#### *Attachments:*

- |   |   |           |
|---|---|-----------|
| 1 <a href="#"></a> | Attachment 1 - Alkimos Regional and District Open Space Location          | 24/144496 |
| 2 <a href="#"></a> | Attachment 2 - Land Transfer - Lot 2001 on Deposited Plan 409771          | 21/435627 |
| 3 <a href="#"></a> | Attachment 3 - Final - Alkimos Open Spaces Master Plan Report (July 2023) | 23/226923 |







Our ref: A11203369  
Enquiries: Andrew Hawkins 6551 9851

Mr Mark Dickson  
Director Planning & Sustainability  
City of Wanneroo  
Locked Bag 1  
Wanneroo WA 6946

By Email: mark.dickson@wanneroo.wa.gov.au

Dear Mark

### **ALKIMOS REGIONAL OPEN SPACES**

Thank you for your letter of 23 September 2021 in relation to the Western Australian Planning Commission's purchase of the land for the Alkimos Regional Open Space. As you have noted the WAPC has acquired the two parcels of land for the purpose of providing Regional Open Space in accordance with the Metropolitan Region Scheme as follows:

- Lot 2001 on Deposited Plan 409771, an area of approximately 90.2626ha and
- 2771 & 2767 Wanneroo Road and 12 Reinhold Place Carabooda, an area of 49.5032ha

In relation to the land purchased, I am agreeable to the transfer of Lot 2001 now, as a Crown Reserve with a Management Order to the City. In respect to 2771 & 2767 Wanneroo Road and 12 Reinhold Place Carabooda, this is subject to a lease which is due to expire on 30 June 2025. Following the expiry of the lease, I would then propose that the land be transferred on the same basis as Lot 2001.

Assuming the City is agreeable to this, please contact Andrew Hawkins A/Chief Property Officer, who can assist you with the transfers.

Yours sincerely

David Caddy  
Chairman  
Western Australian Planning Commission

1 October 2021



# ALKIMOS OPEN SPACES SPATIAL MASTER PLAN

# UDLA

TABLE 1      EDITION DETAILS

ALKIMOS OPEN SPACES	
Master Plan	Report
Production Date	26th May 2023
Prepared By	UDLA
Author	Stejara Timis
Status	FINAL REPORT
UDLA Project Code	ALKPOS

TABLE 2      DOCUMENT REGISTER

DOCUMENT REGISTER			
Version	Date	Amendments	Prepared By
A	21/02/23	Initial Presentation for Discussion	ST
B	31/03/23	Draft Report	ST
C	26/05/23	Final Report	ST

Prepared for: City of Wanneroo



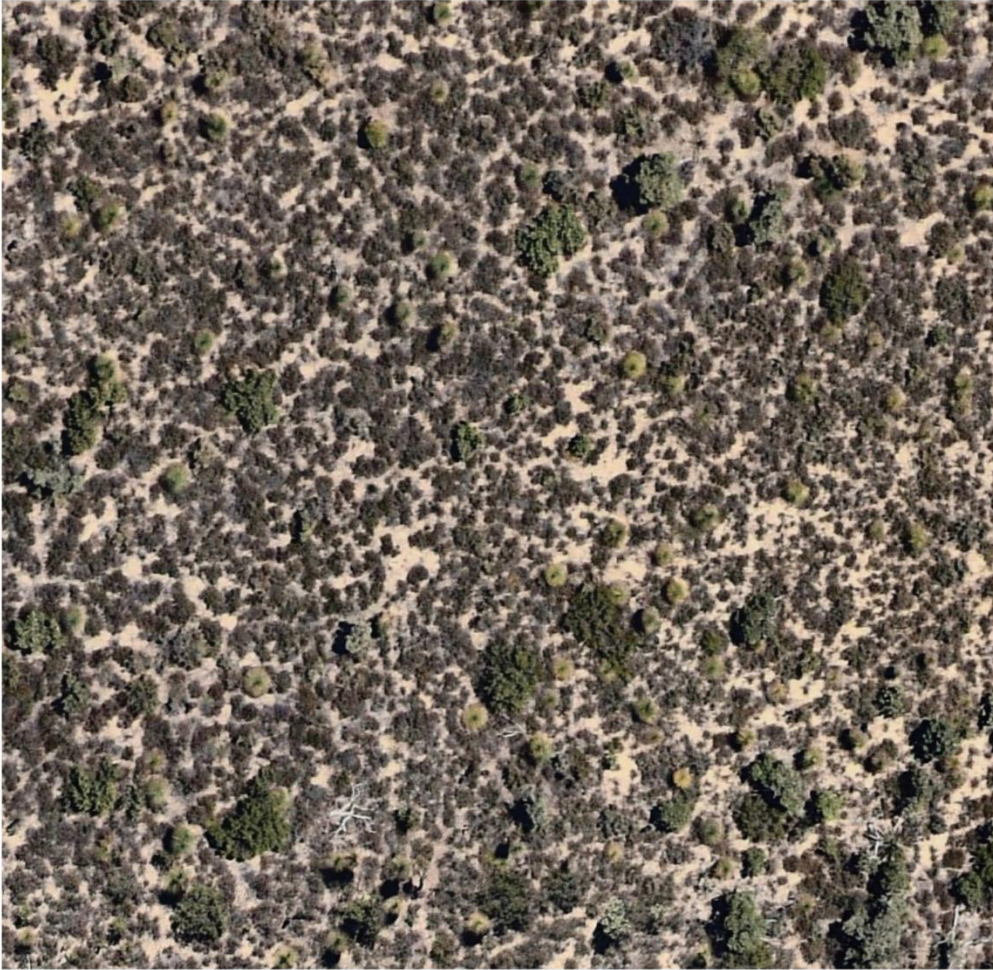
Prepared by: UDLA



Contact: Scott Lang  
Position: UDLA Director  
Phone: (08) 9336 7577  
Email: [scott@udla.com.au](mailto:scott@udla.com.au)

LEVEL 1A, 3-5 JOSEPHSON STREET  
FREMANTLE, 6160 WA  
[HELLO@UDLA.COM.AU](mailto:HELLO@UDLA.COM.AU) | (08) 9336 7577





**We acknowledge the Whadjuk people as the Traditional Owners of the land on which the Alkimos Open Spaces sites stand today. We pay respect to the Whadjuk people, and Elders both past and present whose knowledge and wisdom has and will ensure the continuation of cultural and traditional practices.**



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# 1.0 INTRODUCTION

ALKIMOS

OPEN SPACES





# 1.1 THE PROJECT

## ALKIMOS OPEN SPACES

### Spatial master plan for Alkimos Regional Open Space and Alkimos District Open Space.

The need for a Regional and District Open Space in Alkimos was identified in the Community Facilities Plan (CFP) in order to suit the growing needs within the Northern Coastal Growth Corridor (NCGC).

The sites selected for these two projects are as follows:

1. The District Open Space (DOS) site is approximately 10ha and has been identified as part of the Alkimos Vista Structure Plan.
2. The Regional Open Space (ROS) site is approximately 49.5 ha (including 8.5 ha for the road reserve) and is comprised of three lots (Lot 3287, Lot 6288 and Lot 6289). These lots are located between the future freeway extension and Wanneroo Road, East of the Alkimos Central.

A number of key documents have informed the development of the Spatial Master Plan. The key documents reviewed include:

- Alkimos Central Landscape Masterplan Report - November 2021
- Central Alkimos Local Structure Plan no.95 - August 2021
- Mitchell Freeway Future Extension - shown for information only - plan provided by WSP. This has probably changed but the road reserve stays the same.

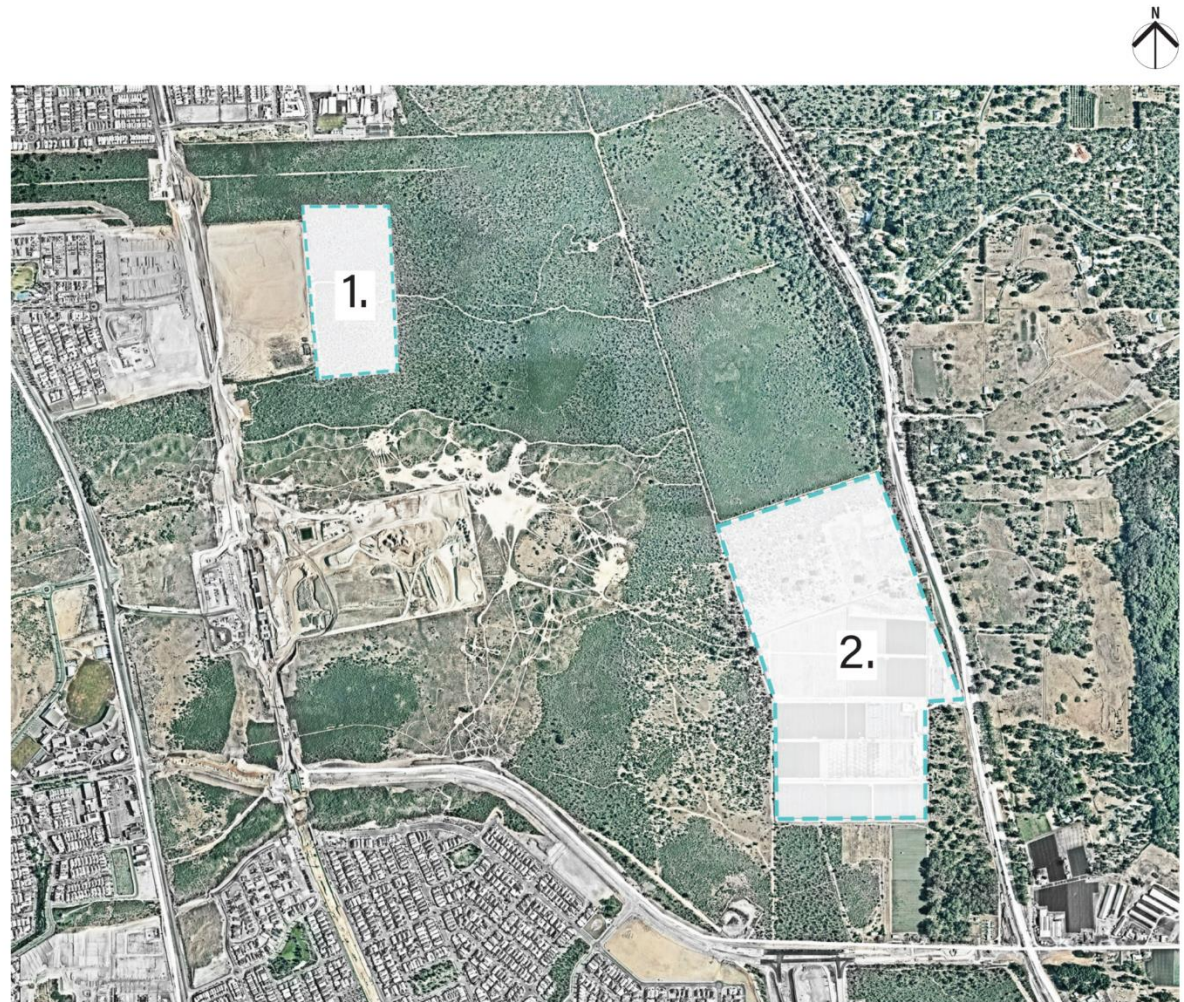


FIGURE 1. SITES LOCATIONS



## 1.2 FACILITY REQUIREMENTS

The minimum required facilities to be developed for the entire project are detailed in the Project Design Brief. (Excerpts shown opposite)

The expectations illustrated in the Project Brief were carefully considered. After further consultation with the Client representative, UDLA has tested the sites and managed to allocate areas for the majority of these facilities. Some exceptions are represented by facilities classified as a medium and low priority in the Project Brief.

In order to fit a maximum number of facilities in these spaces, significant earthworks will be required.

Following the first and second round of feedback from the City of Wanneroo (CoW), a number of deviations from the initial brief have been identified:

- AFL ovals at the ROS were replaced by four baseball / softball diamonds.
- Maintenance Shed added.
- Athletics club was removed.
- To achieve a reasonable amount of parking bays across the sites, it was agreed that the number of netball courts, hockey, soccer / rugby fields will decrease.
- The Neighborhood Community Centre at the DOS was replaced by 2 individual pavilions, one at each oval.
- The space for the Community Purposes needs to decrease in size due to space constraints. (2ha provided out of 3ha requested). This area can also be used as an event space.
- Dog Parks to be removed due to space constraints.

### Facility Requirements

As per the NCGC CFP, the minimum required facilities to be developed for the entire project are detailed below:

Facility	Location	Identified Requirements	Completion year
Regional Open Space	Alkimos Parks and Recreation Reserve Area	<ul style="list-style-type: none"> <li>• 2 x AFL/Cricket Ovals (Including Diamonds)</li> <li>• 4 x Hockey (1 x synthetic)</li> <li>• 8 x Rectangular (Rugby and Soccer)</li> <li>• 8 x Netball / Tennis*</li> <li>• 6 x Netball*</li> <li>• 5 x Neighbourhood Community Centre equivalent</li> <li>• 1 X District Tennis Club</li> </ul> <p>*For the purposes of matching facility provision, this is considered as 10 Netball and 4 Tennis Courts total</p>	2028/29
District Open Space		<ul style="list-style-type: none"> <li>• 2 x Senior Multi-Use Ovals</li> <li>• 4 x Hardcourts</li> <li>• 1 x Neighbourhood Community Centre equivalent</li> </ul>	2029/30

However, based on the recent needs assessment, the below priorities for the sites also need to be considered:

High Priority	
Baseball / Softball / Teeball Diamonds	Minimum 4. Can be self-contained facilities
Cricket (inc. Cricket Nets)	As per standards for a senior field. To be multi-use with Australian Rules Football / Rectangular fields
Australian Rules Football	As per standards for senior field. To be multi-use with Cricket / Rectangular fields
Soccer	As per standard for senior field. To be multi-use with Cricket / Australian Rules Football / Rectangular fields
Hockey	High Priority. Must include 1 synthetic hockey surface. Can be multiuse with summer sports (Cricket)
Netball	Minimum 30 courts to be provided at Alkimos ROS – can be delivered in stages. Minimum 8 to be multi-use with Basketball and Tennis
Skate Boarding	One regional level Skate Park
Event Space	Large open space. To be considered as a shared space – exclusively for events October to March and can be used for a Winter Sport April to September. To include event stage area adjacent to open space.
Medium	
Athletics	Synthetic track facility similar to Ern Clark Athletics Centre, Cannington

Croquet	To be incorporated in Multi-use space
Disc Sports (Ultimate Frisbee / Disc Golf)	Disc golf can be considered around to perimeter of the Regional Open Space. Ultimate Frisbee as part of multi-purpose spaces
Rugby League	As per standard for senior field. To be multi-use with Cricket / Australian Rules Football / Rectangular fields
Rugby Union	As per standard for senior field. To be multi-use with Cricket / Australian Rules Football / Rectangular fields
Tennis	Refer Netball above in Stage 1. Stage 2 can include four dedicated courts and district tennis facility
Beach Volleyball	Can be included in passive spaces
Dog Exercise Area	Minimum 6,000sqm, split into two section to separate small and large dogs.
Low	
Archery	Include where practical, but to be considered low priority, and not as stand-alone facilities.
Basketball	
Bocce	
Cycling (competitive)	
Gaelic Football	
American Football	
Lacrosse	
Touch Football	
Bowls	

Both sites are to include adequate supporting infrastructure, including:

- Site works;
- Landscaping;
- Car Parking;
- Movement connections, including:
  - Path networks
    - Including security lighting
    - Include a fitness circuit with fitness stations along the route.
  - Internal road network
    - Including connection to major future roads;
    - Ease of access and exit to be considered.
- Pavilions (as required, outlined in Appendix 2)
- Floodlighting (100 Lux minimum)
  - Consideration can be given to the provision of Australia Standard lux levels as required
- Play Equipment
  - Consideration to be given to "feature" play equipment, including:
    - Parkour
    - "Ninja-warrior" type course;
    - 3 on 3 Basketball
    - BMX/Pump Track
- Three (3) h.a. are to be set aside at the ROS of "Community Purposes"

Active spaces are to be designed to be multi-use in nature, with a variety of sports and activities provided for where possible. The consultant is provided creative control regarding the design and location of facilities within the space, though the items listed in the NCGC CFP and the High Priority Items listed above are to be given priority across the two sites.

FIGURE 2. PAGE 4 AND 5 FROM PROJECT DESIGN BRIEF - FACILITY REQUIREMENTS



# 1.2.1 FACILITY REQUIREMENTS DOS

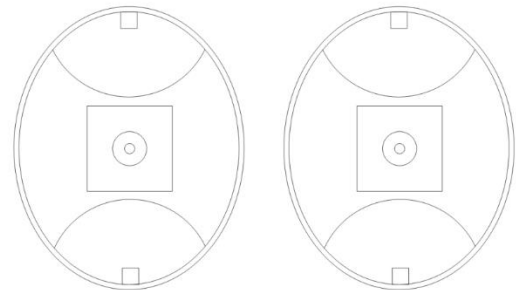
The facilities required within the DOS are shown below.

DOS MINIMUM REQUIREMENTS	
2 x Senior Multi-Use Ovals (PROVIDED: 2 Cricket Ovals with rectangular fields overlayed)	*
4 x Hardcourts (PROVIDED: 4 x Tennis Courts)	*
1 x Neighbourhood Community Centre equivalent (PROVIDED: 2 Buildings - one per oval)	*

## DISTRICT OPEN SPACE

Facility Requirements ( MINIMUM )

- 2 x SENIOR MULTI-USE OVALS



- 4 x HARDCOURTS



- 1 x NEIGHBORHOOD COMMUNITY CENTRE



- \* Provided in the ROS
- \* Provided in the DOS
- \* Provided in the both ROS and DOS
- Not provided

FIGURE 3. SCHEMATIC REPRESENTATION OF THE DOS FACILITIES REQUIREMENTS

## 1.2.2 FACILITY REQUIREMENTS ROS

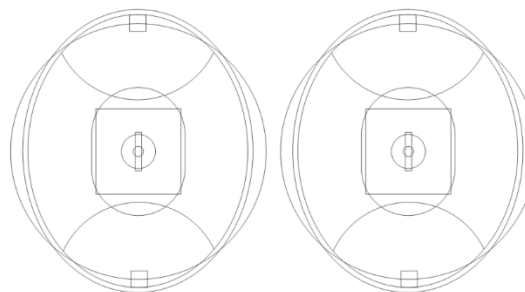
The facilities required within the ROS are shown below.

ROS MINIMUM REQUIREMENTS	
2 x AFL / Cricket Ovals - Including Diamonds (PROVIDED: 4 Diamonds)	*
4 x Hockey - 1 x synthetic (PROVIDED: 3 x Hockey - 1 of 3 is a synthetic court)	*
8 x Rectangular (Rugby and Soccer) (PROVIDED: 7 x Rugby and Soccer)	*
8 x Netball / Tennis (PROVIDED: 8 x Tennis Courts)	*
6 x Netball (PROVIDED: 24 x Netball Courts)	*

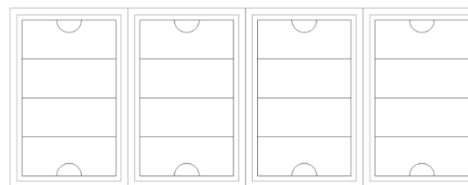
### REGIONAL OPEN SPACE

Facility Requirements ( MINIMUM )

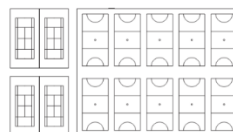
- 2 x AFL / Cricket Ovals (Including Diamonds)



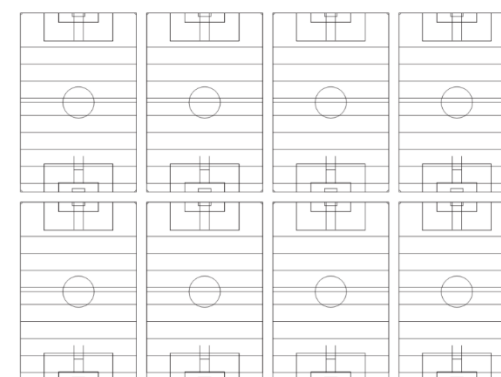
- 4 x HOCKEY (1 X SYNTHETIC)



- 10 x NETBALL AND 4 X TENNIS COURTS



- 8 x Rugby and Soccer



- 5 x NEIGHBORHOOD COMMUNITY CENTRE  
(APPROXIMATE FLOOR AREA 1600 m²)



- DISTRICT TENNIS CLUB  
(APPROXIMATE FLOOR AREA 6216 M²)



- \* Provided in the ROS
- \* Provided in the DOS
- \* Provided in the both ROS and DOS
- Not provided

FIGURE 4. SCHEMATIC REPRESENTATION OF THE ROS FACILITIES REQUIREMENTS

## 1.2.3 ADDITIONAL REQUIREMENTS - HIGH AND MEDIUM PRIORITY

The additional facilities that were also requested for consideration, albeit a lower priority, are shown below.

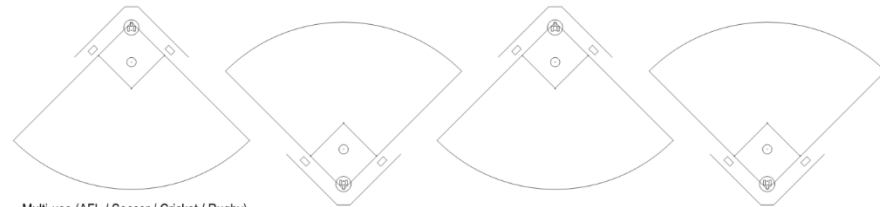
ROS & DOS ADDITIONAL REQUIREMENTS				
HIGH PRIORITY		MEDIUM PRIORITY		LOW PRIORITY
4 x Baseball / Softball / Teeball Diamonds (PROVIDED: 4 Diamonds)	✱	Athletics -	Archery ✱	
Crickets (inc. cricket nets) (PROVIDED: 2 Multi-use Ovals & 6 nets)	✱	Croquet -	Basketball ✱	
Australian Rules Football (PROVIDED: 2 Multi-use Ovals)	✱	Disc Sports (Ultimate Frisbee / Disc Golf) -	Bocce -	
Soccer (PROVIDED: 7 Fields)	✱	Rugby League ✱	Cycling (competitive) -	
Hockey (PROVIDED: 3 x Hockey - 1 of 3 is a synthetic court)	✱	Rugby Union ✱	Gaelic Football ✱	
Netball (PROVIDED: 24 courts)	✱	Tennis ✱	American Football ✱	
Skate Boarding (PROVIDED: similar size to Bayswater Skate Park)	✱	Beach Volleyball ✱	Lacrosse ✱	
Event Space (Proposed at the Community Area)	✱	Dog Exercise area ✱	Touch Football ✱	
			Bowls -	

- ✱ Provided in the ROS
- ✱ Provided in the DOS
- ✱ Provided in the both ROS and DOS
- Not provided

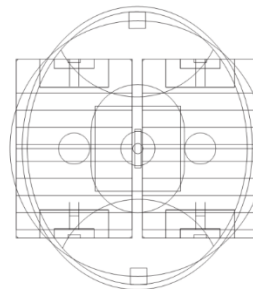
### DISTRICT AND REGIONAL OPEN SPACE

ADDITIONAL REQUIREMENTS - high and medium priority

- 4 x Baseball / Softball / Teeball Diamonds



- Multi-use (AFL / Soccer / Cricket / Rugby)



- Hockey - 1 synthetic field



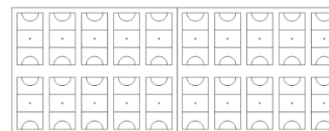
- 1 Regional Level Skate Park (image - Bayswater Skate Park)



- Athletics - synthetic track facility (image - Ern Clark Athletics Centre, Cannington)



- 30 Netball courts - 10 already included in the ROS



- Beach Volleyball (no no. required)



- Dog Exercise Areas 2 x 3000 m<sup>2</sup>



FIGURE 5. SCHEMATIC REPRESENTATION OF THE ADDITIONAL FACILITIES REQUIREMENTS

## 1.3 DESIGN PRINCIPLES

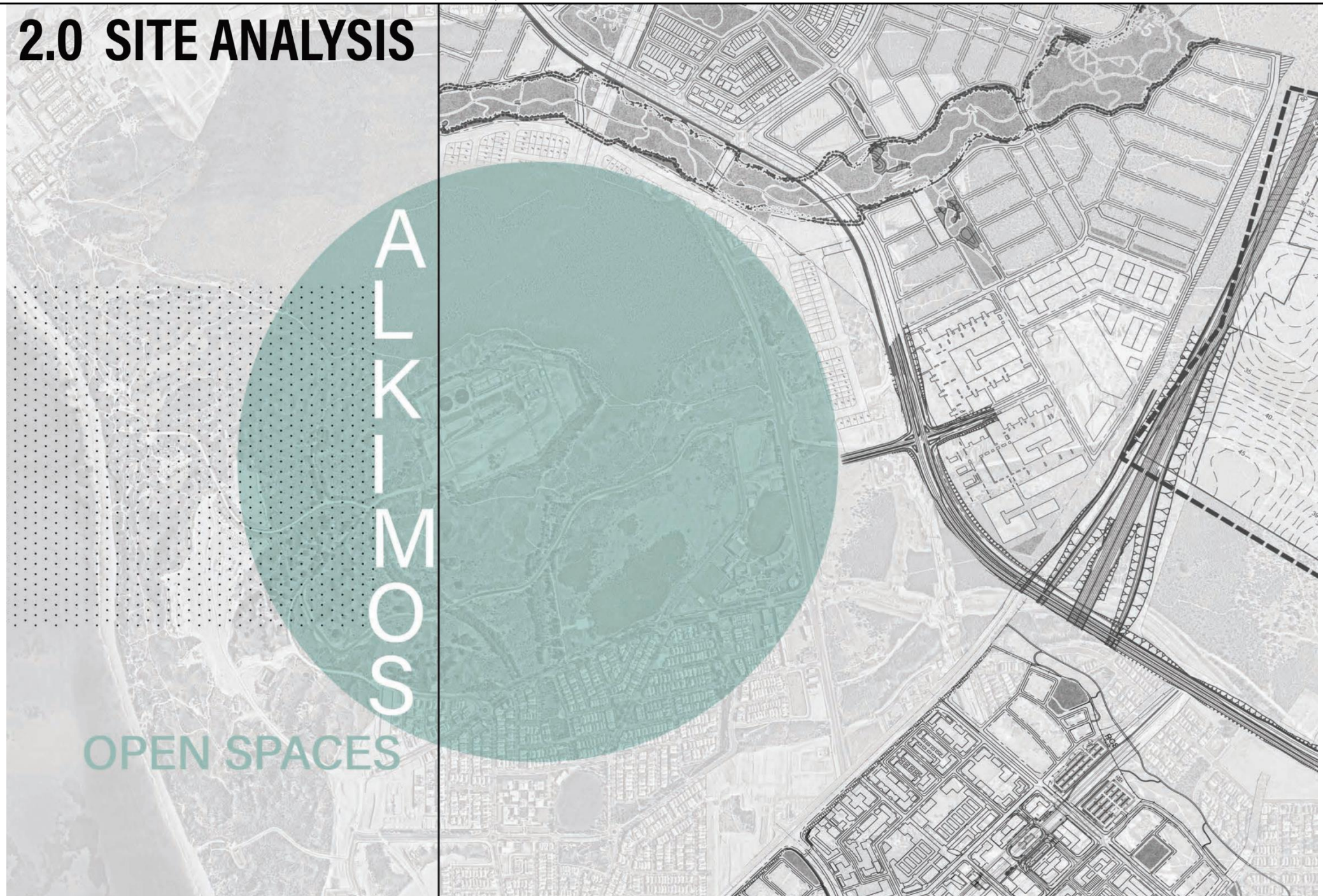
**Based on the Priorities and Recommendations in the Project Design Brief the following design principles have been proposed to help guide the development of the Alkimos Open Spaces Master Plans:**

1. Retain as much as possible of the existing bush area / relocate selected mature trees / relocate selected grass trees.
2. Create an attractive, welcoming, and contemporary Open Space with a unified landscape character.
3. Provide functional pedestrian connectivity and access.
4. Provide and rationalize vehicle access and car parking.
5. Provide a variety of high-quality exterior spaces including playgrounds, outdoor gathering spaces, and spectator areas.
6. Provide high-quality micro amenities including public toilets, shade, lighting, and seating.
7. Create a new community hub within the Open Spaces that is welcoming to all users.





## 2.0 SITE ANALYSIS





## 2.1 SITE LOCATIONS

The Regional Open Space and the District Open Space are located on the East and North side of Alkimos Central. Both sites are within a 2km radius of the future Alkimos Train Station. This proximity and the previously planned green infrastructure (Dune Ridge Walk, Parkways) offers the possibility of pedestrian access from the city center to both sites through a series of "green links".

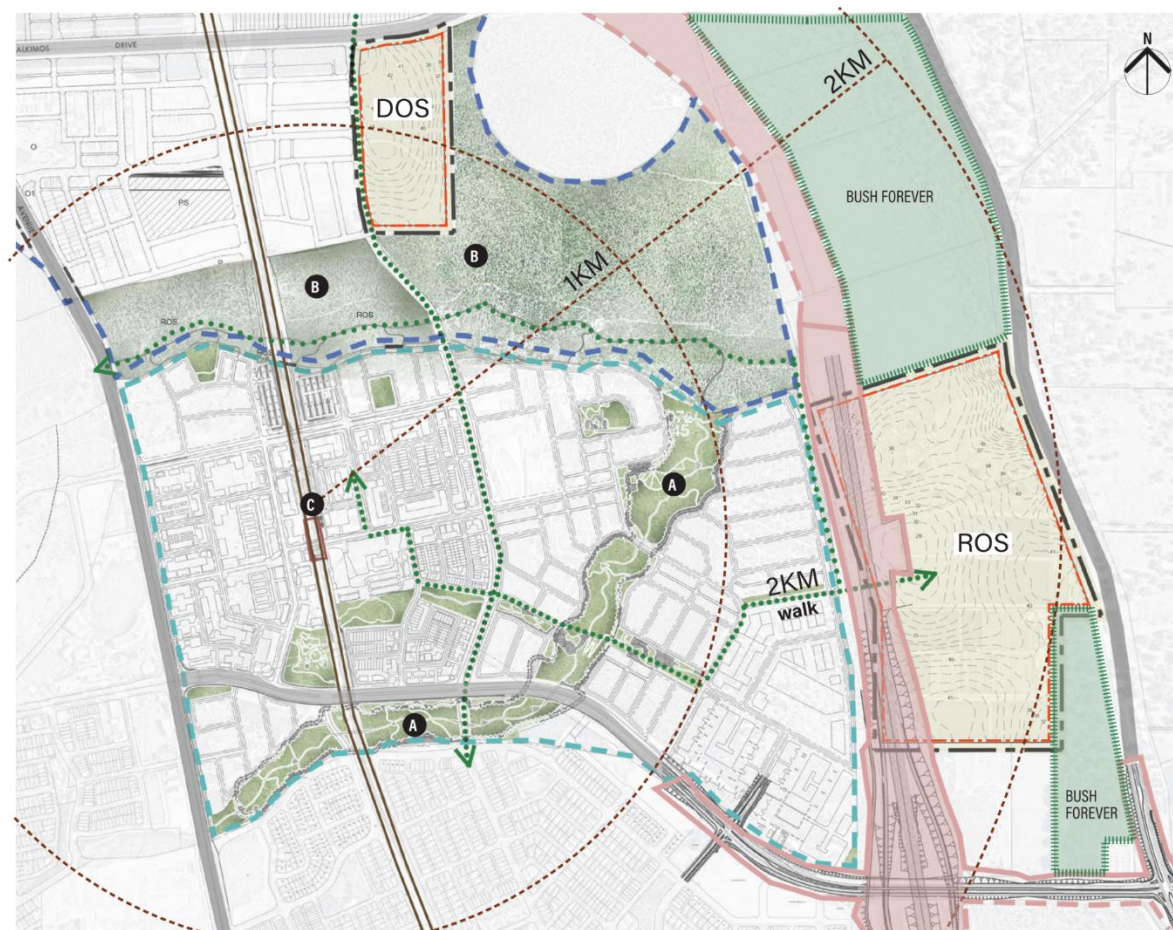


FIGURE 6. AERIAL VIEW - OVERALL PLAN

NTS

- A** Dune Ridge Walk
- B** Parks and recreation
- C** Alkimos Train Station
- Concept Plan Boundary Alkimos Central (central Alkimos Local Structure Plan - August 2021)
- Concept Plan Boundary Alkimos Central City Area
- ... Green Links
- Open Spaces Boundaries
- Indicative future extension of Mitchell Freeway (by WSP)
- Road Reserve
- ||||| Bush Forever
- Other Regional Roads

## 2.2 DISTRICT OPEN SPACE SITE

### ANALYSIS

The site proposed for the District Open Space forms part of the Central Alkimos Local Structure Plan - August 2021 and is 10ha in size.

The DOS will be bordered on the northern side by the future Alkimos Drive that, when constructed, will connect Marmion Avenue to Wanneroo Road and the future extension of Mitchell Freeway.

To the west, the Structure Plan from 2021 shows a future regional road - Distributor B (2 ways), a bus route, and a shared path. It also indicates a new residential area. This proximity will ensure good natural surveillance and activation of the DOS. To the east, the proposed regional parks and recreation area poses a bushfire risk. Adequate measures will need to be put in place to mitigate this risk.

There is currently a difference in level of 8 m between the highest point of the site (central) and the eastern and southern boundaries.



FIGURE 7. AERIAL VIEW DOS - SITE ANALYSIS

SC. 1:5000 @ A3

- Rail Reserve
- Freeway Reserve
- Regional Road - District Distributor A
- Regional Road - District Distributor B
- Future Bus Route
- Future PSP
- Future Shared Paths
- District Open Spaces Boundary
- Service Road
- Bushfire Danger
- Direction of land slope



## 2.3 REGIONAL OPEN SPACE SITE

### ANALYSIS

The site proposed for the Regional Open Space is created by three parcels, currently mostly agricultural land and has an area of around 49.5 ha (41 ha when excluding the freeway reserve).

The site has a north-south orientation and sits in between two major circulation corridors. On the eastern side is Wanneroo Road and on the western side is Mitchell Freeway extension.

Access from the freeway is unlikely due to the proximity to the intersection at Romeo Road to the south. Pedestrian access to the site is heavily restricted so an alternate pedestrian bridge may be explored.

The land generally falls from the north, east and south towards the centre of the western boundary line - the biggest difference in levels being 16m (from the north-western corner to the centre of the western boundary).



FIGURE 8. AERIAL VIEW ROS - SITE ANALYSIS

SC. 1:5000 @ A3

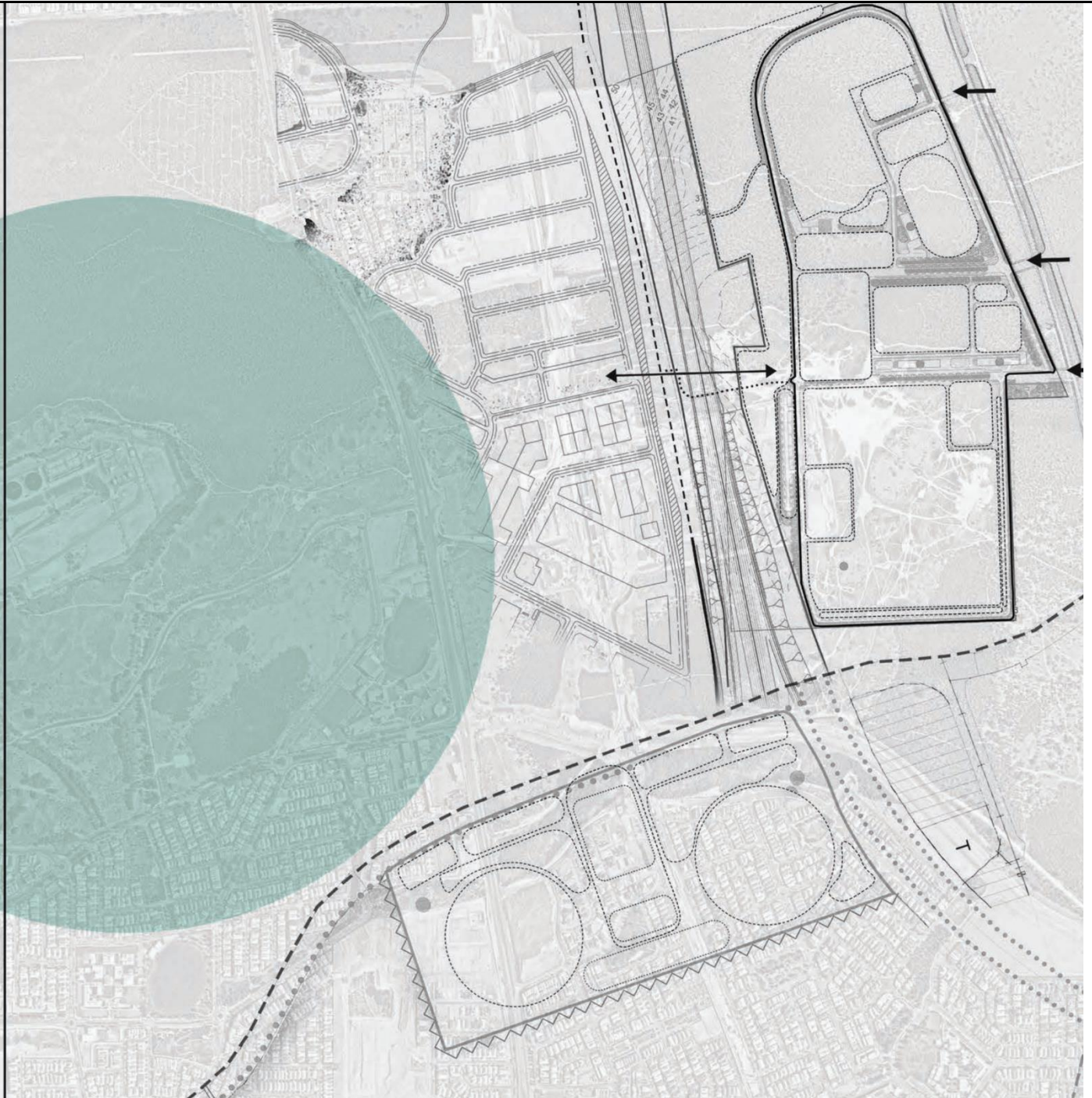
- A Dune Ridge Walk
- B Existing native vegetation
- Freeway Reserve
- Regional Road - Wanneroo Road
- Future PSP along future Mitchell Freeway
- Regional Open Spaces Boundary
- Bushfire Danger
- Bush Forever
- Direction of land slope
- Green Links



# 3.0 STRATEGY

ALKIMOS

OPEN SPACES





## 3.1 DISTRICT OPEN SPACE OVERALL STRATEGY

### STRATEGY

The strategy for the DOS will include:

1. Three entry points on the western edge of the site from the proposed District Distributor B (2-way road). This road includes a bus route and shared path.
2. A main internal road providing access to the car park areas and the two buildings/sports clubs.
3. A service ring road that continues the main internal road. It goes all around the edge of the site and acts as a firebreak on the eastern and southern sides of the site.
4. A vegetation "buffer zone" all along the site boundary (heavily planted edge to encourage Carnaby's Black Cockatoo Habitat )
5. A flat area / at level with the western road central access point, containing an activity zone with a stronger urban character (skate park, play grounds, basketball). Natural surveillance from across the road (future residential development)
6. Two sloped vegetated areas (wind barrier) north and south of the central area (sloping down to the ovals);
7. Two ovals (can be 2 cricket or 1 cricket and 1 AFL) - the ovals will sit in the lower sides of the site at RL 39.00. The "flat" entry area is proposed at RL 44.00.
8. One revegetation area on the slope facing the eastern boundary - similar to the type of vegetation being removed. (Sloping from RL 41.00 to RL 36.00 at the boundary).

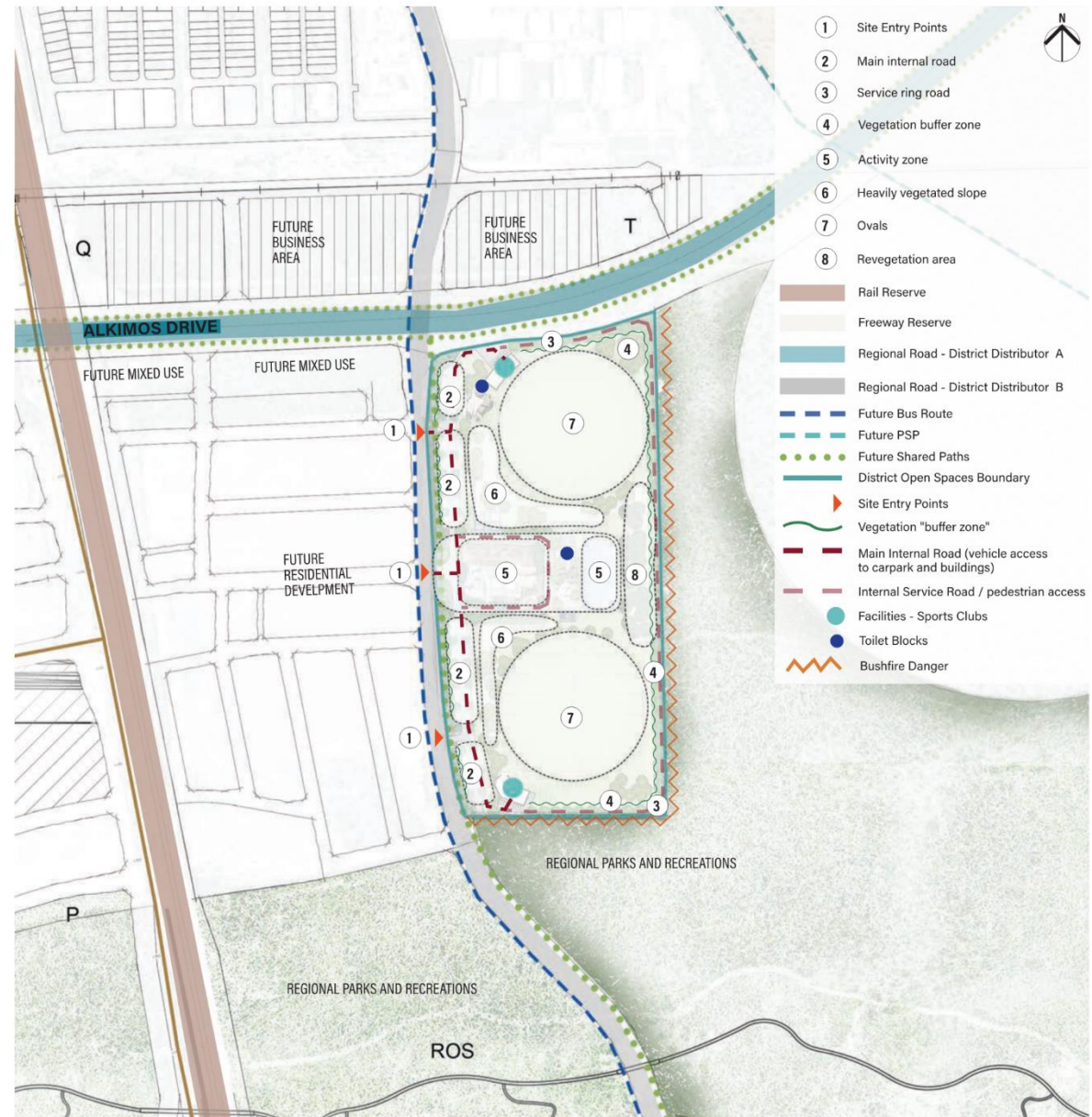


FIGURE 9.AERIAL VIEW DOS - STRATEGY

SC. 1:5000@A3

## 3.2 REGIONAL OPEN SPACE OVERALL STRATEGY

### STRATEGY

The strategy for the ROS will include:

1. Conservation area of the north-western corner of the site.
2. Three entry points on the eastern edge of the site from Wanneroo Road.
3. A pedestrian connection across the future freeway extension between the ROS and the city centre.
4. A main internal road giving access to the car park areas and the two buildings / sports clubs.
5. A 2.5km shared path that goes all around the edge of the site.
6. A vegetation "buffer zone" all along the site boundary (heavily planted edge to encourage Carnaby's Black Cockatoo Habitat)
7. Irrigated areas to the north and south of the site
8. Hardstand area (netball, tennis and artificial courts)
9. Due to significant parking area required, it is critical to provide considerable planted swales for drainage strategy and environmental impact.

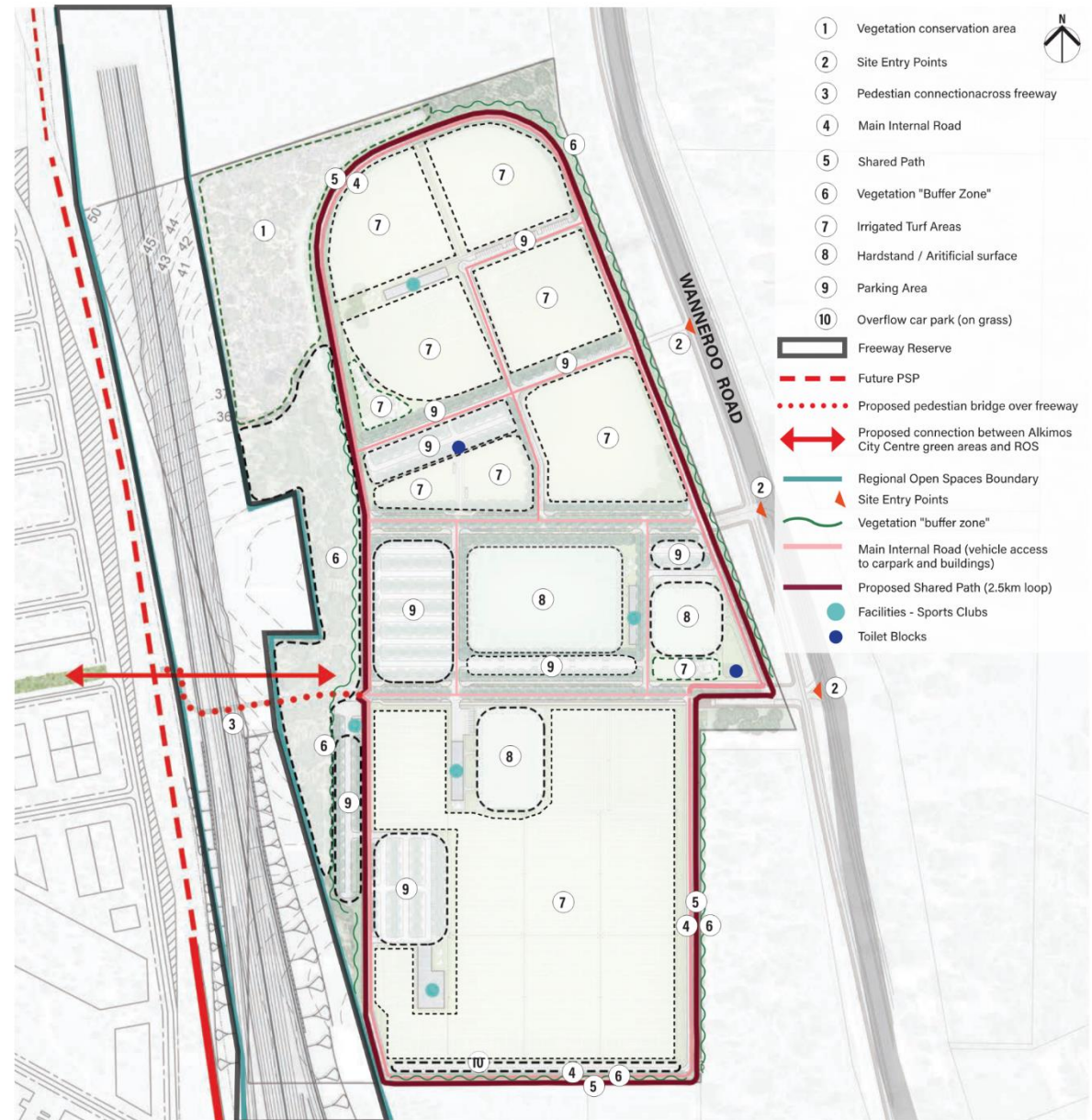


FIGURE 10. AERIAL VIEW ROS- STRATEGY

SC. 1:5000@A3



# 4.0 PROPOSAL

ALKIMOS

OPEN SPACES





# 4.1 DISTRICT OPEN SPACE - PLAN

LEGEND

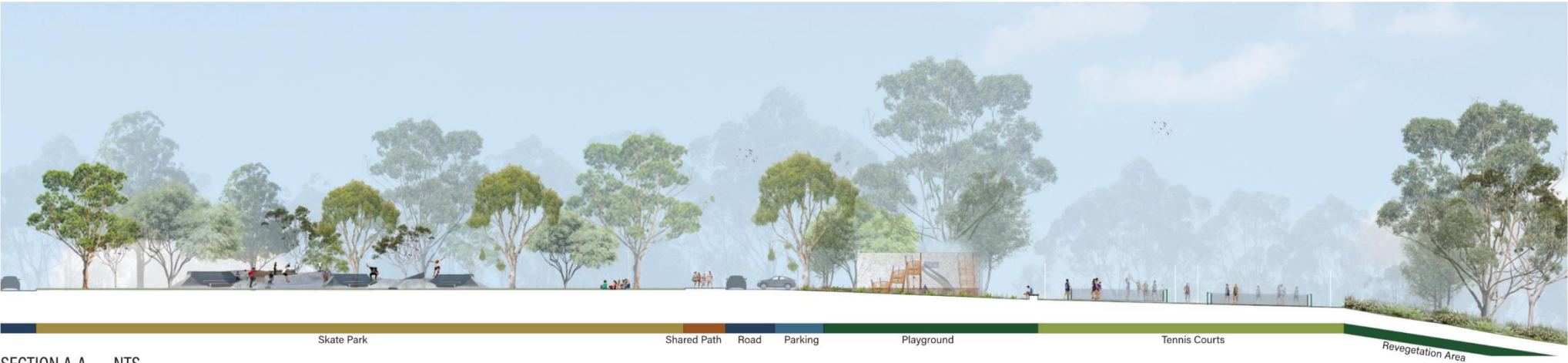
- Site Boundary
- Site Entry Points (x3)
- A Oval / Playing Field (x2)
- B Tennis Courts (x4)
- C Beach Volleybal Court (x2)
- D Cricket Nets (x6)
- E Basketball 3x3 (x2)
- F Skate Park (Bayswater Skate Park used as a reference). (x1)
- G Informal path
- P Car Parking Area (x225)
- T Toilet Block (x2)
- SC Sports Club Pavillions (x2)
- PG Playground / BBQ Areas (x2)



FIGURE 11. AERIAL VIEW DOS - PROPOSAL

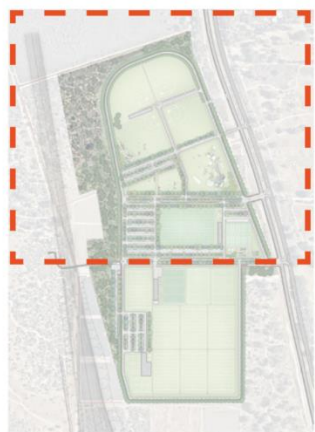
SC. 1:3000@A3

# 4.2 DISTRICT OPEN SPACE - SECTIONS





## 4.3 REGIONAL OPEN SPACE - PLAN - NORTH



KEY PLAN

NTS

### LEGEND

- Site Boundary
- ▶ Site Entry Points (x3)
- A** Baseball Diamonds (x4)
- B** Dog Exercise Area (x2)
- C** "Community Purposes" Area (x1)
- D** Netball (x24)
- E** Tennis (x8)
- F** Informal path / Bush walk
- B** Pedestrian bridge (x1)
- P** Car Parking Area (x1557)
- T** Toilet Block (x2)
- SC** Sports Club Pavillions (x4)
- PG** Playground / BBQ Areas (x2)
- CA** Conservation area (x1)

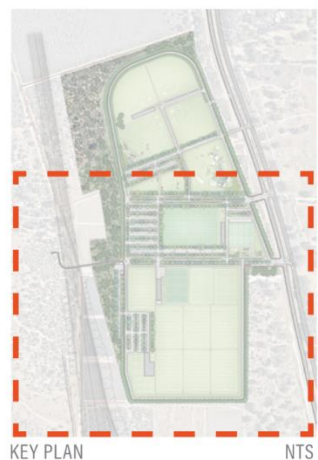


FIGURE 12. AERIAL VIEW ROS - NORTHERN PART - PROPOSAL

SC. 1:3000@A3



## 4.4 REGIONAL OPEN SPACE - PLAN - SOUTH



### LEGEND

- Site Boundary
- ▶ Site Entry Points (x3)
- A** Baseball Diamonds (x4)
- B** Dog Exercise Area (x2)
- C** "Community Purposes" Area (x1)
- D** Netball (x24)
- E** Tennis (x8)
- F** Informal path / Bush walk
- G** Synthetic Hockey Surface (x1)
- H** Hockey (x2)
- I** Soccer / Rugby (x7)
- J** Soccer (Juniors) (x2)
- K** Maintenance Shed (x1)
- B** Pedestrian bridge (x1)
- P** Car Parking Area (x1420)
- T** Toilet Block (x2)
- SC** Sports Club Pavilions (x4)
- PG** Playground / BBQ Areas (x2)
- CA** Conservation area (x1)



FIGURE 13. AERIAL VIEW ROS - SOUTHERN PART

SC. 1:3000@A3



# 4.5 REGIONAL OPEN SPACE - SECTIONS



SECTION A-A NTS



SECTION B-B NTS



SECTION C-C NTS

## 4.6 SUPPORTING INFRASTRUCTURE

### PARKING REQUIREMENTS

**The Project Brief identifies the need for adequate provisions for the supporting infrastructure including internal road connections, path networks, and car parking.**

The DOS and ROS, as local destinations, will require a substantial amount of car parking to service players, spectators, and visitors. The proposed number of car bays is based on the following documents and precedents:

- Institute of Transportation Engineers' parking rates
- Matthews Netball Centre in Wembley
- Kingsway Regional Sporting Complex in Madeley
- Splendid Park in Yanchep

While Splendid Park in Yanchep has a similar area to the DOS, the Kingsway Regional Sporting Complex has a surface of 65 hectares compared to the 41 hectares proposed at ROS.

#### DOS

The proposed parking areas are located parallel to the future secondary road adjoining the site on the western side. There are a number of parking bays adjacent to the two pavilions and some emergency / accessible parking close to the playground/BBQ area.

#### ROS

Parking bays are split into drop-off/pick-up areas, overflow parking bays (used in case of major events) and general public ones located around the club's buildings.

Parking Location	Provided DOS	Provided ROS
Pavilions	20	
Delivery / Short term	6	
General / Ovals	199	
Baseball Sports Club		76
Baseball SC & Dog Exercise Area		183
Hockey Sports Club		22
Tennis Club		94
Netball Courts		438
Soccer & Hockey Fields		333
General Parking		82
Pick-up/ Drop Off		108
Overflow Parking on grass		84
<b>Total Provided</b>	<b>225</b>	<b>1420</b>



# 5.0 COST

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OPEN SPACES



## 5.1 COST ESTIMATE

### **Provisional project costing allowed for a significant escalation to account for the proposed completion dates in the Project Design Brief.**

Staging the project is required due to the extent of the work and the estimated overall cost. It is noted that the budget figures mentioned in the brief are a combination of DCP, Grant, Reserve, and Municipal funding.

We anticipate additional external funding will be required to complete the works as the current proposed budgets will only cover stage 1 in both Regional Open Space and District Open Space.

In summary the cost estimates are based upon the following:

#### Inclusions:

- Staging
- Escalation to 2030/31 for DOS and 2034/35 for ROS
- Conservation area landscaping
- Provision for loose furniture and equipment to Pavilions
- Pavilions include community areas/clubrooms, change and toilet facilities together with external terraced seating
- CCTV to entries, carparks, buildings, courts, playing fields
- Lighting to all areas to a min. 100 Lux
- Professional fees (10%) to project completion
- Boundary link mesh fencing

#### Exclusions:

- Pedestrian bridge over Freeway
- Client internal costs eg., management
- Ongoing maintenance and disbursements
- No allowance for contaminated soils to be removed, estimate based upon a clean site
- External power, water, sewer infrastructure upgrades – assume adequate services available to the site
- External road upgrades – assume adequate access to the site
- GST

## 5.2 STAGING

### District Open Space (DOS)

#### First Stage (Includes One Playing Field and excludes Skate Park)

Siteworks and Landscaping	\$3,449,944
Pavilions, Toilets and Shade Structures	\$1,970,000
External Services	\$1,116,500
Preliminaries	\$456,556
	<b>\$6,993,000</b>
Design Contingency 10%	\$699,000
Construction Contingency 5%	\$350,000
Loose Furniture & Equipment	\$75,000
Professional Fees	\$812,000
Client Management Fees - Excluded	-
Escalation to 2030/2031 Completion	\$2,362,000
<b>First Stage - DOS Total, excluding GST</b>	<b>\$11,291,000</b>

#### Second Stage (Includes One Playing Field and Courts, excludes Skate Park)

Siteworks and Landscaping	\$4,182,422
Pavilions, Toilets and Shade Structures	\$1,970,000
External Services	\$1,182,500
Preliminaries	\$536,078
	<b>\$7,871,000</b>
Design Contingency 10%	\$788,000
Construction Contingency 5%	\$394,000
Loose Furniture & Equipment	\$75,000
Professional Fees	\$913,000
Client Management Fees - Excluded	-
Escalation to 2030/2031 Completion	\$2,973,000
<b>Second Stage - DOS Total, excluding GST</b>	<b>\$13,014,000</b>

#### Third Stage (Skate Park)

Landscaping	\$2,795,000
External Services	\$605,000
Preliminaries	\$340,000
	<b>\$3,740,000</b>
Design Contingency 10%	\$374,000
Construction Contingency 5%	\$187,000
Professional Fees	\$430,000
Client Management Fees - Excluded	-
Escalation to 2030/2031 Completion	\$1,469,000
<b>Third - DOS Total, excluding GST</b>	<b>\$6,200,000</b>

**DOS TOTAL excl GST** **\$30,505,000**

### Regional Open Space (ROS)

#### First Stage (Northern Site – Baseball Diamonds, Dog Park)

Siteworks and Landscaping	\$10,056,325
Pavilions, Toilets and Shade Structures	\$3,320,000
External Services	\$1,661,000
Preliminaries	\$1,171,675
	<b>\$16,209,000</b>
Design Contingency 10%	\$1,621,000
Construction Contingency 5%	\$810,000
Loose Furniture & Equipment	\$150,000
Professional Fees	\$1,879,000
Client Management Fees - Excluded	-
Escalation to 2033/2034 Completion	\$6,935,499
<b>First Stage - ROS Total, excluding GST</b>	<b>\$27,604,499</b>

#### Second Stage (Centre Site – Tennis, Netball)

Siteworks and Landscaping	\$11,839,574
Pavilions, Toilets and Shade Structures	\$3,340,000
External Services	\$1,991,000
Preliminaries	\$1,383,426
	<b>\$18,554,000</b>
Design Contingency 10%	\$1,856,000
Construction Contingency 5%	\$928,000
Loose Furniture & Equipment	\$150,000
Professional Fees	\$2,149,000
Client Management Fees - Excluded	-
Escalation to 2033/2034 Completion	\$8,746,000
<b>Second Stage - ROS Total, excluding GST</b>	<b>\$32,383,000</b>

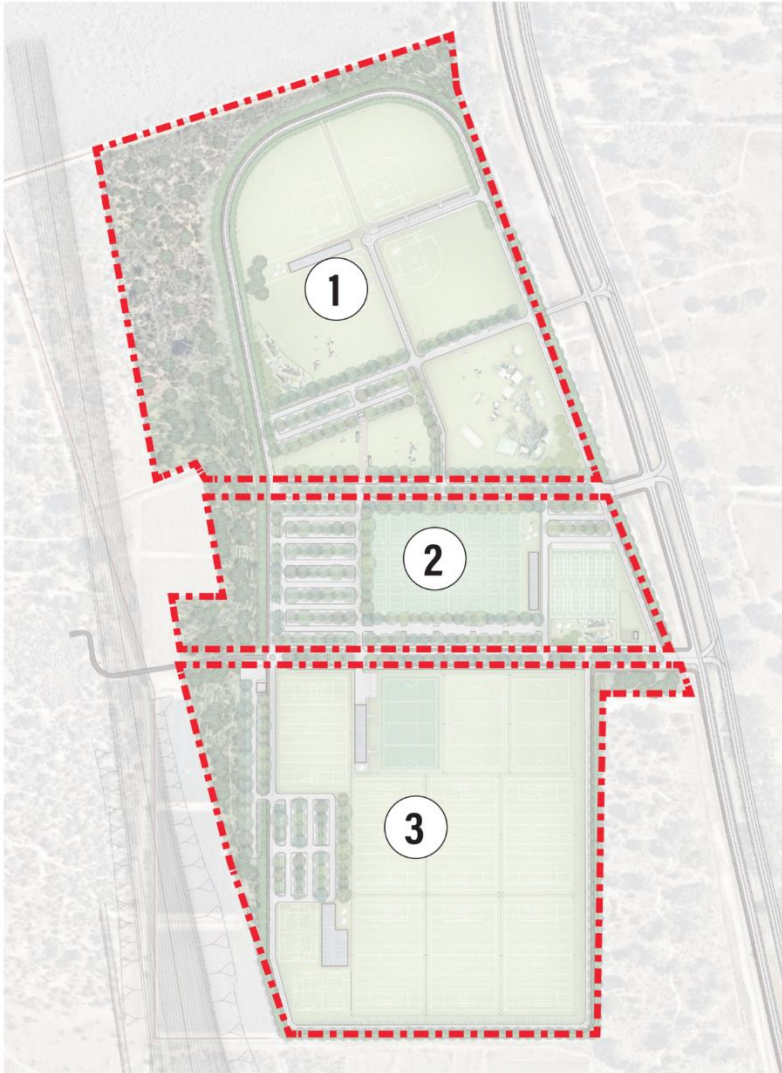
#### Third Stage (Southern Site – Hockey and Soccer)

Siteworks and Landscaping	\$8,639,572
Pavilions, Toilets and Shade Structures	\$6,590,000
External Services	\$2,552,000
Preliminaries	\$1,119,428
	<b>\$18,901,000</b>
Design Contingency 10%	\$1,890,000
Construction Contingency 5%	\$945,000
Loose Furniture & Equipment	\$350,000
Professional Fees	\$2,209,000
Client Management Fees - Excluded	-
Escalation to 2033/2034 Completion	\$9,475,000
<b>Third Stage - ROS Total, excluding GST</b>	<b>\$33,770,000</b>

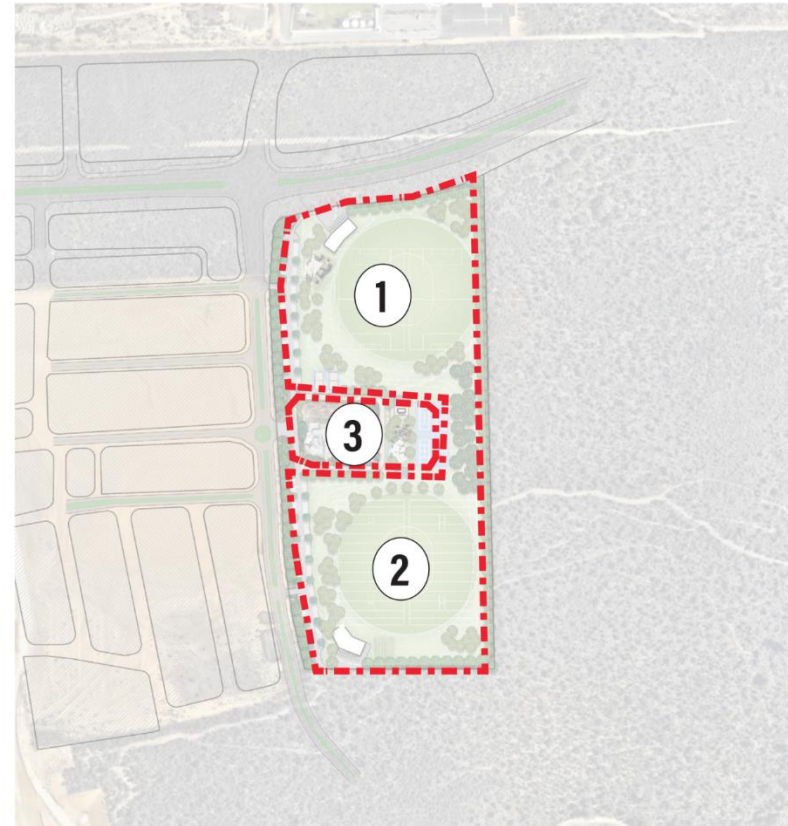
**ROS TOTAL excl GST** **\$93,757,499**

## 5.3 STAGING DIAGRAMS

### REGIONAL OPEN SPACE



### DISTRICT OPEN SPACE





# 6.0 OUTSTANDING ITEMS

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OPEN SPACES

## 6.1 RECOMMENDATIONS

### FUTURE DESIGN PHASES

**It is recommended, at a minimum, that the following studies are undertaken to enable future design development:**

- Aboriginal Heritage Survey
- Landscape Masterplan following the Spatial Masterplan
- Services and utilities upgrades studies
- Surveys
- Geotechnical Report
- Environmental Impact Assessment
- Civil engineering Masterplan
- Community and stakeholder consultation



## 7.0 ANNEXURE

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OPEN SPACES



# 7.1 ROS PROPOSAL - OVERALL PLAN



**UDLA**

LEVEL 1A, 3-5 JOSEPHSON STREET  
FREMANTLE, 6160 WA  
HELLO@UDLA.COM.AU | (08) 9336 7577

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**CP03-06/24 Wanneroo Raceway Master Plan Update**

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File Ref: 35395 – 24/152954  
Responsible Officer: Acting Director Community & Place  
Attachments: 2  
Previous Items: CP01-03/20 - Wanneroo Raceway Master Plan -  
Ordinary Council - 10 Mar 2020 7:00pm

**Issue**

To consider the draft Wanneroo Raceway Master Plan and the outcomes of community engagement.

**Background****The Wanneroo Raceway**

The Wanneroo Raceway (the Raceway) is Crown land vested under a management order to the City of Wanneroo. The land comprises an area of approximately 60 hectares, being a portion of 440 (Lot 12748) Wattle Avenue, Neerabup. The City leases the site to the WA Sporting Car Club (WASCC) and receives an annual rent from WASCC based on a turnover formula in the lease.

The WASCC has occupied the site since 1969, more recently under a lease that commenced on 1 October 2001 for an initial term of 21 years. The permitted purpose of the site under the lease arrangement is “motor racing, any other sporting activities, any charitable or philanthropic use and any other activity involving the use of the racing circuit”. At its meeting held on 27 November 2018, Council resolved to extend the existing lease, by way of an option, for a further 11 years. The new lease commenced on 16 February 2022.

The WASCC oversees the management of the Raceway which is used extensively throughout the year by its members and other motoring entities, including the Perth leg of the annual V8 Supercars Australia event. In addition to the track, the lease area comprises numerous buildings such as the media and administration centre, and pit lane and associated structures.

**Wanneroo Raceway Masterplan**

The Raceway is identified in the State Sporting Infrastructure Plan Review (2019) as the State’s primary venue for national and international level motorsport events. In 2009, the Department of Sport and Recreation (DSR) completed a Business Case and supporting Master Plan (2009 Master Plan) for the Raceway. The Business Case supported a State Government investment of \$13.76 million to upgrade the facility and provide the minimum standard of infrastructure to meet the needs of the V8 Super Cars Australia (V8SCA) event. These works were completed in 2012. The 2009 Business Case also identified that demand for track time exceeds that currently available and that an option existed for a second track to the north of the existing Raceway.

In response to the issue of the future development of the Raceway identified in the 2009 Business Case and Master Plan report, the need for a new master plan was identified following discussions in 2017 between the City’s Chief Executive Officer, the WASCC, and the then Director General of the Department of Sport and Recreation (now the Department of Local Government Sport and Cultural Industries – DLGSC). The preparation of a new master plan was subsequently included as an action in the City’s 2018/19 Corporate Business Plan.



David Lanfear Consulting was appointed in June 2018 to undertake the development of the Wanneroo Raceway Master Plan (the Master Plan). The purpose of the Master Plan is to guide the long-term development of the site to enable the Raceway to become a focus of motor sport activity within WA, and to consolidate existing and potential future related activities within one connected precinct. The draft Master Plan was completed in June 2019.

Due to the size of the document, the full report has been placed on the Council Members' Hub for information. A copy of the main Concept Plan illustrating the recommendations of the Master Plan is included as **Attachment 1**.

The draft Master Plan was presented to Council at its meeting held on 10 March 2020 (CP01-03/20), where Council resolved the following:

*"That Council:-*

- 1. ENDORSES, for the purposes of public comment, the draft Wanneroo Raceway Master plan, as shown in Attachment 1 of this report; and*
- 2. NOTES that the draft Wanneroo Raceway Master Plan will be released for a 42 day public comment period from 30 March 2020 to 10 May 2020, with the outcome to be reported to Council at its meeting held on 30 June 2020."*

## **Detail**

### Scope & Objectives

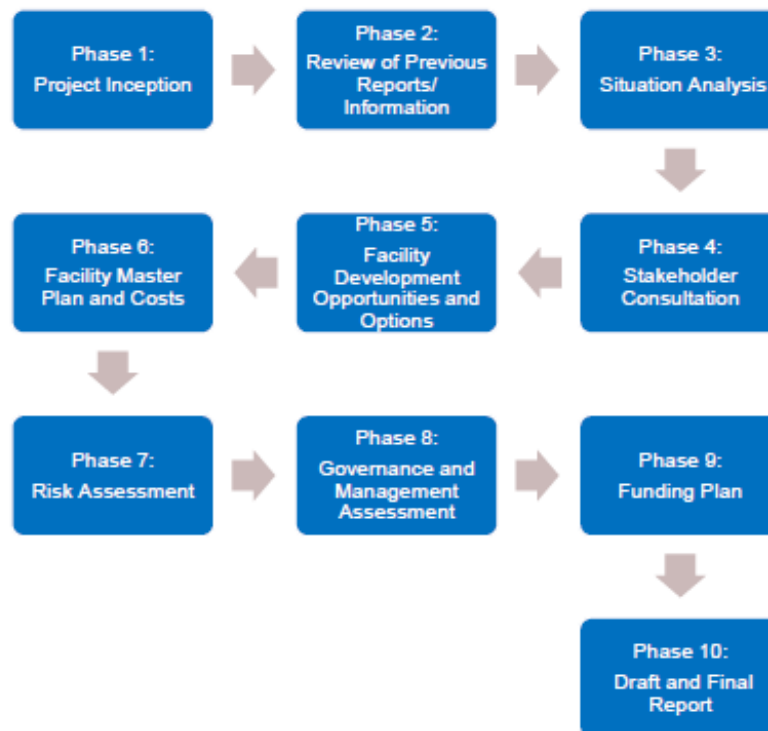
The overall scope for the development of the Master Plan was to:

- identify opportunities and limitations for the reconfiguration and expansion of the Raceway and associated infrastructure, using the existing site and the two Department of Biodiversity, Conservation and Attractions lots to the north;
- prepare a cost plan for new and upgraded infrastructure;
- develop a 10-year funding model, including routine and restorative maintenance requirements, to support the staging plan; and
- review the governance and management model recommendations of the 2009 Business Case and Master Plan for the current and expanded Raceway facilities.

The identified Master Plan objectives were:

- 1) the provision of separate, but interconnected, racing circuits for car and motor cycle racing (based on a notional multi use tracks 'A' and 'B');
- 2) integrated and connected pit, administrative and ancillary facilities;
- 3) creation of linkages to existing motor-cross and go-kart facilities within the precinct;
- 4) the potential development of other motorsport and cycling facilities including, but not limited to, the following:
  - a) Drift track
  - b) Jet boat racing
  - c) 4WD training and rally
  - d) Mountain bike trails
  - e) BMX track.
- 5) to identify opportunities to link to Edith Cowan University's Motor Sport Program and motorsport opportunities within Australia and South East Asia; and
- 6) to identify opportunities for the development of the site as a significant events precinct including other ancillary activities that could co-exist on the current (or future extended) site, such as motor museum, function centre or other more visitor/family friendly attractions.

The methodology for the Master Plan report is outlined below:



### Key Principles & Considerations

The key considerations taken into account in the development of the Master Plan included:

- The Wanneroo Raceway is a unique facility that has been identified as having the potential to deliver both community and economic benefits to the City;
- The population within the Raceway's 10km catchment will increase from 122,616 (2016) to 178,515 (2036). Although the Masterplan report was prepared in 2021, based on internal reviews regarding population growth, it is not expected that these projections would have changed significantly since that time;
- Opportunity to attract tourism through an integrated events strategy;
- The Raceway has a number of existing design deficiencies that will require addressing within the existing circuit;
- The site has ageing infrastructure that is in need of improvement, in terms of both renewal and upgrades, notwithstanding required new infrastructure;
- A number of existing environmental, water management, bush fire risk, Aboriginal heritage, planning and conservation constraints (refer to Section 3 of the Report);
- Potential to accommodate a variety of non-motorised cycle sports, in particular the Wanneroo BMX Club; and
- A number of opportunities (based on industry benchmarking) to develop the site and surrounding land into a comprehensive motorsport and events destination.

The key design principles that underpinned the development of the Master Plan included:

- Provision of a multi-functional extended event space;
- Increase in potential use of the existing and proposed circuits;
- Maximise the opportunity to develop discrete functional elements into land parcels that can be tested in the commercial market;
- Creation of a main event space between the two paddocks;

- Accommodating major event populations by utilising adjacent land to the east (subject to statutory approvals and securing access by the land manager) as a large car park where people can come directly onto the site and into grandstands or walk to the central parkland area.
- The grouping of the hotel, drivers club and museum in a central location;
- An expanded parkland area which incorporates a number of paths and natural walkways.
- Provision of 'Parkland' and 'Extreme' zones (identified on the Plan by blue and green boundaries) which are intended to provide a pleasant and inviting environment where walking between events becomes part of the reason why visitors are attracted to the site.
- The use of 'natural' paths to gain access to spectator areas. An example of this is in gaining access to Turn 1 of the new circuit to a temporary grandstand location overlooking one of the most exciting corners on the track.
- Allowance for simultaneous use of the dirt oval/criterium circuit (use to be determined) with all Federation Internationale de l'Automobile (**FIA**) and Federation Internationale de Motorclisme (**FIM**) circuit permutations.

### Key Masterplan Features and Recommendations

Based on the potential need for additional infrastructure and to provide a development that maximises commercial opportunities, the facility development components considered as part of the Master Plan have been ranked in accordance with the following priority list:

- Priority 1: Essential element to drive income and sustainability of the site and/or essential club infrastructure components;
- Priority 2: Marginal economic value but important extension of club activities;
- Priority 3: Marginal development options to be considered. Possible future developments under investigation.

The following table summarises the key features included within the Master Plan, noting the probable cost of each priority area:

Development	Priority 1	Priority 2	Priority 3
FIA Grade 2 FIM Grade B Circuit	<ul style="list-style-type: none"> <li>• 4.27 km Main FIA Circuit.</li> <li>• 2.6 Km National Circuit.</li> <li>• 1.7 Km Club Circuit.</li> <li>• Enhanced Spectator Area.</li> <li>• Temporary Grandstand .</li> <li>• Primary Paddock.</li> <li>• Primary Pit Building.</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary Paddock.</li> <li>• Secondary Pit Building.</li> <li>• 750m Straight for Informal Drag Racing.</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated Extreme Sports Area – including speedway and/or dedicated criterium area and/or jet boat area (subject to further consideration).</li> </ul>
Wanneroo Raceway	<ul style="list-style-type: none"> <li>• 2.41km circuit with extended run-off (noting rationalised current infrastructure and improvements as per previous 2009 Master Plan).</li> <li>• Links to enable existing track to be split for simultaneous use.</li> <li>• Vehicle overpass on the south side to gain entry to</li> </ul>		



Development	Priority 1	Priority 2	Priority 3
	the central paddock area without impacting on users. <ul style="list-style-type: none"> <li>• Temporary grandstand.</li> <li>• Existing hospitality.</li> <li>• Existing pedestrian overpass.</li> </ul>		
Driver experience centre	<ul style="list-style-type: none"> <li>• Operate within the existing Wanneroo Raceway circuit and be closed off to run as a separate smaller circuit where necessary.</li> <li>• Include pit lane, operations building, dynamic pad (180m x 60m), skid pan, irrigated kick plate, land change and 1.11km handling circuit.</li> </ul>		
Off Road Facilities	<ul style="list-style-type: none"> <li>• Integrating the existing FIM Motocross circuit within an extreme sport zone.</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-Use Off Road Area.</li> </ul>	<ul style="list-style-type: none"> <li>• Dirt Speedway Oval (cars).</li> <li>• Alternative use of the speedway site for a criterium circuit.</li> <li>• Off road trails.</li> </ul>
Non-automotive facilities	<ul style="list-style-type: none"> <li>• Existing Infrastructure and Storage – upgrade, refurbishment and eventual replacement.</li> <li>• Open Parkland.</li> <li>• Hotel.</li> <li>• Luxury Villas.</li> <li>• Potential Amphitheatre Location(s).</li> <li>• Commercial / Retail Units.</li> <li>• Extreme Park Welcome Centre.</li> <li>• Camping Area and Event Parking.</li> <li>• Existing Natural Trails.</li> </ul>	<ul style="list-style-type: none"> <li>• Motor Museum.</li> <li>• Automotive Club House.</li> </ul>	<ul style="list-style-type: none"> <li>• Infield Jet Boat Area.</li> <li>• Mountain Bike opportunities via existing trail networks.</li> </ul>
Ancillary facilities	<ul style="list-style-type: none"> <li>• Site Welcome Structure.</li> <li>• Parking Area.</li> <li>• Protected Bushland.</li> <li>• Primary Access.</li> <li>• Secondary Access.</li> </ul>		
<b>COST (as at 2021)</b>	<b>\$183,436,175</b>	<b>\$33,695,598</b>	<b>\$13,898,002</b>

Overall, the total estimate of probable cost (including all Priority 1, 2 and 3 works) is \$231M, noting that each area of development would be subject to detailed business cases and feasibility studies. It should be noted that this figure is likely to have increased since the Master Plan was originally developed in 2021.

Section 9 of the Report considers funding options, with the development of Public Private Partnerships and Private Sector Investment being the main focus. The indicative implementation plan for the Master Plan has been included within Section 10 of the Report, which identifies high-level responsibilities in respect to the project phases.

## Consultation

In response to Council's resolution, preparations were made to engage with the public for a period of 42 days between 30 March 2020 and 10 May 2020. However, due to the impact of the COVID-19 pandemic, the community engagement was delayed and ultimately took place between 22 June 2020 and 2 August 2020.

The consultation approach included the following:

- 1) Information provided on the City's "Your Say" page;
- 2) Advertising for feedback on the City's various social media platforms;
- 3) Direct communication with relevant stakeholders, including:
  - a) West Australian Sporting Car Club
  - b) Wanneroo BMX Club
  - c) Motorcycling Australia
  - d) Motorsport WA
  - e) WA Kart Association
  - f) Department of Local Government, Sport and Cultural Industries
  - g) Tourism WA.

In total, the City received 27 written responses during the engagement process. Nine responses (33.3%) were received from motor racing bodies and local residents, with 18 responses (66.7%) received from the Wanneroo BMX Club.

In terms of those identifying as being part of the motor racing community, the responses were largely positive, with 8 of the 9 responses (88.9%) offering support for the project, though it should be noted that further information will be provided by motor sport bodies as the design progresses. Some of the comments included:

- *I think the planned proposal is magnificent I am often participating in events at Barbagallo;*
- *It's LONG overdue; and*
- *As a Wanneroo resident for over 20 years, I'd like to say that I've looked at the drafts plans and I'm 100% in favour of the proposal.*

One resident expressed concerns with the project relating to noise levels and the environmental impact of the facility. A response was sent to the resident noting that further development work in terms of noise assessment and environmental management would need to be undertaken.

While the majority of feedback from the motor racing community was supportive of the Master Plan, there was a strong response from the Wanneroo Raceway BMX Club (**the BMX Club**) indicating little support for the proposed development of a BMX track at the Raceway. In total, the City received 18 responses from members identifying as BMX Club stakeholders, with 16 of these responses indicating that they did not support moving the club to the Precinct. These comments included:

- *For Wanneroo BMX Club to survive I feel that a location closer to its current location would be more beneficial.*
- *I feel the relocation of the club will deter a lot of new members and we would lose current riders due to the distance of the proposed track relocation. We live in Ellenbrook and so do a lot of other families that ride at the club.*
- *Motor sports and BMX don't mix.*

- *I do not oppose the facility of a motorsport raceway, I do oppose BMX (non-motor) being part of the facility as I believe this is not in the best interest of the club.*
- *Area does not have a family friendly atmosphere.*
- *The current location of Wanneroo BMX is in an ideal location, it has great street visibility, enabling the Club to pick up more riders from passing by traffic which a move to such as isolated area will limit new member enquiries.*

Based on the engagement, there were two main points the BMX Club made:

1. The BMX Club does not want to relocate from its current site; and
2. If they did have to move, the Wanneroo Raceway was not their preferred location.

The Club formalised its position in correspondence to the City on 8 November 2020 with the City's response provided on 5 January 2021.

Administration also received correspondence from the DLGSC. While the preliminary discussions held with DLGSC in July 2019 were positive (with DLGSC indicating in-principle support for the project), their correspondence to the City as a part of the engagement process raised a number of questions in relation to the Master Plan that would need to be addressed through further feasibility and planning stages.

Administration also received a letter of support from the Banksia Grove Residents Association (**BGRA**). Though the letter states the support for the facility, BGRA did not support the potential rate levy (refer to the Financial Implications section for identified funding models) and noted a request for the upgrade of the road network which supports the precinct. In relation to the rate levy, it should be noted that this is included in the Report as a possible option for Council's future consideration, but is not an option that is currently being considered.

### Further State Government Consultation

As the majority of the above detail was initially provided in 2021, Administration subsequently met with key State Government departments in late 2022/early 2023 to ascertain if any updates could be provided that would alter the nature of the Masterplan.

### DLGSC

DLGSC representatives provided an update on the progress of the 2019 WA Motorsport Strategy (**the Strategy**) which was developed in consultation with the motorsports industry, bitumen-based motorsport facility operators, and other key motorsport stakeholders to assist with the ongoing development of a successful motorsport industry in WA.

The DLGSC has established a working group to progress actions resulting from the Strategy, which now meets on a bi-monthly basis. Organisations represented on the working group include:

- Motorcycling Western Australia;
- Motorsport Australia;
- West Australian Sporting Car Club;
- Stati Group;
- Collie Motorplex;
- Karting WA;
- Western Australian Speedway Commission; and
- Australian National Drag Racing Association.



Other key outcomes achieved include the establishment of best practice guidelines and reviewing and clarifying the requirements of the Strategy. At this stage an updated Strategy is expected to be further developed in 2024.

As implementation of the Strategy continues, the City will meet with DLGSC as required, to ensure the Strategy and Raceway project are aligned to benefit the motorsport industry in Western Australia.

It is noted that the 2019 WA Motorsport Strategy references a proposed motorsport facility in Keysbrook in the Shire of Serpentine-Jarrahdale which is currently going through planning and approval processes.

#### Department of Biodiversity, Conservation and Water (DBCA)

Administration met with representatives from DBCA but no further information or input was provided on the Master Plan.

Administration was informed that DBCA plans to harvest the pines to the north of the Raceway site. This will likely have an impact on the existing off-road vehicle infrastructure, preventing use during and following the harvesting.

In light of this, it should be noted that DBCA is looking for alternative locations for off-road vehicle recreation in the metropolitan area. With this in mind, Administration met with representatives of the Department's consultant GHD in March 2023. While discussions were held regarding the potential for off-road vehicle use inside the Master Plan area, there is no scope for this to be included.

Administration has remained in contact with state government departments and met with representatives in February 2024 to provide an update on the status of the Master Plan.

#### **Comment**

The Master Plan shows that the City has a unique opportunity to not only further advance existing motor sport activities (bitumen based four wheel and two wheel), but to also accommodate other forms of motor sport activity, non-automotive sporting activity, commercial, event, tourism and community outcomes.

It has taken some time to report back to Council on the outcomes of community engagement – initially due to delays associated with Covid-19, and then subsequently due to the need to conduct further consultation with state agencies at the request of the DLGSCI. Despite these delays, given the extent of engagement undertaken previously, it is not considered necessary to undertake further consultation on the Masterplan itself. Further consultation with stakeholders and community would be required as the necessary further feasibility investigations and design work is undertaken.

As a result of the feedback received from the BMX Club, Administration has revised the Wanneroo Raceway Master Plan to update the BMX Club's position and to include a version of the Master Plan that does not include the proposed BMX facilities (noting also that the BMX facilities have been removed from the table included within the Detail section of this report). An extract from the previous Master Plan design demonstrating the former location of the BMX and Pump track is included as **Attachment 2**.

The outcome of the engagement period was discussed at the April 2021 meeting of the former Wanneroo BMX Raceway Club Relocation Working Group, noting the Club's position of not supporting the relocation to the Wanneroo Raceway precinct. Options for the relocation of the BMX Club and/or re-development of the facilities have been further considered through Working Group meetings with an outcome being that a new lease has

been executed for their existing site and the group has secured external funding to assist with upgrading the facilities.

Following the adjustments to the Master Plan, the City has provided a clear indication of the possible future expansion at the Wanneroo Raceway and the State Government land to the north of the existing site. The implementation of the Master Plan will be dependent on the buy-in and support of the key stakeholders identified within the Master Plan process. The identification and development of key public private partnerships and private sector investment will also be fundamental to the successful implementation of the Master Plan.

Given the scale of the proposed development and the significance of the Master Plan to bitumen-based motor sport in WA, it is considered that the role of the City will primarily be to advocate for the implementation of the Master Plan, rather than take the lead role in facilitating its implementation and ongoing management. As the existing raceway is located on Crown land, and the expansion area on land owned by the State Government, it is recommended that Council consider requesting that the State Government take the lead role in progressing the improvement of the Wanneroo Raceway as part of its implementation of the overarching WA Motorsport Strategy. The Master Plan would then be used to seek support at State and Federal Government levels and to further explore and develop partnership opportunities for infrastructure development.

Accordingly, it is proposed that Administration prepare an advocacy campaign for the development of the Raceway should the Master Plan be endorsed by Council. This advocacy approach would include the development of a Fact Sheet for Council’s approval, providing an overview of the proposal, need, benefits, consequences of non-delivery, current project status, indicative budget implications and what is required (the “ask”). Key steps within this process will include:

- State Government and WASCC endorsement of the draft Wanneroo Raceway Master Plan;
- Advocacy to the State Government to secure the land parcels to the north of the existing raceway; and
- City of Wanneroo partner with the State Government in respect to investment attraction.

It should be noted that the Wanneroo Raceway Masterplan is listed on the City’s Advocacy Plan Master List of Projects and Initiatives under the Liveability theme, as outlined below:

Project	Advocacy “Ask”
Wanneroo Raceway Masterplan	State and Federal Government to support and fund approximately \$183M to implement Option 1 of the Raceway Masterplan.

**Statutory Compliance**

Nil

**Strategic Implications**

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

- 1 ~ An inclusive and accessible City with places and spaces that embrace all*
  - 1.3 - Facilities and activities for all*

## Risk Appetite Statement

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

## Risk Management Considerations

Risk Title	Risk Rating
ST-G09 LTFP	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

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

The above risks relating to the issues contained within this report have been identified within the City's Strategic and corporate risk registers. Action plans have been developed, within the Master Plan to manage these risks to improve the existing management systems.

## Policy Implications

Nil.

## Financial Implications

As outlined within the Report, the total estimate of probable cost to implement the Master Plan is \$231M (as at 2021). The project is not currently listed in the City's 20 year Capital Works Budget / Long Term Financial Plan, and it is difficult to accurately assess the financial implications of the Plan on the City at this stage.

As a significant local, state and (potentially) internationally significant facility, it is expected that considerable funding from other tiers of government as well as the private sector would be required to realise the Masterplan vision. Further detailed feasibility studies and business cases for each of the site elements would be necessary to identify the extent of funding required to implement the Masterplan. Given the scale and cost of the development, this adds further weight to the need for the State Government to take the leadership role in its implementation.

Ultimately, any contribution by the City should, in principle, be limited to the amount required to develop the infrastructure to the standard required to support use by the surrounding district(s), with regional, state and international level facilities funded by other contributions.

## Voting Requirements

Simple Majority



**Moved Cr Bedworth, Seconded Cr Miles****That Council:-**



1. **ENDORSES** the Draft Master Plan Concept, as provided in Attachment 1, as the guiding document for future advocacy and development of the Wanneroo Raceway;
2. **FORWARDS** the Wanneroo Raceway Master Plan to the State Government for their consideration and endorsement;
3. **AUTHORISES** the Chief Executive Officer to write to the State Government requesting that they take the lead role in progressing the improvement of the Wanneroo Raceway as part of its implementation of the overarching WA Motorsport Strategy; and
4. **THANKS** the community for their feedback during the engagement period.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- |  |           |
|--|-----------|
| 1 <a href="#"></a> Attachment 1 - Wanneroo Raceway Masterplan Concept                               | 24/144311 |
| 2 <a href="#"></a> Attachment 2 - Wanneroo Raceway Master Plan - BMX & Pump Track proposed location | 21/124242 |



- FIA GRADE 2 | FIM GRADE B CIRCUIT
- (A) 4.27 km | MAIN FIA CIRCUIT
  - (AA) 2.6 km NATIONAL CIRCUIT
  - (AB) 1.7 km CLUB CIRCUIT
  - (AC) PRIMARY PADDOCK
  - (AD) SECONDARY PADDOCK
  - (AE) 750m STRAIGHT FOR INFORMAL DRAG RACING
- PRIMARY PIT BUILDING
- (AJ) SECONDARY PIT BUILDING
  - (AK) TEMPORARY GRANDSTAND
  - (AL) ENHANCED SPECTATOR AREA

- WANNEROO RACEWAY
- (B1) 2.41 km CIRCUIT WITH EXTENDED RUNOFF
  - (B2) LINK FOR SIMULATIONS TRACK USE
  - (B3) VEHICULAR OVERPASS
  - (B4) TEMPORARY GRANDSTAND
  - (B5) EXISTING HOSPITALITY
  - (B6) EXISTING PEDESTRIAN OVERPASS
  - (B7) ENHANCED SPEEDWAY SPECTATOR AREA

- DRIVER EXPERIENCE CENTRE
- (C) DRIVER EXPERIENCE CENTRE
  - (CA) DEC PITLANE
  - (CB) DEC OPERATIONS BUILDING
  - (CC) DYNAMIC PAD 180m x 60m
  - (CD) Ø40m SKID PAN
  - (CE) IRRIGATED KICK PLATE
  - (CF) LANE CHANGE
  - (CG) 1.11 km HANDLING CIRCUIT

- OFFROAD FACILITIES
- (D1) FIM MOTOCROSS CIRCUIT
  - (D2) MULTI-USE OFF ROAD AREA

- NON-AUTOMOTIVE FACILITIES
- (F1) EXISTING INFRASTRUCTURE AND STORAGE
  - (F2) OPEN PARKLAND
  - (F3) HOTEL
  - (F4) LUXURY VILLAS
  - (F5) POTENTIAL AMPHITHEATER LOCATION
  - (F6) COMMERCIAL | RETAIL UNITS
  - (F7) 850 M CRITERION TRACK
  - (F8) MOTOR MUSEUM
  - (F9) EXISTING NATURAL TRAILS
  - (F10) AUTOMOTIVE CLUB HOUSE
  - (F11) CRITERION TRACK CLUB HOUSE
  - (F12) CAMPING AREA AND EVENT PARKING

- ANCILLARY FACILITIES
- (G1) SITE WELCOME STRUCTURE
  - (G2) PARKING AREA
  - (G3) PROTECTED BUSHLAND
  - (G4) PRIMARY ACCESS
  - (G5) SECONDARY ACCESS



PRELIMINARY DRAWING:  
THIS DRAWING IS FOR PRELIMINARY PURPOSES ONLY

IN ASSOCIATION WITH:

SUB-CONSULTANT'S PROJECT NUMBER: N/A

GENERAL NOTES:

- This drawing is the copyright of Apex Circuit Design Ltd and must not be used without the consultant's authority.
- Do not scale from the drawings, if in doubt, ask.
- All dimensions & levels in metres unless noted otherwise. All dimensions site & approved by the engineer.
- This drawing should be read in conjunction with other relevant archive mechanical & electrical drawings and all relevant sections of the specification.
- The information shown on this drawing should only be used as a reference construction.

DRAWING NOTES:

DRAWING REFERENCES:

174-01-03-0001-B - Track Plan	12/20	JW
174-01-01-0002-B - Protected Bush Land	05/19	HK
174-01-08-0001-AA - DEC Plan	05/19	HK
174-01-01-0003-A - Site Boundary	01/19	JW
174-01-01-0001-A - Back Ground Image	12/18	JW
174-01-02-0002-EA - Site Labels		

REV

REV	DESCRIPTION	DATE	BY
E	REMOVE BMX TRACK	12/20	JW
D	CRITERION TRACK UPDATE	05/19	HK
C	THIRD ISSUE	05/19	HK
B	SECOND ISSUE	01/19	JW
A	INITIAL ISSUE	12/18	JW

Client

DAVE LANFEAR CONSULTING

Project Title

WANNEROO RACEWAY

Drawing Title

PRELIMINARY SITE MASTER PLAN

Designed: JW

Drawn: JW

Checked: DB

Approved: DB

Drawing Number

174-01-02-0001

Scale @ A1

1:4000







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**CP04-06/24 Wanneroo Recreation Centre Sports Hub - Consultation Outcomes**

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File Ref: 40791V002 – 24/159723  
Responsible Officer: Acting Director Community & Place  
Attachments: 1  
Previous Items: CP01-07/23 - Wanneroo Recreation Centre (Sports Hub)  
- Concept Design for Community Engagement - Ordinary Council - 18 Jul 2023 6:00pm

**Issue**

To consider the outcomes of community engagement for the proposed concept design of the Wanneroo Sports Hub, and future options for Wanneroo Recreation Centre Upgrades.

**Background**

The Wanneroo Recreation Centre Precinct Master Plan (Master Plan) was developed in 2020 to take a pro-active approach to identifying opportunities to enhance and improve the Wanneroo Recreation Centre and surrounding area. In considering recommendations of the Master Plan, Council Members determined that there was a need for additional investigations to be undertaken into the Wanneroo Recreation Centre specifically (rather than the wider precinct) to consider the needs and requirements of the groups who use the facilities and address the demand for additional indoor sports courts in the Wanneroo region.

Following these investigations, several options were developed and considered by Council Members based on the provision of two separate facilities – a Sports Hub and Community Hub. This approach was preferred as the redevelopment of the existing Wanneroo Recreation Centre would not be able to accommodate all user group requirements due to footprint limitations at the site and challenges with constructing multiple levels. It was considered that the Sports Hub and Community Hub would complement each other and that their co-location within the existing Wanneroo Recreation Centre Precinct would accommodate all user group requirements and enable existing users to maintain a presence at their current location.

It was proposed that the development of a Sports Hub and Community Hub be undertaken as separate projects as follows:

- Development of the Sports Hub to accommodate some of the existing users of the Wanneroo Recreation Centre and surrounding precinct; and
- Redevelopment of the existing Wanneroo Recreation Centre as a Community Hub at a later point, dependant on available funding.

At its meeting in July 2023, Council considered the proposed Wanneroo Recreation Centre Sports Hub Concept Design (DCP01-07/23) and resolved the following:

- “1. **ENDORSES (*Attachment 1*) as the guiding concept design for the Wanneroo Recreation Centre Sports Hub at Scenic Park and the project progressing to community consultation based on this concept; and**
2. **NOTES the City’s current advocacy plan to seek further funding for the Wanneroo Recreation Centre Upgrades project.”**

This report presents the outcomes of the community consultation on the Sports Hub as per item 1 of Council’s resolution.

**Detail**

Administration undertook community engagement on the proposed concept design for the Sports Hub between November 2023 and January 2024. Details on the approach to the community engagement are outlined in the consultation section of this report, with detail on the results of the engagement outlined below.

Survey Response and Use of Existing Facilities

The City received 59 responses to the online survey. Of these respondents, 85% identified as living within the City of Wanneroo and 68% identified as an existing user of the Wanneroo Recreation Centre.

Existing users indicated that their current usage levels of the Wanneroo Recreation Centre are as follows:

Attendance	% of Responses
Occasionally	38%
Weekly	39%
Monthly	16%
Quarterly	7%
Yearly	0%

Respondents were asked which specific areas they utilise within the existing Wanneroo Recreation Centre. The results indicate that the highest areas of use are the Sports Court and the Activity Rooms as follows:

Feature	% of Responses
Sports Court	43%
Activity Rooms	43%
Other: <ul style="list-style-type: none"><li>After School Care Program</li><li>Pétanque Pitch</li></ul>	14%

Feedback on draft Sports Hub Concept Plan

Feedback on the draft Concept Design shows that the majority (80%) of respondents support the development of the new Sports Hub at Scenic Park. Respondents who oppose the development include local residents and property owners who reside adjacent to the existing facility, and current users of the pétanque pitch.

A summary of the comments received as part of the survey and Administration’s response to those comments is outlined below:

Comment	Administration Response
It’s almost impossible to get a team registered in the existing local stadiums. Finding a training venue is even more difficult. Extra courts allow more kids to register and play a hugely growing sport.	Multiple respondents provided feedback of a similar nature. The Sports Hub offers two additional indoor sports courts.
Looks fantastic, it’s great that money is being spent to upgrade City facilities. I feel it’s a worthwhile investment for our	This feedback was also popular, with respondents highlighting the age of the existing facility and the need for upgrades

Comment	Administration Response
community.	in the area.
As a longtime rate payer and considering the probable effect on our lifestyle we are strongly against any further development south of the existing centre.	This has been noted.
It's time for an upgrade, but why not build down by the large boxing shed. Think of the poor people who live opposite this hub and the constant traffic and noise.	The area referred to is Lake Joondalup Pavilion, which is located within Lake Joondalup Park (a Neighbourhood Active Reserve). The pavilion is divided into two spaces, with the eastern side being home to the Wanneroo Scout Association and the western side fully leased by the Wanneroo Boxing Club. The reserve also supports junior football training, junior cricket, and soccer training. Parking is an issue in this location as the reserve shares parking bays with Rotary Park. Aboriginal and cultural heritage restrictions also exist in this location which may restrict any potential development options.
The positioning of the buildings to the south and west of the Pétanque Pitch will block the natural breezeway of the westerly sea breezes which are important to the health and comfort of players using the pitch. A view to the forest is far more important to residents using the above area than it would be to a Calisthenics class. Accessible access to the pétanque must be retained.	Several Pétanque players provided detailed feedback on the concept design and the proposed location. Alternative locations were considered when developing the draft Concept Design but did not align with the broader Master Plan. The intention is not to enclose the existing pétanque pitch and it will remain an outdoor facility which can take advantage of westerly breezes. The exact location of the building will be determined in the detailed design phase, whilst retaining accessible access to the existing pétanque pitch and picnic shelter.
I don't approve of the concept design. Turtle activity/nesting sites have been observed nearby the footprint of the plans. Minimise the impacts on sensitive wetlands and reduce development here. Instead renovate the existing facility (demolish and rebuild) and progress the boardwalk project.	This comment has been noted. Other site options have previously been investigated. As this site is already cleared and developed as playing fields, it was considered to have the least impact on any potential activity/nesting sites nearby.
Consider the environmental and geotechnical conditions and the proximity of Lake Joondalup. Consider locating the Sports Hub on the carpark north of the existing WRC, closer to Rotary Park. The provisions within the building could service both facilities. Also, the pétanque pitch could relocate north closer to Rotary Park.	All necessary environmental and geotechnical investigations will be undertaken with the results reflected in the detail design stage. Earlier investigations into the existing Wanneroo Recreation Centre identified issues with expanding the footprint into the existing carpark without the removal of many established trees. Relocating the pétanque pitch was not



Comment	Administration Response
	included within the scope of the project.
You have other projects that are costing too much money, so you're stripping back on design and providing something cheaper. Put the money towards building Alkimos Pool the way the community want. Don't scrimp on facilities because you want to build on a flood plain.	This has been noted. The need for, and scope of this project is not considered to have an impact on the progression of the Alkimos Aquatic and Recreation Centre project. Council will need to consider future budget allocations for this project.

### Aboriginal Heritage and Consultation

Given the location of the Wanneroo Recreation Centre site and the fact that it lies adjacent to Lake Joondalup and associated wetlands, Administration considered it important to consult with Aboriginal Knowledge Holders about the proposed concept design, including those who previously provided feedback as part of the original Master Plan completed in 2020.

Esandra Colbung is an Aboriginal Elder who lives within the City of Wanneroo. She is very familiar with the Wanneroo Recreation Centre site and is well informed of the demand for additional facilities in the area. Administration met with Ms Colbung at an on-site meeting on Saturday, 2 March 2024, to discuss the proposed concept design for the Sports Hub and complete a walkthrough of the Wanneroo Recreation Centre Precinct.

Upon review of the design, Ms Colbung advised the following:

- She is happy with the concept design for the Wanneroo Sports Hub and believes the community will benefit from the facility;
- Including basketball courts within the Sports Hub is very important for the community. It provides a good place to start when introducing the sport to local youth groups, particularly those experiencing challenges at school/home;
- It is important to protect the wetlands and maintain a 50m buffer from Lake Joondalup; and
- She wishes to remain informed of any further updates regarding the Wanneroo Recreation Centre Precinct Upgrades project and welcomes any future engagement opportunities regarding City projects in the local area.

It is anticipated that once a preferred concept design has been identified for the Community Hub, additional community consultation will be undertaken, and Administration will request further feedback from Ms Colbung.

### **Consultation**

Consultation was undertaken in accordance with the City's Community Engagement Policy, by way of:

- The City's Website – Project information was made available on the City's Your Say Community Engagement Page, including the concept design and community survey;
- Community Survey - A simple survey was developed to capture the level of support for the project and collect feedback and demographic information. The survey was open between 17 November 2023 and 8 January 2024, and was targeted at the primary users of Wanneroo Recreation Centre and the surrounding facilities (inclusive of the Scouts, Boxing, Calisthenics and Pétanque Clubs).
- Direct Mailout – letters seeking feedback on the project were mailed to landowners within an 800m radius of the proposed site.

- On-site signage - Signage was installed at strategic locations in and around the Wanneroo Recreation Centre with a QR code directing people to the survey.
- Social Media - a link to the City's Your Say Page and shared on the City's social media platforms.
- Consultation with Aboriginal Knowledge Holders for Lake Joondalup – The survey and concept design were sent to Aboriginal Elders and Knowledge Holders currently registered with the Department of Planning, Lands and Heritage (DPLH), including the Knowledge Holders who previously provided feedback as part of the Master Plan completed in 2020. An on-site meeting was held on Saturday, 2 March 2024 to discuss the project and seek feedback.

## Comment

The existing Wanneroo Recreation Centre was built in 1971 and the survey results indicate that the existing levels of facility provision within the Centre do not meet the needs of the existing user groups or the local community, with the lack of indoor sports courts in the local area considered to be a contributing factor in preventing children registering and taking part in sporting activities.

The draft Sport Hub Concept Plan was supported by the majority (80%) of the respondents. There was minimal feedback (positive or negative) from the respondents regarding the proposed design of the Sports Hub and no requests were received to make any further alterations to the concept plan. Comments against the proposal primarily focused on the location of the building and suggested alternatives, however, previous investigations have already explored and discounted other site options within the Wanneroo Recreation Centre Precinct and surrounding areas. It is inevitable that any development of this nature would impact residents and property owners in close proximity to the site and every endeavour would be made to minimise this impact including retaining as much of the view to the lake as possible.

The State Government made a 2021 election commitment of \$5M for the redevelopment of Wanneroo Recreation Centre and in-principle supports the Sports Hub concept for Scenic Park. Further detail on project scope is needed to inform the development of the funding agreement between the City and the State Government.

Due to funding constraints, when this matter was previously reported to Council it was suggested the Sports Hub facility be constructed in two stages, with the first stage completed with existing funding, and the second stage to follow once additional funding was secured. While this approach would allow the project to commence with available funding, it would cost approximately \$1.3M more than if the Sports Hub were constructed in a single stage. Given the majority support for the Sports Hub facility and the demonstrated need for additional indoor court space within the Wanneroo area, Council may wish to consider delivering the Sports Hub in a single stage. The pros and cons of each option are outlined below:

- Option 1 – Staged delivery of the Sports Hub

DETAIL	COST	PRO'S	CON'S
Sports Hub - Stage 1 (2x sports courts and supporting amenities.)	Total cost = \$18.4M  • Stage 1 = \$8.3M.  • Stage 2 = \$10.1M (incl additional cost of \$1.3M for staged delivery)	• Stage 1 can be delivered within the existing budget.	• Incurs an additional cost to stage the Sports Hub construction.  • Additional funding would be required to commence Stage 2.
Sports Hub - Stage 2			

(Construct: Boxing, Calisthenics, meeting rooms, kitchen, and additional storage)			<ul style="list-style-type: none"> <li>• Longer disruption for user groups and the community.</li> <li>• Increased risk of further cost escalations.</li> <li>• Would not fully meet community needs due to delay between stage 1 and stage 2.</li> </ul>
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- Option 2 – Full delivery of the Sports Hub

DETAIL	COST	PRO'S	CON'S
Construct Sports Hub and supporting amenities in full.	\$17.1M	<ul style="list-style-type: none"> <li>• Would deliver the Sports Hub in one stage and minimise disruption to local residents.</li> <li>• Would minimise risk of further cost escalation.</li> <li>• Would better meet the needs and expectations of the user groups and the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funding required to commence stage 1.</li> <li>• Should advocacy for external funding not be successful, the remaining funding shortfall for the Sports Hub would need to be funded in full by the City.</li> </ul>

There is currently \$8.3M included in the City's Long Term Financial Plan for this project, including the \$5M State Government election commitment for which the City does not yet have an agreement.

Presently, only Option 1 can be progressed with the funding currently available, noting that it would deliver only part of the Sports Hub. Additional funding would be required to complete Stage 2.

Option 2 presents a viable option to mitigate further cost escalations and would better meet user group and community expectations. Although additional funding is required for this option, as this is also the case for the staged approach, Option 2 is considered to be the preferred option to progress the Sports Hub project.

With the information currently available, it is considered appropriate for Council to consider progressing the project to the next phase of design. With respect to the current funding shortfalls, the Wanneroo Recreation Centre Upgrade project is currently included as one of the City's 2025 Top Advocacy Priorities with total project costs of \$35M (which includes both the Sports Hub and Community Hub). Should Council decide to progress the Sports Hub project, updated cost estimates would be obtained through the process of detailed design, which would inform future advocacy and applications for external funding. Ultimately, should the City be unable to secure additional external funding, there is a risk that the City may need to meet the existing shortfall. If that were the case, Council would have the option to decide not to proceed with the project at that stage.

In considering the options outlined above, it should be noted that they do not address the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub. Although



the development of the Sports Hub will provide much needed amenity in this location and address existing demand for indoor sports court facilities in the Wanneroo district, the proposed redevelopment of the existing Wanneroo Recreation Centre would still be required to accommodate all user group requirements in this Precinct and enable existing users to maintain a presence at their current location.

Although a number of design options for the Community Hub have been explored through the process of developing the design for the Sports Hub, further work is still required to develop a feasible concept. Should Council decide to proceed with the Sports Hub project, it is recommended that planning work for the Community Hub recommence as a separate project, with a view to finalising a draft concept and associated cost estimate for Council's consideration as soon as practicable, to minimise the delay between the Sports Hub and Community Hub projects.

## Statutory Compliance

Nil

## Strategic Implications

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

*1 ~ An inclusive and accessible City with places and spaces that embrace all*

*1.3 - Facilities and activities for all*

## Risk Appetite Statement

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

## Risk Management Consideration

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

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

## Policy Implications

Nil

## Financial Implications

The estimated cost of constructing the Sports Hub is \$17.1M including project costs such as external services, builder's preliminaries, professional fees and contingencies. This is based on a cost estimate obtained in June 2023. An additional cost of approximately \$1.3M would be incurred if the construction of the Sports Hub were to be staged. Although there may be

some cost increases since this time, this estimate is considered appropriate at this stage, noting that further estimates would be obtained through the process of detailed design.

The project is currently listed in the City's Capital Works Budget and Long-Term Financial Plan as shown in the table below. This reflects the need to seek additional funds for the full construction of the Sports Hub. It should be noted that this listing reflects the staged approach to the construction of the Sports Hub proposed when the concept plan was previously reported to Council in July 2023. Should Council decided to progress the project in a single stage, then this listing would need to be updated:

Year	Detail	Municipal Funds	Grants	Reserve	Total
2024/25	Detailed design	-	-	\$50,000	<b>\$50,000</b>
2025/26	Construction – Sport Hub Stage 1.	\$200,000	\$5,000,000	\$3,050,000	<b>\$8,250,000</b>
2026/27	Construction – Sports Hub Stage 2.	-	\$10,100,000	-	<b>\$10,100,000</b>
<b>Total</b>		<b>\$200,000</b>	<b>\$15,100,000</b>	<b>\$3,100,000</b>	<b>\$18,400,000</b>

The listing outlined above does not include the funding required for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub.

The City is not currently in a position meet the total cost of the development in its current form and would need to source external funding. Accordingly, the project is included under the 'Liveability' theme of the City's endorsed 2025 Top Advocacy Projects as follows:

Project	Advocacy "Ask"
Wanneroo Recreation Centre and Precinct Development / Upgrade	State and Federal Government funding of approximately \$35M to redevelop and/or upgrade the Wanneroo Recreation Centre precinct.

The \$35M project cost includes the cost to upgrade the existing Wanneroo Recreation Centre as a Community Hub, which was previously estimated in 2021 at \$18.7M. Should Council decide to progress planning for this aspect of the project, an updated cost estimate would be provided at the time of Council's consideration of a concept design, which would be used to update the City's advocacy "Ask".

Given the community-focused nature of the facilities within the Wanneroo Recreation Centre Precinct, there are also likely to be grant funding opportunities for this project. Subject to the outcome of any grant application or advocacy efforts, there may also be additional contributions to the project that can be drawn from the City's Reserve accounts, if deemed appropriate and consistent with the purpose of the Reserve. This would need to be further investigated as the design process progresses.

## Voting Requirements

Simple Majority

**Moved Cr Herridge, Seconded Cr Parker**

That Council:-

1. NOTES the outcome of the Wanneroo Recreation Centre Sports Hub community engagement process;
2. ENDORSES the Wanneroo Recreation Centre Sports Hub Concept Design included at Attachment 1;
3. AUTHORISES the Chief Executive Officer to progress the Wanneroo Recreation Centre Sports Hub project to the next phase of design and SUPPORTS the progression of the project on the basis of undertaking it in a single construction stage;
4. REQUESTS Administration progress planning for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub; and
5. NOTES the City's advocacy approach to seek State and Federal Government funding of approximately \$35M funding for the development of both the Sports Hub and Community Hub.

**Motion to Amend****Moved Cr Smith, Seconded Cr Miles**

*That new recommendations 6 and 7 be added.*

6. ***APPROVES the formation of a project working group for the Wanneroo Recreation Centre Upgrade (Sports Hub and Community Hub) project; and***
7. ***REQUESTS a report to be presented to a future the next Council meeting to adopt the project working group Terms of Reference.***

**CARRIED  
13/0**

**For the motion:** Mayor Aitken, Cr Coetzee, Cr Figg, Cr Herridge, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif, Cr Bedworth, Cr Huntley and Cr Smith

**Against the motion:** Nil

**Substantive Motion as Amended**

That Council:-

1. NOTES the outcome of the Wanneroo Recreation Centre Sports Hub community engagement process;
2. ENDORSES the Wanneroo Recreation Centre Sports Hub Concept Design included at Attachment 1;
3. AUTHORISES the Chief Executive Officer to progress the Wanneroo Recreation Centre Sports Hub project to the next phase of design and SUPPORTS the progression of the project on the basis of undertaking it in a single construction stage;
4. REQUESTS Administration progress planning for the redevelopment of the existing Wanneroo Recreation Centre as a Community Hub; and



5. **NOTES** the City's advocacy approach to seek State and Federal Government funding of approximately \$35M funding for the development of both the Sports Hub and Community Hub.
6. **APPROVES** the formation of a project working group for the Wanneroo Recreation Centre Upgrade (Sports Hub and Community Hub) project; and
7. **REQUESTS** a report to be presented to the next Council meeting to adopt the project working group Terms of Reference.

The substantive motion as amended was put and

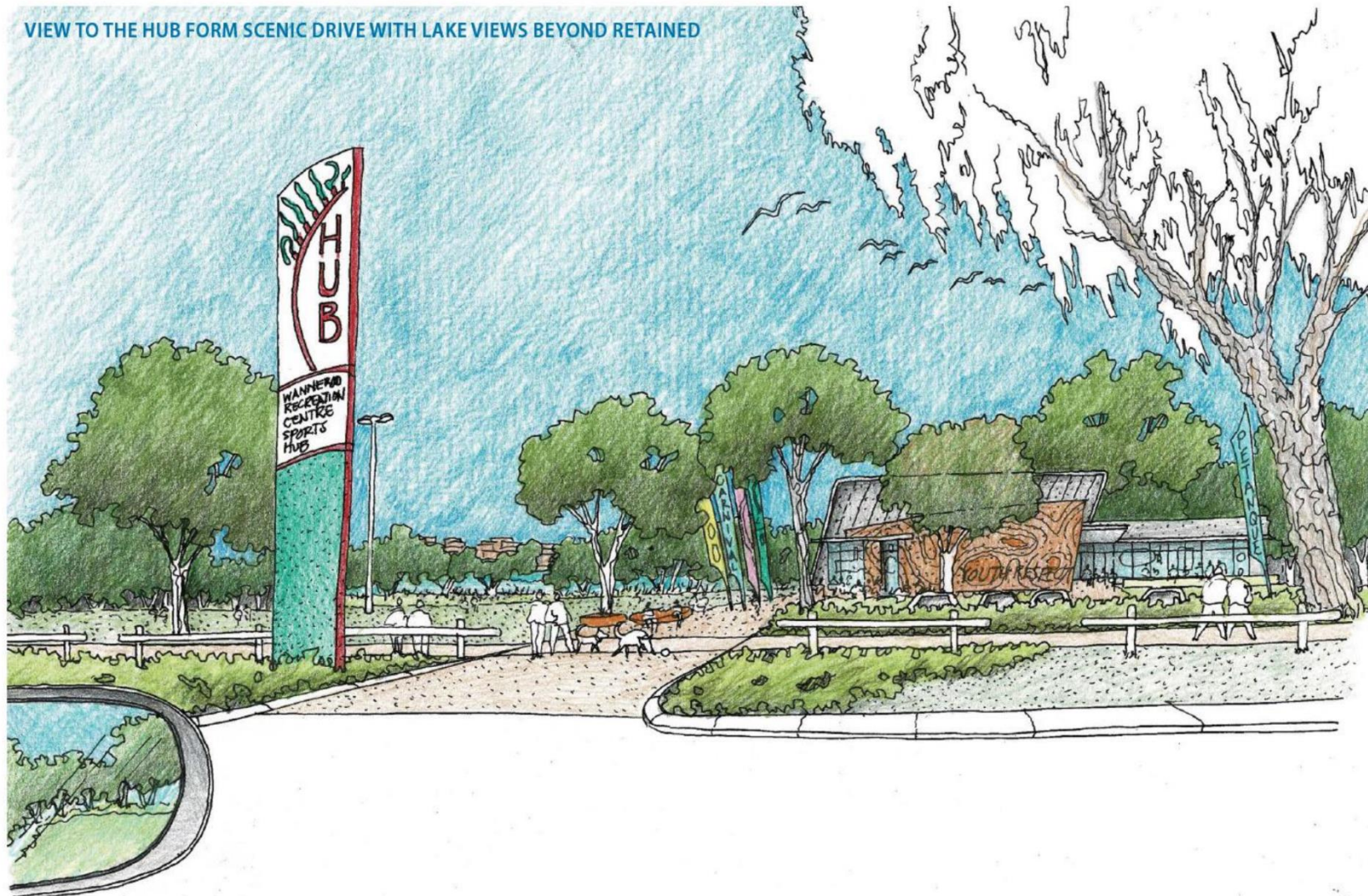
**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

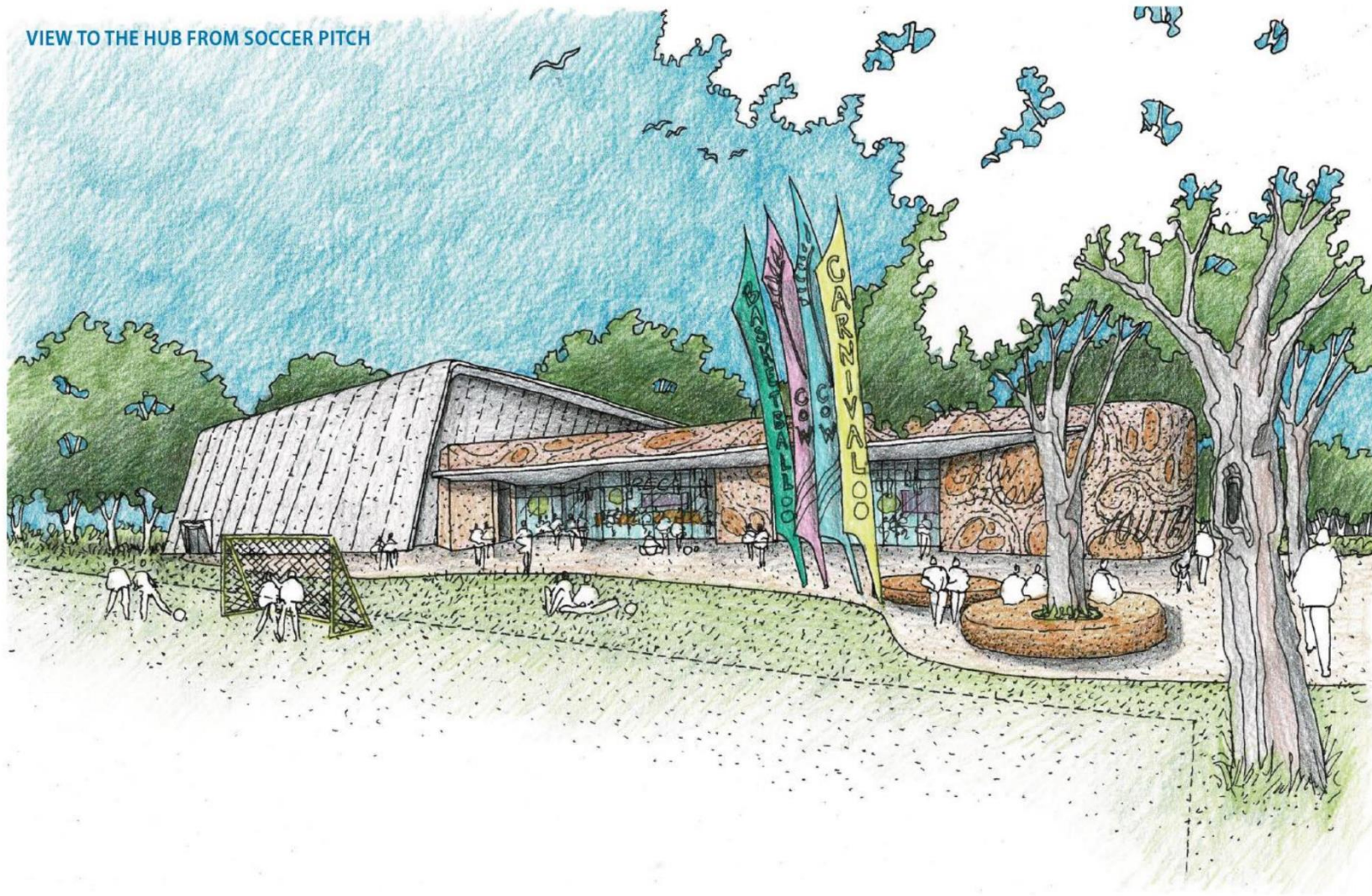
*Attachments:*

1. [Attachment 1 - Sports Hub Scenic Park - Concept Design](#) 23/160226





VIEW TO THE HUB FROM SOCCER PITCH





## FLOOR PLAN

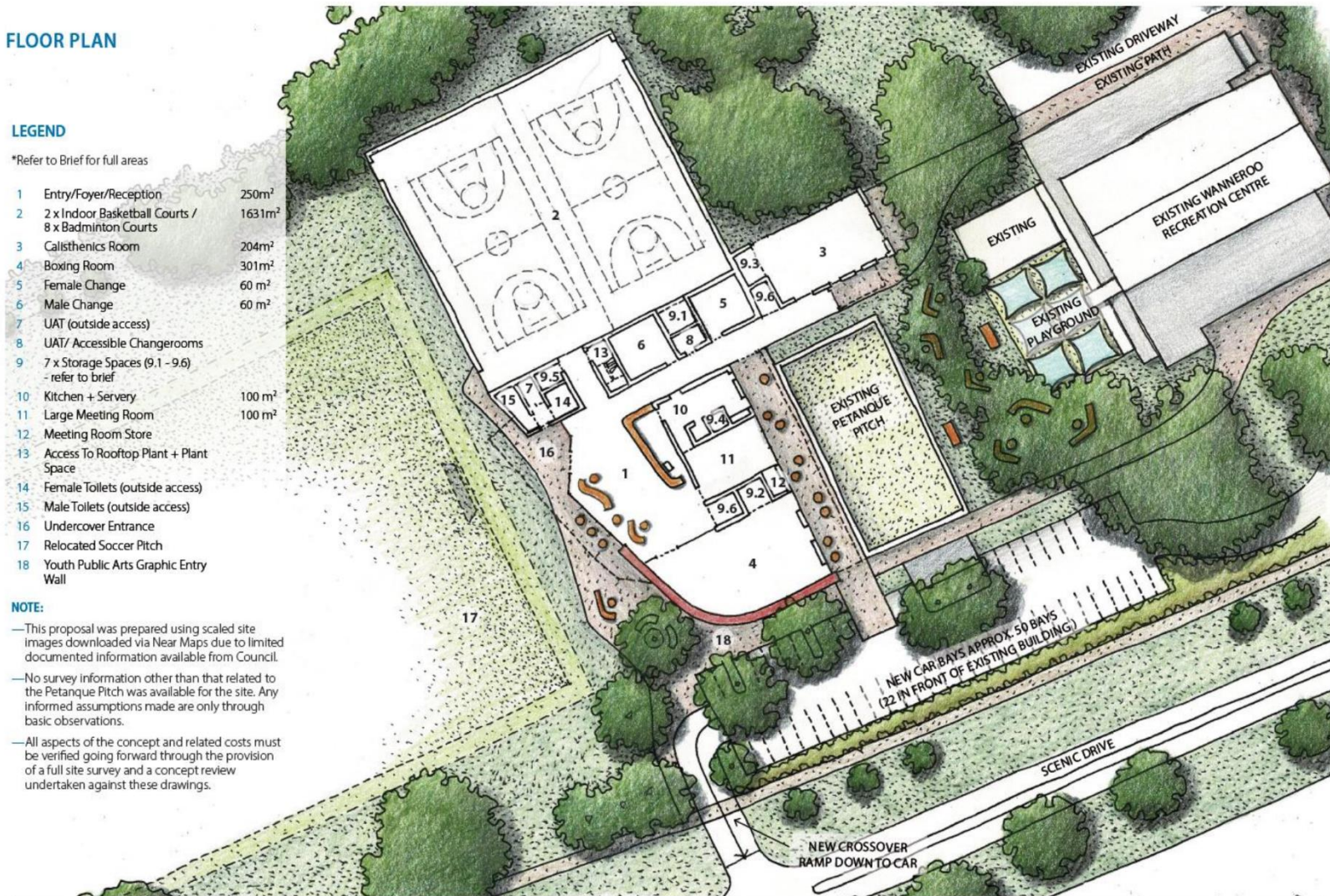
## LEGEND

\*Refer to Brief for full areas

1	Entry/Foyer/Reception	250m <sup>2</sup>
2	2 x Indoor Basketball Courts / 8 x Badminton Courts	1631m <sup>2</sup>
3	Calisthenics Room	204m <sup>2</sup>
4	Boxing Room	301m <sup>2</sup>
5	Female Change	60 m <sup>2</sup>
6	Male Change	60 m <sup>2</sup>
7	UAT (outside access)	
8	UAT/ Accessible Changerooms	
9	7 x Storage Spaces (9.1 - 9.6) - refer to brief	
10	Kitchen + Servery	100 m <sup>2</sup>
11	Large Meeting Room	100 m <sup>2</sup>
12	Meeting Room Store	
13	Access To Rooftop Plant + Plant Space	
14	Female Toilets (outside access)	
15	Male Toilets (outside access)	
16	Undercover Entrance	
17	Relocated Soccer Pitch	
18	Youth Public Arts Graphic Entry Wall	

## NOTE:

- This proposal was prepared using scaled site images downloaded via Near Maps due to limited documented information available from Council.
- No survey information other than that related to the Petanque Pitch was available for the site. Any informed assumptions made are only through basic observations.
- All aspects of the concept and related costs must be verified going forward through the provision of a full site survey and a concept review undertaken against these drawings.



gresleyabas  
architecture environment design



New Wanneroo Recreation Centre Sports Hub



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21/02/2023

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0 5 15 25m



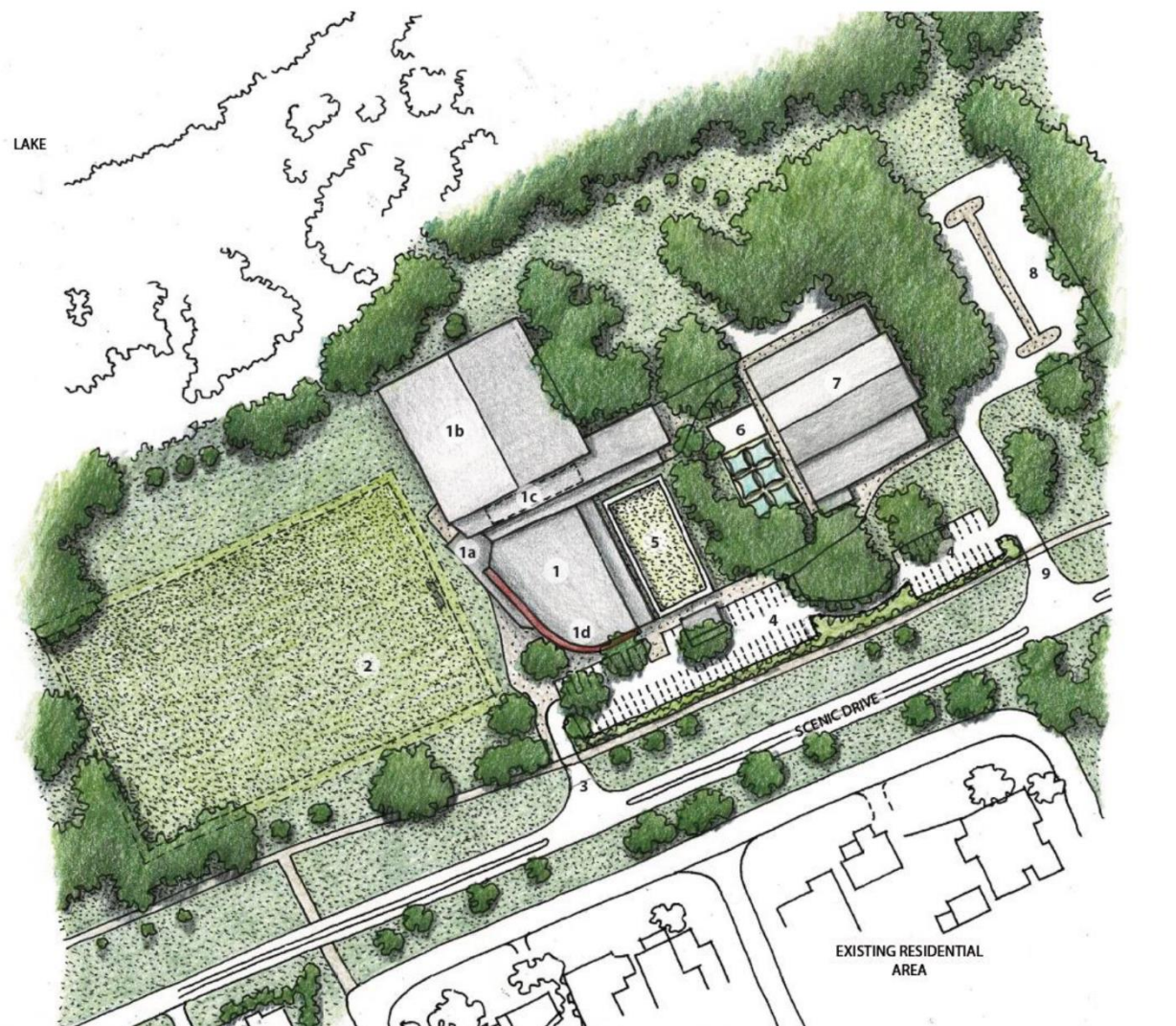
## SITE PLAN

## LEGEND

- 1 New Wanneroo Recreation Sports Hub
- 1a Entry Canopy
- 1b Sports Hall (Higher Roof)
- 1c Roof Top Plant
- 1d Youth Public Art Graphic Entry Wall
- 2 Relocated Soccer Pitch
- 3 New Crossover Ramp Down To New Parking Areas
- 4 New parking areas connected back to existing crossover (72 bays)
- 5 Existing Petanque Pitch
- 6 Existing Playground + External Spaces
- 7 Existing Recreation Centre Building
- 8 Existing Car Park
- 9 Existing Car Park Entrance

## NOTE:

- Solar panels to be installed on the Sports Hall roof.
- This proposal was prepared using scaled site images downloaded via Near Maps due to limited documented information available from Council.
- No survey information other than that related to the Petanque Pitch was available for the site. Any informed assumptions made are only through basic observations.
- All aspects of the concept and related costs must be verified going forward through the provision of a full site survey and a concept review undertaken against these drawings.



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architecture environment design

ccs strategic

City of  
Wanneroo

New Wanneroo Recreation Centre Sports Hub



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21/02/2023

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## Community Safety & Emergency Management Report

### CP05-06/24 Bushfire Brigade Local Law 2024

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File Ref: 25252V002 – 24/174452  
Responsible Officer: Acting Director Community & Place  
Attachments: 2  
Previous Items: CP04-03/24 - Bushfire Brigade Local Law 2024 -  
Ordinary Council - 19 Mar 2024 6:00pm

#### Issue

To consider repealing the Bushfire Brigades Local Law 2022 and adopting a new Bush Fire Brigades Local Law 2024.

#### Background

Council adopted the *Bush Fire Brigades Local Law 2022* on 8 November 2022 (CP06-11/22) which was gazetted on 22 November 2022 (166 of 2022) replacing the outdated *Bush Fire Brigades Local Law 2001*.

Within 10 working days of the gazettal date, the City is required to provide copies of the local law and an Explanatory Memorandum, along with other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (**JSCDL**).

The JSCDL subsequently wrote to the Mayor on 20 February 2023 requesting that the City undertake to amend its *Bushfire Brigades Local Law 2022* to comply with section 62(1) of the *Bushfires Act 1954* (the Act) and Council resolved at the Ordinary Council meeting of 21 March 2023 (CR01-03/23) to do so.

To effectively address the Committee's requirements, several amendments to the local law were considered that went beyond those identified in the previous report to Council relating to the City's undertaking to the JSCDL. The drafting of an amendment local law is a complex process, especially where numerous and significant amendments are proposed. Accordingly, Administration considered it appropriate to recommend to Council on 15 August 2023 (CP03-08/23) to repeal the existing *Bushfires Brigade Local Law 2022* and adopt, for advertising, a new Bushfire Brigades Local Law 2023.

The making of a local law is undertaken in two stages, the first that Council agree to the giving of public notice to seek submissions on the draft local law (which may include a repeal clause). The second stage is for Council to consider submissions and either adopt the local law as advertised or resolve to amend and adopt the local law if not considered significantly different to that previously advertised.

On 24 August 2023 the City undertook the requisite statutory advertising for the new draft Bushfire Brigades Local Law 2023. As part of the advertising process, a local government is required to send a copy of the proposed local law to the Minister for Emergency Services and the Minister for Local Government. Both Ministers wrote to the City expressing concerns regarding the drafting of the local law and suggested that the City may wish to seek independent advice as to whether the draft local law satisfied the requirements of the Act. There were no other submissions received at the close of advertising.



The City sought advice from McLeod's Barristers and Solicitors who has subsequently assisted the City in making amendments to the *Bushfire Brigades Local Law 2023* (as advertised) that in the City's opinion, complies with section 62(1) of the Act.

This rendition of the local law was considered significantly different to that previously advertised which required that Council recommence the local law making process. Council at its meeting of 19 March 2024 (CP04-03/24) resolved to advertise the new draft for submissions however due to the passage of time the local law name was changed to the *Bushfire Brigades Local Law 2024*.

## Detail

Section 3.12 (4) of the *Local Government Act 1995* requires that after the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed.

Section 3.13 provides for the procedure where significant change is proposed and requires that if during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

The draft *Bushfire Brigades Local Law 2024* was advertised for public comment for the duration of the statutory advertising period (not less than six weeks after the notice was given) and copies were available to be inspected at the City's offices and supplied to any person who requested a copy. Submissions closed at 4pm on Friday 3 May 2024.

One submission was received from the Wanneroo Fire Services Executive Management Group (**EMG**) expressing concerns with the drafting of Clause 5.2 (9):-

*"(9) The ending of a person's membership under clause 5.2(4) does not affect any liability that the Brigade Member may have had before their membership ended."*

The EMG's concern with clause 5.2(9) was that *"the general wording of "liability" as it could be interpreted and used for other matters outside of the scope of the local law and city policy and procedures"* and suggested that the drafting of the clause be amended to:-

*"The ending of a person's membership under clause 5.2 (4) does not affect the liability for breaching city or brigade policy and procedures or Code of Conduct that may have occurred before their membership ended."*

The City sought legal advice on the proposed amendment, and it was determined to recommend that the clause be removed in its entirety given that the *Bush Fires Act 1954*, the *Bush Fires Regulations 1954* and other legislation such as the *Work Health and Safety Act 2020* and the *Corruption, Crime and Misconduct Act 2003* address issues of liability. The removal of the clause also ensures that the local law does not contradict or conflict with any other Act or law.

The legal advice also confirmed that the removal of clause 5.2(9) does not constitute a significant change to that which was advertised as part of the public consultation process and Administration therefore recommends that Council adopt the draft *Bushfire Brigades Local Law 2024* as presented at **Attachment 2**.

## Consultation

Administration has consulted with other local governments, the Chief Bush Fire Control Officer (who in turn has consulted with Brigade Members), internal stakeholders, the City's legal officers, McLeod's Barristers and Solicitors and Council Members.

## Comment

The draft Bushfire Brigades Local Law 2024, in the City's opinion, addresses the Committee's concerns as it effectively complies with the requirements of 62(1) of the Act relating to the establishment, organisation and administration of the brigades and the appointment, employment, dismissal and duties of brigade members.

The points below summarise the key changes between the draft Bushfire Brigades Local Law 2023 (**Attachment 1**), initially advertised and the current draft Bushfire Brigades Local Law 2024 (**Attachment 2**). The additional change as a result of the recent advertising for public comment is the removal of Clause 5.2(9):-

- 1) Reference to Brigade Procedures has been removed as this is an operational document that has been drafted and approved by the City's CEO to assist in the day to day operation of the brigade and does not include matters which should be regulated by the local law.
- 2) The definition of 'Elected Officer' replaces the former definition of 'Bush Fire Brigade Officers' and this term has been used throughout the local law, where applicable. The definition of Bush Fire Brigade Member or Brigade Member has been amended to include reference to an Elected Officer as well as other members of a brigade. These definitions have been updated to provide clarity between those officers appointed by the Local Government and Elected Officers who may be elected through the Brigade.
- 3) Clause 2.2(2) now provides for an exception that a Bush Fire Control Officer appointed by the local government may not necessarily be taken to be a brigade member.
- 4) Clause 2.2(3) has been amended to refer to the term of an Elected Officer and when that term might end.
- 5) Clause 2.2(5) has been amended to enable, rather than require, a vacant Elected Officer position to be filled before the next Annual General Meeting.
- 6) Clause 4.3(1)(a) has been amended so that it now applies only where there is a vacancy in a Bush Fire Control Office position, removing from the local law reporting or other obligations where there is a vacancy in an Elected Officer position.
- 7) Clause 4.3 (1) (a) and (b) have been kept separate because there may be situations, other than where a vacancy occurs, where the Chief Bush Fire Control Officer (**CBFCO**) would nominate to the CEO suitably qualified persons for appointment as Bush Fire Control Officers by the City.
- 8) Substantial redrafting of clause 5 that involves dealing separately with appointments made by the City (now in clause 5.1) and appointments made by the CBFCO (now in clause 5.2). Grievances were previously dealt with under Clause 5.2. This has been deleted as these matters are to be dealt with procedurally rather than in the local law.
- 9) The current terms of clause 5.1 and 5.2 have been redrafted on the basis that –
  - a) in relation to a person's appointment to the position of CBFCO, DCBFCO or BFCO -
    - (i) the City is responsible for making the appointment, and for any suspension or termination; and
    - (ii) it is necessary to identify in what circumstances and when an appointment made by the City ends and these matters are now dealt with clause 5.1(3).
  - b) in relation to a person's membership of a Bush Fire Brigade –
    - (i) there are new provisions dealing with the membership application process, including to whom it is made and who assesses and determines the application. (see clause 5.2(1)-(3));

- (ii) it is necessary to clarify in what circumstances and when a person's membership ends. These matters are now dealt with in clause 5.2(4) which largely mirrors those applying to appointments by the City (clause 5.1(3)) but vary because a person is appointed to be a Brigade Member indefinitely, rather than for a specified term;
- (iii) the grounds on which a person (except a Bush Fire Control Officer) may be suspended or terminated, now set out in clause 5.2(5), also include the situation where a Brigade Member does not maintain Brigade training currency; and
- (iv) clause 5.2(7) (previously clause 5.1 (8)) has been amended to require the CBFCO to refer a proposed suspension termination to the Chief Executive Officer where the CBFCO has a conflict of interest (which would generally include the earlier reference to CBFCO being 'involved in an incident' but that would depend on the nature of the incident).

The agenda and minutes of the Ordinary Council meeting at which the local law is considered is to include the purpose and effect of the proposed local law, which are set out below:

### ***Bush Fire Brigades Local Law***

#### Purpose

To make provisions about the establishment and organisation of bush fire brigades.

#### Effect

To align the City of Wanneroo's Bushfire Brigades Local Law with changes in the law and operational practice.

### **Statutory Compliance**

Section 3.12 of the Act prescribes the procedures for making and finalising the process of adopting Local Laws.

Whilst the Act does not expressly prescribe a timeframe in which the procedural requirements for making local laws are to be completed, the procedures should be undertaken with "all convenient speed" in line with the *Interpretations Act 1984*.

### **Strategic Implications**

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

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

*7.1 - Clear direction and decision making*

### **Risk Appetite Statement**

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



## Risk Management Considerations

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

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

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

## Policy Implications

Supporting operational procedures were developed by the Brigades and adopted by the CEO to supplement this local law. These procedures will require review should the new draft local law progress.

## Financial Implications

The cost of giving public notice, advertising and gazettal is met through the City's budget.

## Voting Requirements

Absolute Majority

**Moved Cr Nguyen, Seconded Cr Rowe**

**That Council:-**

1. **NOTES** the submissions received on the proposed *Bushfire Brigades Local Law 2024*, as detailed in this Report;
2. **BY ABSOLUTE MAJORITY**, and in accordance with Section 3.12(4) of the *Local Government Act 1995*, **MAKES** the *Bushfire Brigades Local Law 2024* as set out in Attachment 2;
3. **NOTES** Administration, in accordance with Section 3.12(5) of the *Local Government Act 1995* will:
  - a) Publish the *Bushfire Brigades Local Law 2024* in the Government Gazette; and
  - b) Give a copy of the *Bushfire Brigades Local Law 2024* to the Minister for Emergency Services and the Minister for Local Government;
4. **NOTES** Administration will give local public notice of the gazettal of the *Bushfire Brigades Local Law 2024*, pursuant to Section 3.12(6) of the *Local Government Act 1995*; and

5. **NOTES** that following gazettal of the *Bushfire Brigades Local Law 2024*, and in accordance with the *Local Laws Explanatory Memoranda Directions 2010*, a copy of the Local Law and a duly completed Explanatory Memorandum signed by the Mayor and Chief Executive Officer will be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

**CARRIED BY ABSOLUTE MAJORITY**

**13/0**

**For the motion:** Mayor Aitken, Cr Coetzee, Cr Figg, Cr Herridge, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif, Cr Bedworth, Cr Huntley and Cr Smith

**Against the motion:** Nil

*Attachments:*

1. [ATTACHMENT 1: Bushfire Brigades Local law 2023](#) 23/204840  
2. [ATTACHMENT 2: Bush Fire Brigades Local Law 2024 \(Attachment to Report\)](#) 24/53332

BUSH FIRES ACT 1954  
CITY OF WANNEROO  
BUSH FIRE BRIGADES LOCAL LAW 2023  
PART 1 - PRELIMINARY

- 1.1 Citation and Application
- 1.2 Commencement
- 1.3 Repeal Provisions
- 1.4 Interpretation

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- 2.1 Establishment of Bush Fire Brigades
- 2.2 Name and Officers of Bush Fire Brigades

PART 3 - DISSOLUTION OF BUSH FIRE BRIGADES

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PART 6 GENERAL

- 6.1 Consideration in the local government budget



**BUSH FIRES ACT 1954****CITY OF WANNEROO****BUSH FIRE BRIGADES LOCAL LAW 2023**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Wanneroo* resolved on [Date] to make the following local law.

**PART 1 - PRELIMINARY****1.1 Citation and Application**

- (1) This local law may be cited as the City of Wanneroo Bush Fire Brigades Local Law 2023 and shall apply throughout the district and is made in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.
- (2) The Chief Executive Officer shall prepare, adopt and implement Bush Fire Brigade Operating Procedures.

**1.2 Commencement**

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Repeal Provisions**

The *City of Wanneroo Bush Fire Brigades Local Law* published in the *Government Gazette*, Number [Insert] dated [insert date] as amended, is repealed.

**1.4 Interpretation**

- (1) In this local law unless the context specifies otherwise –

**Act** means the *Bush Fires Act 1954*;

**Brigade Area** is defined in clause 2.3(1)(b);

**Bush Fire Brigade** means a Bush Fire Brigade for the time being registered in a register kept pursuant to *Section 41 of the Bush Fires Act 1954*;

**Bush Fire Control Officer/s** means the duly appointed Bush Fire Control Officer/s of the City of Wanneroo Bush Fire Brigades by the Local Government.

**Bush Fire Brigade Member** means members of the Bush Fire Brigade, which may include the Bush Fire Control Officer/s.

**Chief Bush Fire Control Officer** means the duly appointed Chief Bush Fire Control Officer of the City of Wanneroo;

**Chief Executive Officer** means the Chief Executive Officer of the City of Wanneroo;

**Deputy Chief Bush Fire Control Officer/s** means the duly appointed Deputy Chief Bush Fire Control Officer/s of the City of Wanneroo;

**District** means the district of the Local Government;

**Local Government** means the City of Wanneroo;

**Normal Brigade Activities** is defined by section 35A of the Act;

**Procedures** means the Bush Fire Brigade Operating Procedures prepared, adopted and implemented by the Chief Executive Officer as amended from time to time;

**Regulations** means Regulations made under the Act;

(2) In this local law, unless the context otherwise requires, a reference to –

- (a) a Captain;
- (b) a Bush Fire Control Officer;
- (c) a First Lieutenant;
- (d) a Second Lieutenant; and
- (e) any additional Lieutenants;

means a person holding that position in a Bush Fire Brigade.

## PART 2 - BUSH FIRE BRIGADES

### 2.1 Establishment of Bush Fire Brigades

- (1) The Local Government may establish a Bush Fire Brigade for the purpose of carrying out Normal Brigade Activities.
- (2) A Bush Fire Brigade is established on the date of the Local Government's decision under clause 2.1(1).

### 2.2 Name and Officers of Bush Fire Brigades

- (1) On establishing a Bush Fire Brigade under clause 2.1(1), the Local Government is to—
  - (a) Give a name to the Bush Fire Brigade;
  - (b) Specify the Brigade Area in which the Bush Fire Brigade is primarily responsible for carrying out the Normal Brigade Activities; and
  - (c) Appoint:
    - (i) a Captain;
    - (ii) Bush Fire Control Officers;
    - (iii) a First Lieutenant;
    - (iv) a Second Lieutenant; and

- (v) any additional Lieutenants.
- (2) A person appointed to a position pursuant to clause 2.2(1)(c) is to be taken to be a brigade member.
- (3) The appointments referred to in clause 2.2(1)(c) expire at the completion of the first annual general meeting of the Bush Fire Brigade.
- (4) An election is to be held in accordance with the Procedures at the first annual general meeting by the members of the Bush Fire Brigade for appointments to the positions referred to in clause 2.2(1)(c) and every subsequent annual general meeting with the exception of Bush Fire Control Officer(s) who are appointed by the Local Government.
- (5) If a position referred to in clause 2.2(1)(c) (with the exception of Bush Fire Control Officer(s)) becomes vacant prior to the completion of the first annual general meeting of the Bush Fire Brigade or at any time, then the Bush Fire Brigade members are to vote for a replacement member to be appointed in the position in accordance with the Procedures.
- (6) Any other Bush Fire Brigade members not listed in clause 2.2(1)(c) will be elected in accordance with the Procedures.

### **PART 3 - DISSOLUTION OF BUSH FIRE BRIGADES**

#### **3.1 Cancellation of Registration**

- (1) In accordance with Section 41(3) of the *Bush Fire Act 1954*, the Local Government may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act, this local law, the Procedures or is not achieving the objectives for which it was established.
- (2) Upon a Bush Fire Brigade's dissolution, the equipment, assets and funds of the brigade shall be placed under the control of the Local Government and dealt with in accordance with the Local Government Act 1995.

#### **3.2 New arrangement after dissolution**

If a Local Government cancels the registration of a Bush Fire Brigade, alternative arrangements are to be made in respect of the Brigade Area.

### **PART 4 ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### **4.1 Local Government responsible for Structure**

- (1) The Local Government is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.
- (2) The Chief Executive Officer is to prepare, adopt and implement Procedures to govern the operation of a Bush Fire Brigade.



- (3) The Local Government may make other applicable rules, policies and procedures as determined necessary by the Local Government.

#### **4.2 Variation of Procedures**

- (1) The Chief Executive Officer, in consultation with the Chief Bush Fire Control Officer may vary the Procedures and their application to all Bush Fire Brigades.
- (2) The Chief Executive Officer is to notify all Bush Fire Brigades of any variation to the Procedures as soon as practicable.

#### **4.3 Bush Fire Brigades to be supplied with Act, Procedures and Policies**

The Chief Executive Officer is to supply each Bush Fire Brigade with a copy of the Act, the Regulations, this local law, the Procedures and any other policies which may be applicable and relevant to the performance of the Bush Fire Brigade's functions, and any amendments, which are made thereto from time to time.

#### **4.4 Managerial Role of Chief Bush Fire Control Officer**

Subject to any directions by the Local Government, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of Bush Fire Brigades.

#### **4.5 Duties of Chief Bush Fire Control Officer**

The duties will include -

- (1) Where a vacancy occurs in a position appointed under clause 2.2(1)(c), to —
  - (i) Advise the Chief Executive Officer of the vacancy as soon as practicable; and
  - (ii) Make alternate suitable arrangements for that position until an appointment is made.
- (2) Nominate suitably qualified persons to the Chief Executive Officer for appointment as Bush Fire Control Officers by the Local Government;
- (3) Report to the Chief Executive Officer not later than 30 April each year, for consideration and appropriate provision being made in the next Local Government budget, the status of a Bush Fire Brigade's —
  - (i) Training and readiness;
  - (ii) Protective clothing;
  - (iii) Equipment; and
  - (iv) Vehicles and appliances.
- (4) Provide leadership to volunteer Bush Fire Brigades;
- (5) Monitor Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government or as directed by the Chief Executive Officer;
- (6) Liaise with the Local Government concerning fire prevention/suppression matters generally and directions to be issued by the Local Government to Bush Fire Control Officers;

- (7) Ensure that Bush Fire Brigades are registered and that the lists of brigade members are maintained in accordance with the Procedures; and
- (8) The Chief Bush Fire Control Officer or the Deputy Chief Bush Fire Control Officer/s may attend as a non-voting representatives of the Local Government at any meeting of the Bush Fire Brigade.

In this clause –

**Chief Bush Fire Control Officer** includes the Deputy Chief Bush Fire Control Officer/s appointed by the Local Government, who may be acting in this position from time to time.

#### **4.6 Captain and Bush Fire Brigade officers**

- (1) The duties of the Captain are to —
  - (a) Provide leadership to Bush Fire Brigades;
  - (b) Monitor Bush Fire Brigades' resourcing, equipment and training levels;
  - (c) Liaise with the Local Government concerning —
    - (i) fire prevention or fire suppression matters generally;
    - (ii) directions to be issued by the Local Government to Bush Fire Control Officers, including those who issue permits to burn; and
    - (iii) Bush Fire Brigade officers;
  - (d) Ensure that a list of Bush Fire Brigade members is maintained;
  - (e) Report annually to the local government the office bearers of the Bush Fire Brigade in accordance with the Regulations; and
  - (f) Arrange for Normal Brigade Activities as authorised by the Act or by the Local Government.
- (2) The duties of other Bush Fire Brigade Officers are to support the Captain in their role.

### **PART 5 ADMINISTRATION OF BUSH FIRE BRIGADES**

#### **5.1 Types of Membership of Bush Fire Brigade**

The types of membership of a Bush Fire Brigade shall be in accordance with the definitions contained in the Procedures.

#### **5.2 Brigade Membership**

- (1) The appointment, determination, dismissal and management of Bush Fire Brigade membership is governed by the Procedures.
- (2) Applications for membership, including registration of Bush Fire Brigade members, is to be in accordance with the Procedures.

- (3) Membership of the Bush Fire Brigade terminates if the member –
- (i) dies
  - (ii) gives written notice of resignation;
  - (iii) does not maintain brigade training currency in line with the Procedures;
  - (iv) becomes permanently incapacitated. or
  - (v) is dismissed by the relevant decision maker in accordance with the Procedures.
- (4) The Chief Bush Fire Control Officer may terminate the membership of any brigade member who is determined to be, or considered to be, unfit to serve as a member of a Bush Fire Brigade. A member being considered unfit to serve is to be determined and defined in accordance with the Procedures and must follow processes of natural justice and procedural fairness as set out in the Procedures.
- (5) Membership of a Bush Fire Brigade member may be suspended at any time if, in the opinion of the Chief Bush Fire Control Officer, circumstances warrant suspending the member. A decision made to suspend must be in accordance with the Procedures and must follow processes of natural justice and procedural fairness as set out in the Procedures.
- (6) Where the Chief Bushfire Control Officer is involved in an incident or has a conflict of interest in the particular termination under clause (4) or suspension under clause (5), then the Chief Executive Officer should make the determination as they think fit.
- (7) Upon the expiry of the period of suspension under either clause 5 or 6, the relevant decision maker may –
- (i) extend the period of suspension;
  - (ii) terminate the membership; or
  - (iii) reinstate the membership.
- (8) The resignation or dismissal of a member under clause 5.2(3) does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

### **5.3 Grievance**

- (1) Grievances shall be managed in accordance with the Procedures and applicable policies.
- (2) In respect to grievance complaints or submissions, where the complaint relates to or is made against the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer/s or Bush Fire Control Officers the matter will be determined by the Local Government.
- (3) The Local Government shall be the final decision making authority in regards to the grievances associated with membership and conduct of brigade members.

### **5.4 Meetings of Bush Fire Brigades**

- (1) All Bush Fire Brigade meetings are to be conducted in accordance with the Procedures.
- (2) In this clause, a reference to a Bush Fire Brigade meeting means an –
- (i) Annual general meeting of a Bush Fire Brigade to be held in May of each year;
  - (ii) Ordinary meeting of a Bush Fire Brigade; or



- (iii) Special meeting of a Bush Fire Brigade.

#### **5.5 Equipment and Maintenance of Bush Fire Brigades**

The maintenance, replacement and upkeep of all Bush Fire Brigade protective clothing, equipment and appliances is to be in accordance with the Procedures.

### **PART 6 GENERAL**

#### **6.1 Consideration in the local government budget**

In addition to funding made available through emergency services grants, the Local Government may provide further funding depending upon the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.

Dated [-----].

The Common Seal of the City of Wanneroo was affixed in the presence of —  
Mayor and CEO

## **BUSH FIRE BRIGADES LOCAL LAW 2024**

### **BUSH FIRES ACT 1954**

### **CITY OF WANNEROO**

## **BUSH FIRE BRIGADES LOCAL LAW 2024**

### **PART 1 - PRELIMINARY**

- 1.1 Citation and application
- 1.2 Commencement
- 1.3 Repeal provisions
- 1.4 Interpretation

### **PART 2 - BUSH FIRE BRIGADES**

- 2.1 Establishment of Bush Fire Brigades
- 2.2 Name and officers of Bush Fire Brigades

### **PART 3 - DISSOLUTION OF BUSH FIRE BRIGADES**

- 3.1 Cancellation of registration
- 3.2 New arrangement after dissolution

### **PART 4 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

- 4.1 Local Government responsible for structure
- 4.2 Managerial role of Chief Bush Fire Control Officer
- 4.3 Functions of Chief Bush Fire Control Officer
- 4.4 Equipment and maintenance of Bush Fire Brigades
- 4.5 Functions of Captain and other Elected Officers

### **PART 5 - ADMINISTRATION OF BUSH FIRE BRIGADES**

- 5.1 Local Government appointments
- 5.2 Membership of a Bush Fire Brigade
- 5.3 Meetings of Bush Fire Brigades

### **PART 6 - GENERAL**

- 6.1 Consideration in the Local Government budget

**BUSH FIRES ACT 1954**  
**CITY OF WANNEROO**  
**BUSH FIRE BRIGADES LOCAL LAW 2024**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the *City of Wanneroo* resolved on [Date] to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation and application**

This local law may be cited as the *City of Wanneroo Bush Fire Brigades Local Law 2024* and applies throughout the district. It is made in accordance with Subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

**1.2 Commencement**

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Repeal provisions**

The *City of Wanneroo Bush Fire Brigades Local Law 2022*, published in the *Government Gazette*, Number 166 dated 22 November 2022, is repealed.

**1.4 Interpretation**

(1) In this local law, unless the context otherwise requires –

**Act** means the *Bush Fires Act 1954*;

**brigade area** means the area described in clause 2.2(1)(b);

**Bush Fire Brigade**, or **Brigade**, means a bush fire brigade established by the Local Government under clause 2.1 and registered in a register kept pursuant to section 41 of the Act;

**Bush Fire Control Officer**, in relation to a Brigade, means a bush fire control officer appointed by the Local Government under clause 2.2(1)(c) or clause 5.1(1);

**Bush Fire Brigade Member**, or **Brigade Member**, in relation to a Brigade, means a member of the Bush Fire Brigade, who may be –

- (a) an Elected Officer of the Brigade;
- (b) a Bush Fire Control Officer of the Brigade; or
- (c) another member of the Brigade;

**Chief Bush Fire Control Officer** means the Chief Bush Fire Control Officer appointed by the Local Government;

**Chief Executive Officer** means the Chief Executive Officer of the Local Government;

**Deputy Chief Bush Fire Control Officer** means the Deputy Chief Bush Fire Control Officer appointed by the Local Government ;

**district** means the district of the Local Government;

**Elected Officer**, in relation to a Brigade, means each of the Captain, First Lieutenant, Second Lieutenant and any other Lieutenant –

(a) appointed by the Local Government under clause 2.2(1)(c); or

(b) elected by the Brigade Members under clause 2.2(4);

**Local Government** means the City of Wanneroo;

**normal brigade activities** is defined in section 35A of the Act; and

**Regulations** means regulations made under the Act.

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant; or

(d) any additional Lieutenant;

means a person holding that position in a Bush Fire Brigade.

## **PART 2 - BUSH FIRE BRIGADES**

### **2.1 Establishment of Bush Fire Brigades**

(1) The Local Government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the Local Government's decision under clause 2.1(1).

### **2.2 Name and officers of Bush Fire Brigades**

(1) On establishing a Bush Fire Brigade under clause 2.1(1), the Local Government is to—

(a) give a name to the Bush Fire Brigade;

(b) specify the brigade area in which the Bush Fire Brigade is primarily responsible for carrying out the normal brigade activities; and

(c) appoint, in relation to the Bush Fire Brigade —

(i) a Captain;

(ii) Bush Fire Control Officers;



- (iii) a First Lieutenant;
  - (iv) a Second Lieutenant; and
  - (v) additional Lieutenants if the Local Government considers it necessary.
- (2) A person appointed to a position under clause 2.2(1)(c) (except to a position of Bush Fire Control Officer) is taken to be a Brigade Member.
- (3) The term of office of a person appointed to an Elected Officer position under clause 2.2(1)(c) ends –
  - (a) at the completion of the first annual general meeting of the Bush Fire Brigade;
  - (b) when the person resigns from that position; or
  - (c) when the appointment, or the person's Bush Fire Brigade membership, is terminated under this local law,

whichever occurs first.
- (4) At the first and each subsequent annual general meeting of a Brigade, the Brigade Members are to elect, from among the Brigade Members, persons to fill each of the Elected Officer positions of the Brigade.
- (5) If the position of an Elected Officer of a Bush Fire Brigade becomes vacant at any time other than at the completion of an annual general meeting of the Brigade, then a special meeting of the Brigade may be held at which the Brigade Members may vote for a replacement Brigade Member to fill the position until the next annual general meeting of the Bush Fire Brigade.

### **PART 3 - DISSOLUTION OF BUSH FIRE BRIGADES**

#### **3.1 Cancellation of registration**

- (1) In accordance with section 41(3) of the Act, the Local Government may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act or this local law, or is not achieving the objectives for which it was established.
- (2) Upon a Bush Fire Brigade's dissolution, the equipment, assets and funds of the Brigade must be placed under the control of the Local Government and dealt with in accordance with the *Local Government Act 1995*.

#### **3.2 New arrangement after dissolution**

If the Local Government cancels the registration of a Bush Fire Brigade, the Local Government is to make alternative arrangements in respect of the Brigade Area.

### **PART 4 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### **4.1 Local Government responsible for structure**

The Local Government is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.

#### **4.2 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the Local Government, the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of Bush Fire Brigades.

#### **4.3 Functions of Chief Bush Fire Control Officer**

- (1) The functions of the Chief Bush Fire Control Officer are –
  - (a) where a Bush Fire Control Officer position becomes vacant, to advise the Chief Executive Officer of the vacancy as soon as practicable;
  - (b) to nominate to the Chief Executive Officer suitably qualified persons for appointment by the Local Government as Bush Fire Control Officers;
  - (c) to report to the Chief Executive Officer not later than 30 April each year, for consideration and appropriate provision being made in the next Local Government budget, the status of a Bush Fire Brigade's —
    - (i) training and readiness;
    - (ii) protective clothing;
    - (iii) equipment; and
    - (iv) vehicles and appliances;
  - (d) to provide leadership to Bush Fire Brigades;
  - (e) to monitor Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government or as directed by the Chief Executive Officer;
  - (f) to liaise with the Local Government concerning fire prevention/suppression matters generally and directions to be issued by the Local Government to Bush Fire Control Officers; and
  - (g) to ensure that Bush Fire Brigades are registered and that the lists of Brigade Members are maintained.
- (2) The Chief Bush Fire Control Officer or the Deputy Chief Bush Fire Control Officer may attend as a non-voting representative of the Local Government at any meeting of a Bush Fire Brigade.

#### **4.4 Equipment and maintenance of Bush Fire Brigades**

The maintenance, replacement and upkeep of all Bush Fire Brigade protective clothing, equipment and appliances is to be the responsibility of the Chief Bush Fire Control Officer, in consultation with the Local Government.

#### **4.5 Functions of Captain and other Elected Officers**

- (1) The functions of the Captain of a Bush Fire Brigade are to —
  - (a) provide leadership to the Bush Fire Brigade;

- (b) monitor the Bush Fire Brigade's resourcing, equipment and training levels;
  - (c) liaise with the Local Government concerning —
    - (i) fire prevention or fire suppression matters generally;
    - (ii) directions to be issued by the Local Government to the Brigade's Bush Fire Control Officers, including those who issue permits to burn; and
    - (iii) the Brigade's Bush Fire Brigade Officers;
  - (d) ensure that a list of the Bush Fire Brigade's Members is maintained;
  - (e) report annually to the Chief Bush Fire Control Officer the office bearers of the Bush Fire Brigade in accordance with the Regulations; and
  - (f) arrange for normal brigade activities as authorised by the Act or by the Local Government.
- (2) The functions of other Bush Fire Brigade Officers of a Brigade are to support the Captain of the Brigade in their role.

## **PART 5 - ADMINISTRATION OF BUSH FIRE BRIGADES**

### **5.1 Local Government appointments**

- (1) The Local Government may appoint, and may suspend or terminate the appointment of, persons to the positions of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers.
- (2) A decision to suspend or terminate a person's appointment to a position under clause 5.1(1) must be made in accordance with the principles of procedural fairness.
- (3) A person's appointment to a position under clause 5.1(1) ends -
  - (a) if the appointment is for a fixed term – on the expiry of that term;
  - (b) if the person dies – on the date of their death;
  - (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Chief Executive Officer; or
  - (d) if the appointment is terminated by the Local Government – on the date that written notice of the termination is given to the person,

whichever occurs first.

### **5.2 Membership of a Bush Fire Brigade**

- (1) A person wishing to be a Bush Fire Brigade Member may make an application for membership to the Captain of the Bush Fire Brigade.
- (2) An application for membership of a Bush Fire Brigade –
  - (a) is to be assessed by the Captain of the Bush Fire Brigade who is to make a recommendation to the Chief Bush Fire Control Officer; and

- (b) is to be determined by the Chief Bush Fire Control Officer who is to accept or reject the application.
- (3) A person whose membership application is accepted is to be appointed as a Brigade Member of a Bush Fire Brigade.
- (4) A person's membership of a Bush Fire Brigade under this clause 5.2 ends –
  - (a) if the person dies – on the date of their death;
  - (b) if a person gives the Captain of the Bush Fire Brigade written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Captain; or
  - (c) if the appointment is terminated by the Chief Bush Fire Control Officer - on the date that the written notice of the termination is given to the person,

whichever occurs first.
- (5) Subject to clause 5.2(7), the Chief Bush Fire Control Officer may suspend or terminate the membership of a Brigade Member appointed under clause 5.2(3) (other than a Brigade Member appointed by the Local Government to a position described in clause 5.1(1)) if, in the opinion of the Chief Bush Fire Control Officer, the Brigade Member is unfit to serve as a member of the Bush Fire Brigade.
- (6) A decision to suspend or terminate a person's membership of a Bush Fire Brigade under clause 5.2(5) must be made in accordance with the principles of procedural fairness.
- (7) If the Chief Bush Fire Control Officer has a conflict of interest in considering and determining whether a person's membership should be suspended or terminated –
  - (a) the Chief Bush Fire Control Officer must refer the matter to the Chief Executive Officer; and
  - (b) the Chief Executive Officer is to consider and determine the matter.
- (8) At the end of the period of suspension imposed under clause 5.2(5) or 5.2(7), the Chief Bush Fire Control Officer (or, if clause 5.2(7) applies, the Chief Executive Officer) must –
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) confirm the continuation of the membership.

### **5.3 Meetings of Bush Fire Brigades**

- (1) A Brigade may hold ordinary meetings on such days and at such times and places, as the Brigade considers appropriate.
- (2) A Brigade should hold at least 6 ordinary meetings each year.
- (3) A Brigade must hold an annual general meeting each year in the month of June.
- (4) At the annual general meeting, the Brigade is to -



- (a) elect Bush Fire Brigade Officers;
  - (b) receive the Captain's annual report;
  - (c) receive the Elected Officers' annual report; and
  - (d) adopt the annual financial statements of the Brigade.
- (5) Notice of the annual general meeting and any ordinary meeting must be given to all Brigade Members at least 7 days before the commencement of the meeting.
- (6) A Brigade may hold a special meeting to allow the membership to deal with a specific motion or business.
- (7) A notice of a special meeting must be given at least 48 hours before the commencement of the meeting.
- (8) The purpose of the special meeting must be included in the notice of meeting.

## **PART 6 - GENERAL**

### **6.1 Consideration in the Local Government budget**

In addition to funding made available through emergency services grants, the Local Government may provide further funding depending on the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.

Dated \_\_\_\_\_

The Common Seal of the City of Wanneroo was affixed in the presence of —

\_\_\_\_\_  
Linda Aitken  
**Mayor**

\_\_\_\_\_  
William Parker  
**Chief Executive Officer**

## **Corporate Strategy & Performance**

### **Corporate Planning Performance & Improvement**

#### **CS01-06/24 Youth Services Review**

File Ref: 45881 – 24/169918  
 Responsible Officer: Director Corporate Strategy & Performance  
 Attachments: Nil

### **Issue**

Revise scope and schedule of the Youth Development – Youth Programs in Community Service Review.

### **Background**

At the Ordinary Council Meeting held on the 6 December 2022, it was resolved:

*“That Council:-*

6. *APPROVES the following list and priority of services to be reviewed for the 2022/23 and 2023/24 financial years, as recommended by the Services Review Working Group:*
  1. *Financial Year 2022/23 (completing during 23/24)*
    - a) *Manage and Maintain Streetscapes*
  2. *Financial Year 2023/24*
    - a) *Youth Development – Youth Programs in Community*
    - b) *Crime Prevention – CCTV Management”*

The agreed services were identified based on the Corporate Business Plan (CBP) Category Level 3 services. The Level 3 services for Youth Development, are shown in the table below.

<b>6. Community Development</b>	
<b>Level 2 Service</b>	<b>Level 3 Service</b>
Youth Development – to build valued, empowered and supported youth	Advocacy and partnership development
	Youth programs in community (Outreach)
	Youth programs in youth centres
	Youth school holiday programs
	Place activation and events
	Youth leadership

The Youth Development – Youth Programs in Community was the only Level 3 service identified to be reviewed from the list presented.

During the Planning phase of the Youth Development – Youth Programs in Community Service Review, Administration also identified the following Level 3 services: Youth Programs in Youth Centres; School Holiday Programs, and Place Activation and Events as integral parts of the service. The other two Level 3 services (Advocacy and Partnership Development & Youth Leadership) were assessed but intentionally not included as they are discreet, strategic in nature or project focused.

## Detail

The list of Level 3 services for Youth Development are defined further below and are separated into Administration's recommendation of their inclusion or exclusion into the scope of the Youth Development Service Review.

Agreed (as per the Council resolution) to be the scope of the Youth Development Service Review:

### Youth Programs in Community (Outreach)

- Recreational activities and provision of information designed for the purpose of aiding and improving the personal and social development of young people.
- Service is delivered in various locations throughout the City of Wanneroo, including but not limited to parks and community centres (focusing on young people aged 9 – 25).
- The service is responsive to community need (customer requests) and/or planned delivery in locations where young people frequent.
- Note: The City is contracted by the Department of Communities to 30 June 2026 to deliver early intervention diversional and recreational services for young people at risk. The North Zone Youth Service grant is approximately \$150,000 per annum. The grant agreement conditions require the City to deliver the service in Clarkson, Butler, Alkimos, Eglington, Yanchep and Two Rocks. This is the foundational service undertaken under the Level 3 service, Youth Programs in Community (outreach). Other outreach services are delivered across the City where resources are available or in response to community concerns.

The following Level 3 Services, and their definitions, are recommended **inclusions** in the revised scope of the Youth Development Service Review:

### Youth Programs in Youth Centres

- Youth-led recreational activities and provision of information designed for the purpose of aiding and improving the personal and social development of young people in purpose-built facilities in the City of Wanneroo, focusing on young people aged 9 – 25.
- The City facilitates external service providers (such as Headspace) to attend youth centres where there is an identified need.

### School Holiday Programs

- Planned recreational or self-development activities run during the school's holidays in various locations throughout the City of Wanneroo (focusing on young people aged 9 – 25).

### Place Activation and Events

- Participating in City or externally held events to provide activities and promote the City's youth services.

The following Level 3 services, and their definitions, are not recommended in the revised scope of the Youth Development Service Review as they are discreet, strategic in nature or project focused:

### Advocacy and Partnership Development

- Analysis of external environment, including government strategy and policy priorities, social factors (needs and interests) of the cohort, and levels of service provision.
- Facilitation and advocacy for services to meet community needs and interests (focusing on young people aged 12 – 25).

Youth Leadership

- Development and delivery of programs and partnerships that encourage and develop young people's leadership skills and active participation in community.
- Support youth-led initiatives.
- Create opportunities for the opinions, interests and needs of young people to be considered.

**Consultation**

At the 15 April 2024 Service Review Working Group meeting, Administration recommended the scope of work be changed to include these additional Level 3 services. This ensures all aspects of City delivered youth services are considered as they have similar service intents, are collectively promoted and have shared staff resourcing, albeit different approaches to service delivery.

At the 15 April 2024 meeting, the Service Review Working Group resolved to:

- “2. *SUPPORTS the change in scope of the Service Review – Youth Services to include*
- a) *Youth Programs in Youth Centres;*
  - b) *School Holiday Programs; and*
  - c) *Place Activation and Events.*
3. *SUPPORTS the change in planned completion date of the Service Review – Youth Services from 30 June 2024 to 31 December 2024.”*

**Comment**

Additions to the scope will increase the expected completion date of the review.

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



<b>Risk Title</b>	<b>Risk Rating</b>
ST-S26 Resilient and Productive Communities	Medium
<b>Accountability</b>	<b>Action Planning Option</b>
Director Community & Place	Manage

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

### **Policy Implications**

Nil

### **Financial Implications**

Any funding associated with the Youth Programs in Community Service Review will be considered in the 2024/25 operational budget process.

### **Voting Requirements**

Simple Majority

### **Moved Cr Rowe, Seconded Cr Bedworth**

#### **That Council:-**

1. APPROVES the change in scope of the Service Review – Youth Services to include
  - a) Youth Programs in Youth Centres;
  - b) School Holiday Programs; and
  - c) Place Activation and Events.
2. APPROVES the change in planned completion period of the Service Review – Youth Services from financial year 23/24 to financial year 24/25. .

#### **Motion to Amend**

### **Moved Cr Smith, Seconded Cr Miles**

*That items d) and e) be added to recommendation 1.*

1. **APPROVES the change in scope of the Service Review – Youth Services to include**
  - a) Youth Programs in Youth Centres;
  - b) School Holiday Programs; and
  - c) Place Activation and Events.
  - d) *Advocacy and partnership development*
  - e) *Youth leadership*

**CARRIED**

**9/4**

**For the motion:** Cr Bedworth, Cr Coetzee, Cr Figg, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Seif and Cr Smith

**Against the motion:** Mayor Aitken, Cr Herridge, Cr Parker, Cr Rowe

**Substantive Motion as Amended**

**That Council:-**

- 1. APPROVES the change in scope of the Service Review – Youth Services to include**
  - a) Youth Programs in Youth Centres;**
  - b) School Holiday Programs; and**
  - c) Place Activation and Events.**
  - d) Advocacy and partnership development**
  - e) Youth leadership**
- 2. APPROVES the change in planned completion period of the Service Review – Youth Services from financial year 23/24 to financial year 24/25.**

**The substantive motion as amended was put and**

**CARRIED  
12/1**

**For the motion: Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Rowe, Cr Seif, and Cr Smith**

**Against the motion: Cr Parker**

*Attachments: Nil*

## Transactional Finance

### **CS02-06/24 Financial Activity Statement for the Period ended 30 April 2024**

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File Ref: 45975V002 – 24/165261  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 4

## Issue

To consider the Financial Activity Statement for the period ended 30 April 2024.

## 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) and (3) 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 classification,*
- *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 2023/24 financial year 10% and a value greater than \$100,000 will be used for the reporting of variances, and*
- *Regulation 35 of the Local Government (Financial Management) Regulations 1996, which requires a local government to prepare a statement of financial position of the local government as at the last day of the previous month.*

## Detail

### **Financial Activity for the Period Ended 30 April 2024**

At the Ordinary Council Meeting on 4 July 2023 (SOC01-07/23), Council adopted the Annual Budget for the 2023/24 financial year and Mid-Year Review (MYR) adjustments were adopted on 20 February 2024 (CS03-02/24). The figures in this report are compared to the Revised Budget.

### **Overall Comments Year-to-Date**

#### *Results from Operating Activities*

The net amount attributable from Operating Activities for the period ended 30 April 2024 is higher than budget by \$33.0m, including non-cash adjustment of \$21.0m. The cash inflows variance before non-cash adjustments from Operating Activities is \$4.0m, whereas cash outflows variance is \$8.0m.

The overall variance is mainly due to higher inflows from Rates (\$627k), Fees and Charges (\$1.2m), Other Revenue (\$777k), Interest Earnings (\$704k), and Operating Grants Subsidies & Contributions (\$715k), underspent from Materials and Contracts (\$3.8m), Depreciation (\$4.0m), Utility Charges (\$323k) and Loss on Asset Disposals (\$377k) offset by higher outflows from Employee Costs (\$464k).

*Results from Investing Activities*

The net amount attributable from Investing Activities are lower than budget by \$4.6m mainly due to lower outflows from the Purchase and Construction of Infrastructure Assets (\$3.8m) and lower outflows from the Purchase of Property, Plant and Equipment (\$1.6m) offset by the lower inflows from the Proceeds from Disposal of Assets (\$852k).

*Results from Financing Activities*

Financing Activities mainly consist of Reserve transfers and Development Contribution Plans transfers, which are in line with the budget.

*Capital Program*

Year to date 30 April 2024, \$46.5m (excluding leased assets and contributed physical assets) was spent on various capital projects, of which \$13.8m was spent on Sports Facilities, \$7.3m was spent on Foreshore Management, \$4.4m was spent on Roads and \$5.0m was spent in Investment Projects. (Refer to **Attachment 4** for more details).

Description	YTD Actual \$m	YTD Revised Budget \$m	% Complete of YTD Revised Budget	Annual Revised Budget \$m	% Complete of Annual Revised Budget
Expenditure	46.5	51.5	90.3%	75.5	61.6%

*Investment Portfolio Performance*

Portfolio Value \$m	Monthly Weighted Return	Comments
556.2	5.06%	Portfolio balance has decreased by \$7.8m from March 2024. The monthly weighted return is 5.06% which is above the set benchmark (12 months UBS Australia Bank Bill Index) by 0.82%. (Refer to <b>Attachment 3</b> for more details)

Comments relating to the Statement of Financial Activity are provided for the variances between Year to Date Actuals and Year to Date Revised Budgets, where the variance is higher than the reporting threshold or item of interest to Council.



CITY OF WANNEROO  
STATEMENT OF FINANCIAL ACTIVITY BY NATURE  
FOR THE PERIOD ENDED 30 APRIL 2024

Description	Notes	Year To Date						Annual			
		Actual	Revised Budget	Variance			Adopted Budget	Revised Budget	Variance		
		\$	\$	\$	%	Key	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>											
<b>Inflows</b>											
Rates	1	155,695,050	155,067,862	627,188	0	↑	154,889,762	155,235,362	345,600	0	
Operating Grants, Subsidies & Contributions	2	4,419,298	3,704,607	714,691	19	↑	3,811,153	4,888,315	1,077,162	22	
Fees & Charges	3	47,665,747	46,503,090	1,162,657	3	↑	50,692,002	49,151,590	(1,540,412)	(3)	
Interest Earnings	4	18,009,546	17,305,202	704,344	4	↑	14,809,600	20,694,469	5,884,869	28	
Other Revenue	5	2,369,376	1,591,892	777,484	49	↑	2,293,993	1,896,274	(397,719)	(21)	
Profit on Asset Disposals		76,917	39,600	37,317	94	→	3,412,293	5,912,293	2,500,000	42	
		228,235,934	224,212,253	4,023,681			229,908,803	237,778,303	7,869,500	3	
<b>Outflows</b>											
Employee Costs	6	(70,442,777)	(69,978,716)	(464,061)	1	↓	(88,725,669)	(84,088,864)	4,636,805	(6)	
Materials & Contracts	7	(58,546,797)	(62,344,786)	3,797,989	(6)	↑	(83,800,735)	(81,028,702)	2,772,033	(3)	
Utility Charges	8	(8,772,031)	(9,095,516)	323,485	(4)	↑	(10,753,793)	(10,969,415)	(215,622)	2	
Depreciation	9	(40,724,934)	(44,678,580)	3,953,646	(9)	↑	(39,447,203)	(53,614,232)	(14,167,029)	26	
Finance Costs		(3,518,407)	(3,437,673)	(80,734)	2	→	(4,130,890)	(4,128,215)	2,675	(0)	
Insurance		(1,352,653)	(1,451,297)	98,644	(7)	→	(1,728,909)	(1,765,213)	(36,304)	2	
Loss on Asset Disposals	10	(435,236)	(812,720)	377,484	(46)	↑	(1,219,165)	(1,300,655)	(81,490)	6	
		(183,792,834)	(191,799,288)	8,006,454	(4)		(229,806,364)	(236,895,296)	(7,088,932)	3	
Non-Cash Amounts Excluded	NCA*(b)	66,481,681	45,451,700	21,029,981	46		37,254,075	49,002,594	11,748,519	24	
Amount Attributable to Operating Activities		110,924,780	77,864,665	33,060,115			37,356,514	49,885,601	12,529,087	25	
<b>INVESTING ACTIVITIES</b>											
<b>Inflows</b>											
Grants, Subsidies & Contributions (Non Operating)		20,479,404	20,479,404	0	0	→	45,756,875	47,281,038	1,524,163	3	
Proceeds From Disposal Of Assets	11	694,978	1,547,298	(852,320)	(55)	↓	4,766,850	7,505,360	2,738,510	36	
Development Contribution Plans - Revenues		4,870,215	4,870,215	0	0	→	24,129,010	10,616,898	(13,512,112)	(127)	
		26,044,596	26,896,916	(852,320)			74,652,735	65,403,296	(9,249,439)	(14)	
<b>Outflows</b>											
Purchase of Property, Plant and Equipment	12	(27,456,601)	(29,046,234)	1,589,633	(6)	↑	(35,541,059)	(40,009,098)	(4,468,039)	11	
Purchase & Construction of Infrastructure Assets	13	(18,673,576)	(22,499,101)	3,825,525	(17)	↑	(44,922,379)	(35,464,123)	9,458,256	(27)	
Development Contribution Plans - Expenses		(4,108,344)	(4,108,344)	0	0	→	(19,700,210)	(8,466,316)	11,233,894	(133)	
		(50,238,522)	(55,653,679)	5,415,157	(10)		(100,163,648)	(83,939,537)	16,224,111	(19)	
Non-Cash Amounts Excluded	NCA*(c)	(37,621,051)	(37,621,051)	0	0		(25,407,218)	(19,264,035)	6,143,183		
Amount Attributable to Investing Activities		(61,814,976)	(66,377,814)	4,562,837			(50,918,131)	(37,800,276)	13,117,855	35	
<b>FINANCING ACTIVITIES</b>											
<b>Inflows</b>											
Proceeds from Borrowings		0	0	0	0		51,844	103,284	51,440	99	
Transfers from Reserves		32,062,699	32,062,699	0	0		41,828,621	34,220,471	(7,608,150)	(18)	
Transfers from Development Contribution Plans		17,593,167	17,593,167	0	0		20,989,100	7,599,858	(13,389,242)	(64)	
		49,655,866	49,655,866	0	0		62,869,565	41,923,613	20,945,952	0	
<b>Outflows</b>											
Transfers to Reserves		(34,724,695)	(34,724,695)	0	0		(53,116,179)	(69,343,515)	(16,227,336)	(31)	
Transfers to Development Contribution Plans		(17,729,813)	(17,729,813)	0	0		(20,989,100)	(7,599,858)	13,389,242	64	
		(52,454,507)	(52,454,507)	0	0		(74,105,279)	(76,943,373)	2,838,094	4	
Non-Cash Amounts Excluded		0	0	0	0		0	0	0		
Amount Attributable to Financing Activities		(2,798,641)	(2,798,641)	0	0		(11,235,714)	(35,019,760)	23,784,046	68	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>											
<b>SURPLUS/(DEFICIT) AT THE START OF THE FINANCIAL YEAR</b>		27,358,033	24,829,529	2,528,504	0		24,829,529	27,358,033	2,528,504	0	
Amount Attributable to Operating Activities		110,924,780	77,864,665	33,060,115	0		37,356,514	49,885,601	12,529,087	25	
Amount Attributable to Investing Activities		(61,814,976)	(66,377,814)	4,562,837	0		(50,918,131)	(37,800,276)	13,117,855	35	
Amount Attributable to Financing Activities		(2,798,641)	(2,798,641)	0	0		(11,235,714)	(35,019,760)	23,784,046	68	
<b>SURPLUS/(DEFICIT) AFTER IMPOSITION OF GENERAL RATES</b>		73,669,196	33,517,739	40,151,457	120		32,198	4,423,598	4,391,400	(99)	

\* NCA - Net Current Assets (Attachment 1)

**Inflows Key**

↑ - Positive Variance more than 10% and/or more than \$100,000

↓ - Negative Variance more than 10% and/or more than \$100,000

→ - Negative Variance Less than 10% or less than \$100,000

## Operating Activities

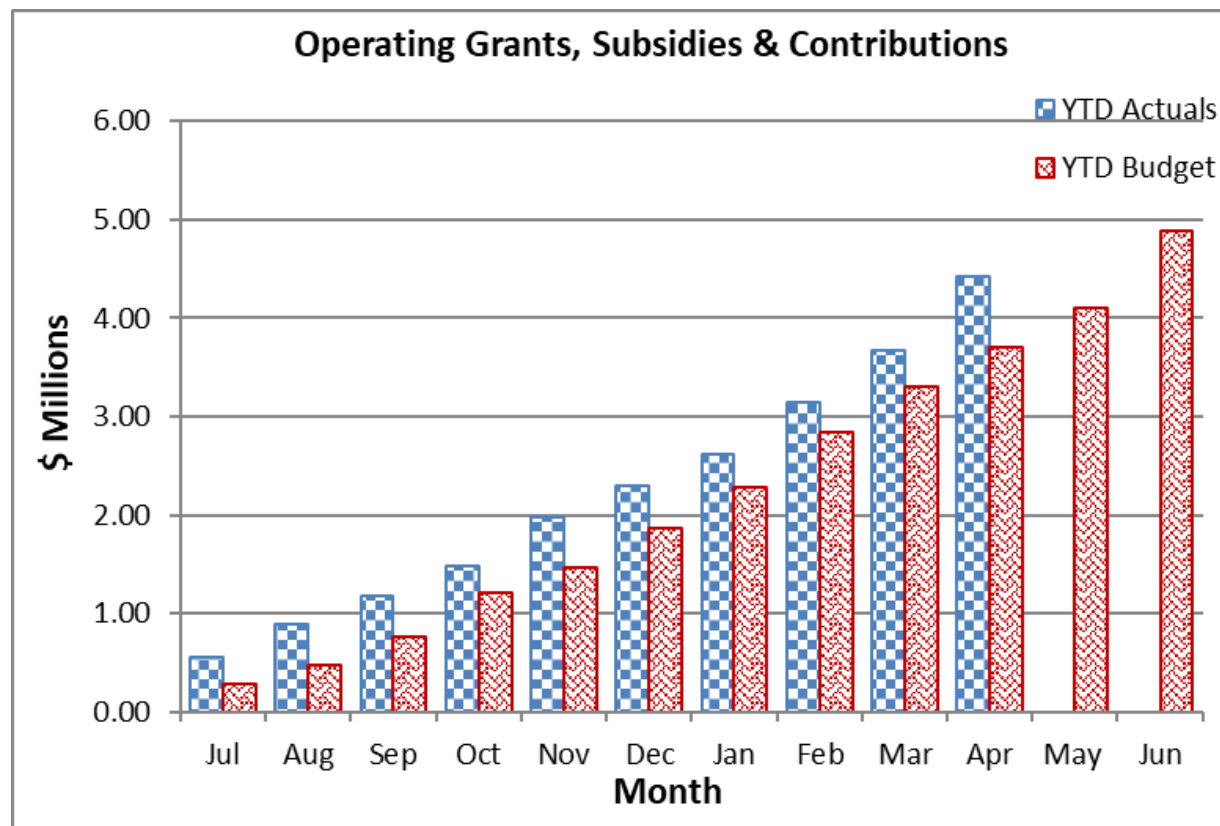
### Note 1 Rates

#### Year to Date - (Actual \$155.7m, Revised Budget \$155.1m)

The variance is favourable by \$627k mainly due to higher inflow of interim rates from residential properties.

**Note 2     Operating Grants, Subsidies & Contributions****Year to Date - (Actual \$4.4m, Revised Budget \$3.7m)**

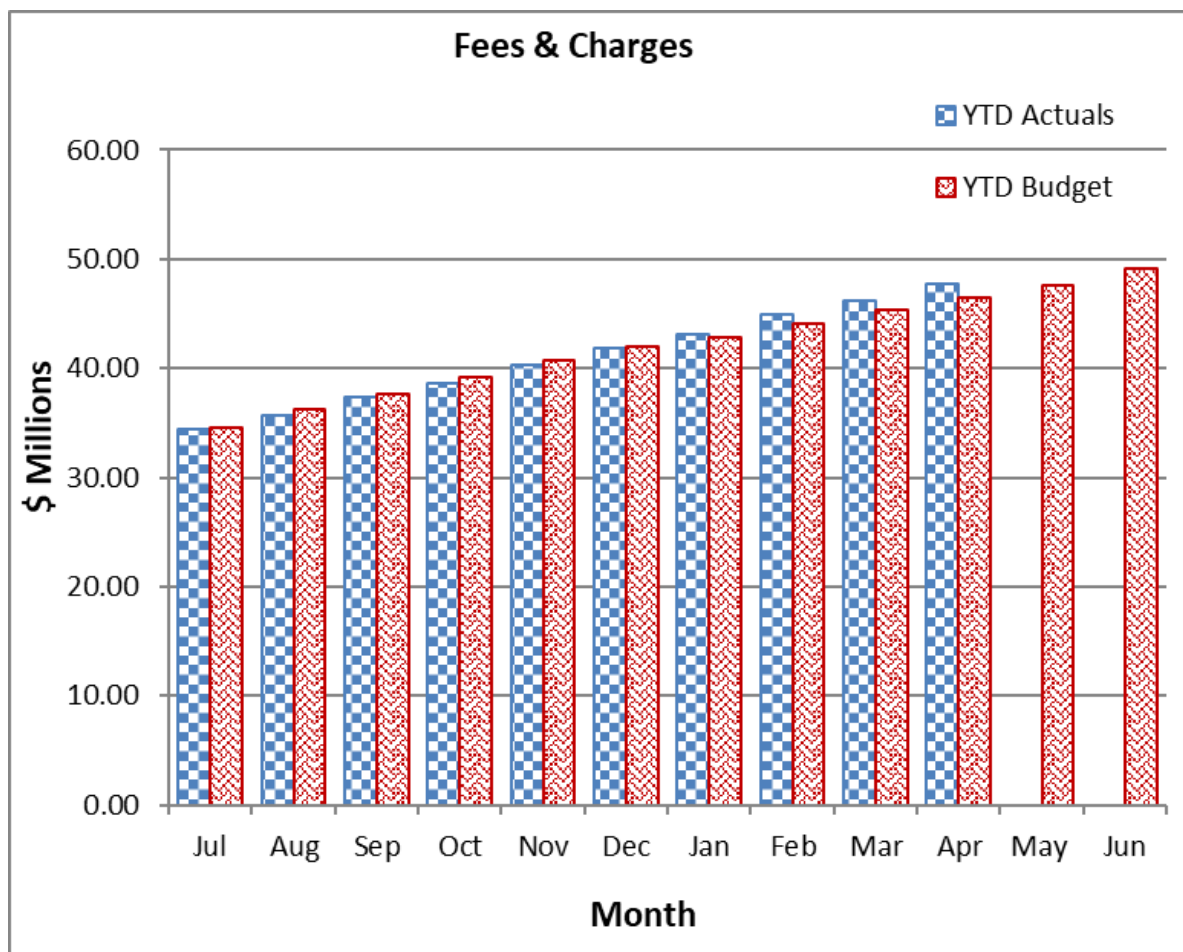
The variance is favourable compared to the budget by \$715k. This is mainly due to higher than budget Debt and Legal Cost reimbursements from Rates and Legal Services. The corresponding expenses are captured under Materials and Contracts expenditure.



**Note 3     Fees and Charges*****Year to Date - (Actual \$47.7m, Revised Budget \$46.5m)***

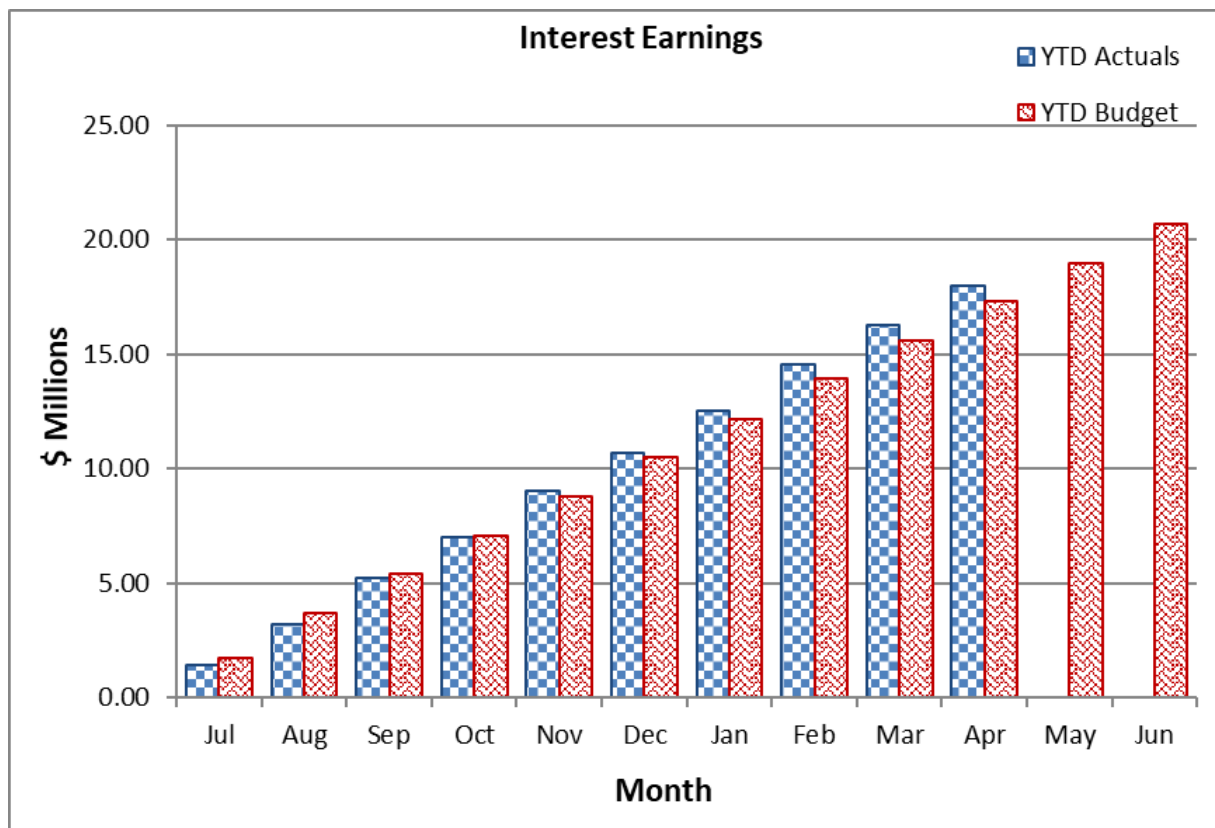
The favourable variance of \$1.2m mainly due to:

- Higher Application and License fees of \$515k from Approval services;
- Higher Rubbish Collection fee income of \$197k from Waste services;
- Higher Search fee income from Building approvals and Rates services of \$95k;
- Higher Green Fees income from Golf Courses of \$186k;
- Higher Driving Range income from Golf Courses of \$118k; and
- Higher User Entry fee income from various Community Facilities of \$59k.



**Note 4     Interest Earnings****Year to Date - (Actual \$18.0m, Revised Budget \$17.3m)**

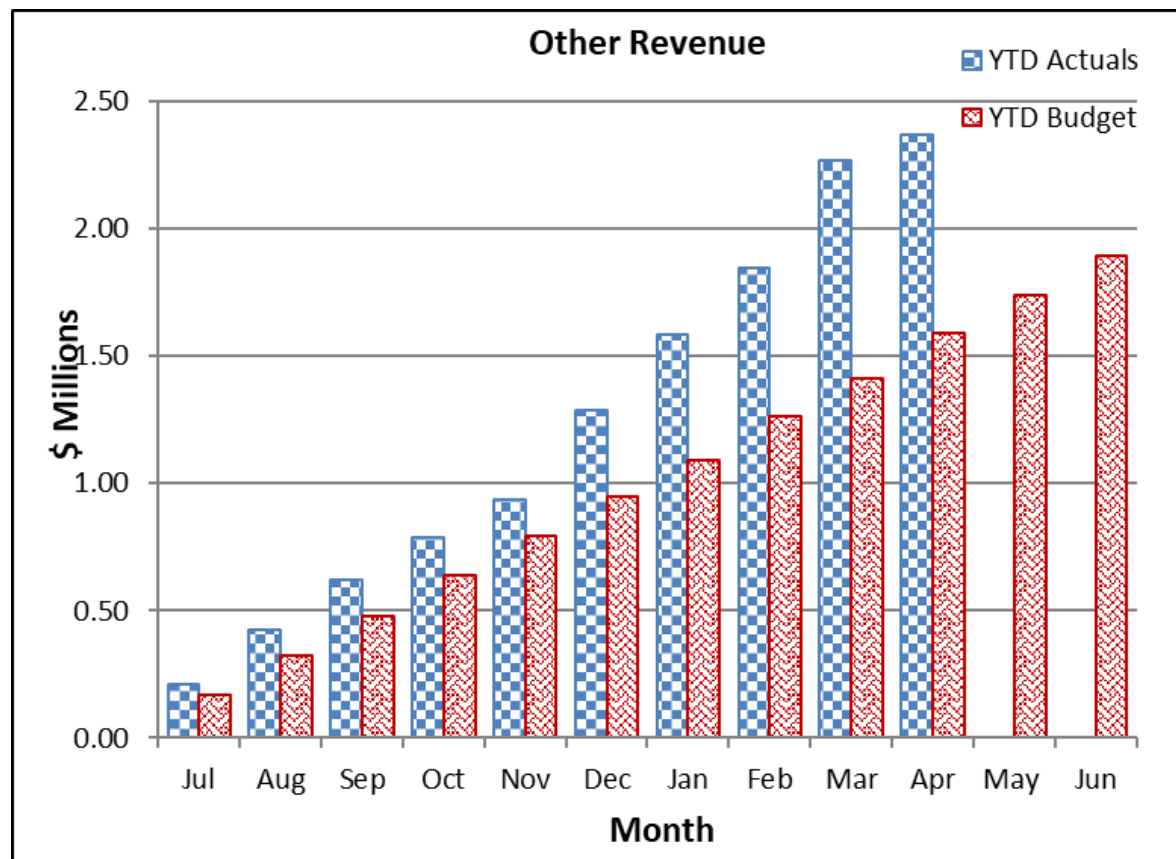
The favourable variance of \$704k is mainly due to higher than the budgeted rate of interest received for the City's investment portfolios of \$648k and higher than budgeted interest received on unpaid rates of \$56k.





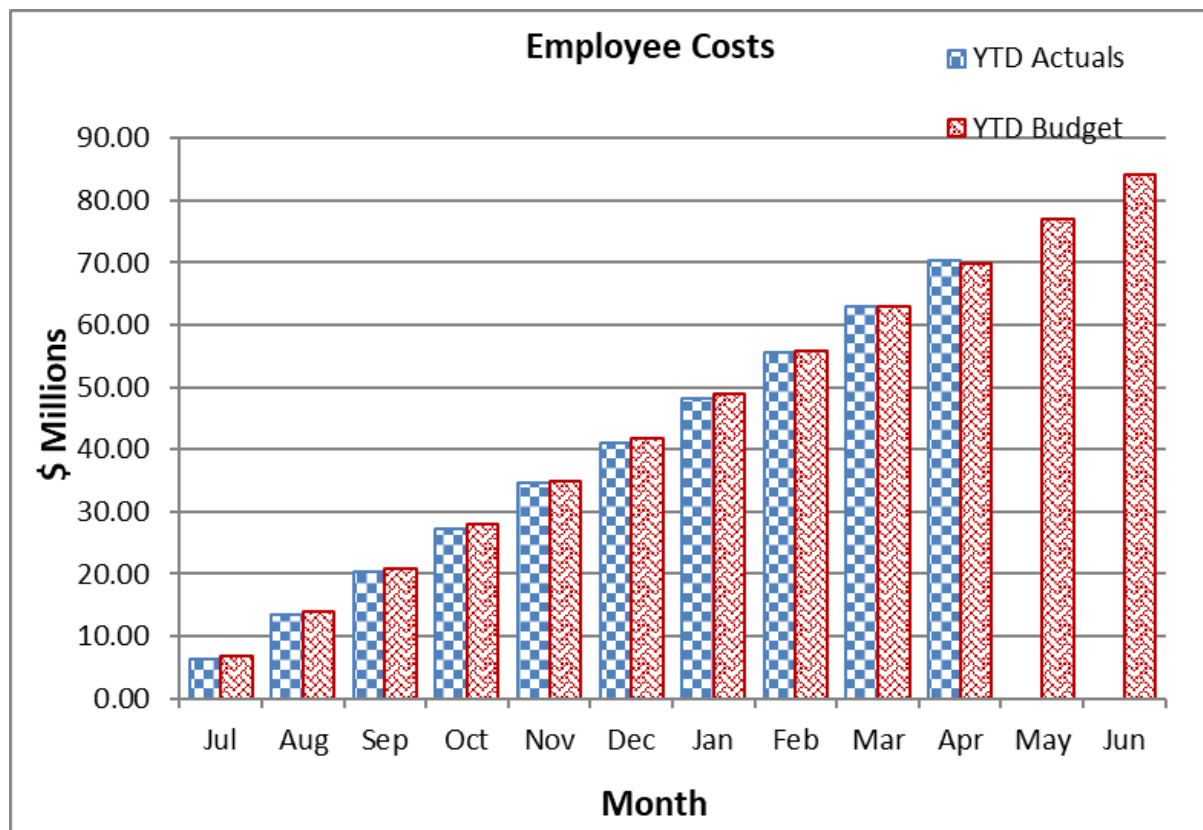
**Note 5     Other Revenue****Year to Date - (Actual \$2.4m, Revised Budget \$1.6m)**

The Positive variance of \$777k is mainly due to higher recouped bond monies related to land developments of \$722k, and \$58k of fees charged for the use of Kingsway Reserve for the FIFA Women's World Cup (including overlay and damages cost).



**Note 6     Employee Costs****Year to Date - (Actual \$70.4m, Revised Budget \$70.0m)**

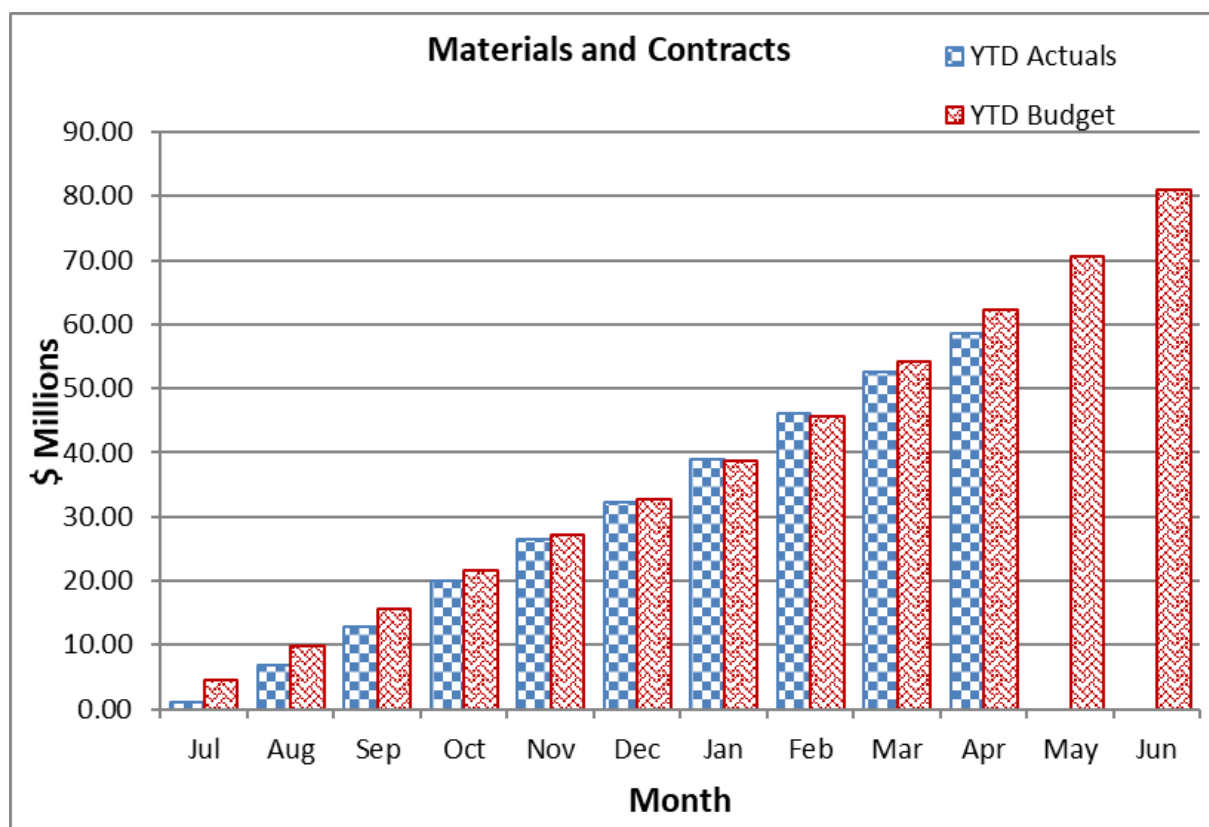
The employee costs are over budget by \$464k, mainly due to timing differences of employee cost recoveries from Capital Projects resulting in higher employee costs remaining in operating expenditure of \$250k and timing differences of employee cost recoveries from Development Contribution Plans of \$229k.



**Note 7     Materials & Contracts****Year to Date - (Actual \$58.5m, Revised Budget \$62.3m)**

The Materials & Contracts expenditure is lower than the budget by \$3.8m, mainly due to;

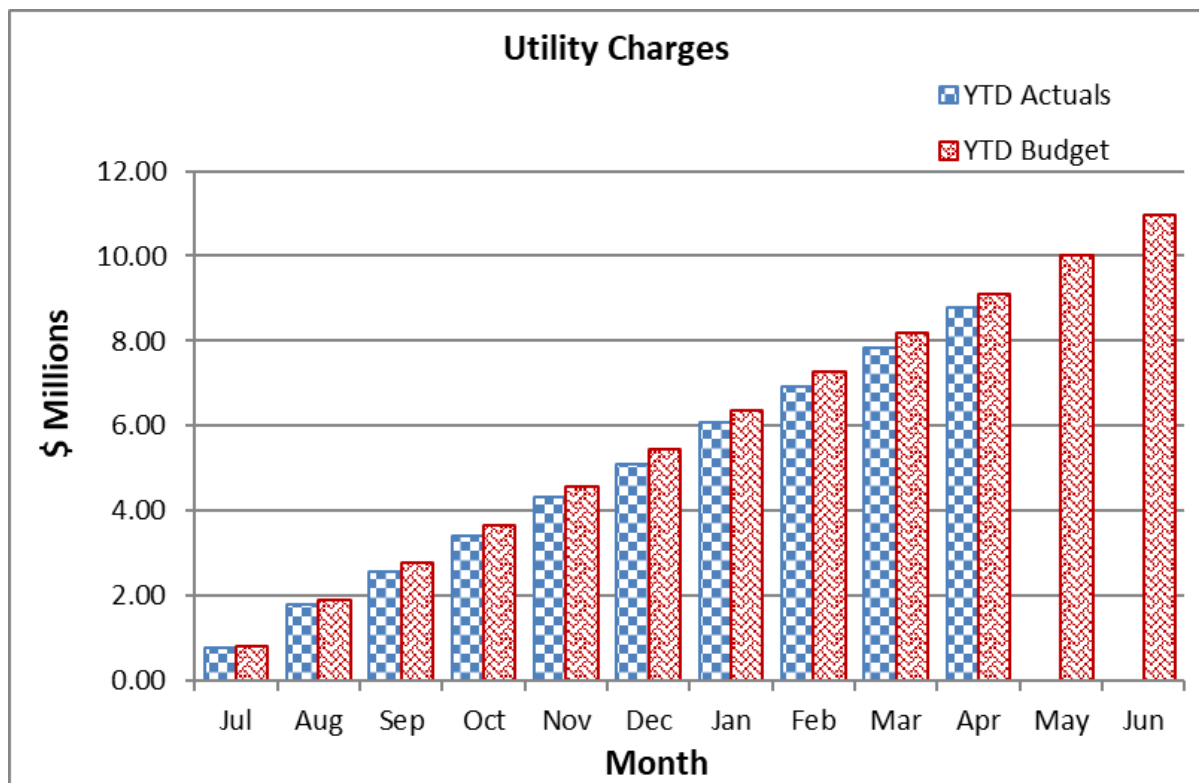
- Timing differences of Refuse Removal expenses of \$ \$1.1m;
- Timing differences of Coastal Maintenance Contract expenses of \$438k;
- Timing differences of Park maintenance expenses of \$758k;
- Timing differences of Contract Expenses of \$260k from various IT contracts;
- Delays of Consulting work related to Waste Services and Asset Planning Services of \$407k; and
- Timing differences of Contract expenses related to Local Government Elections of \$746k.



**Note 8     Utility Charges**

**Year to Date - (Actual \$8.7m, Revised Budget \$9.1m)**

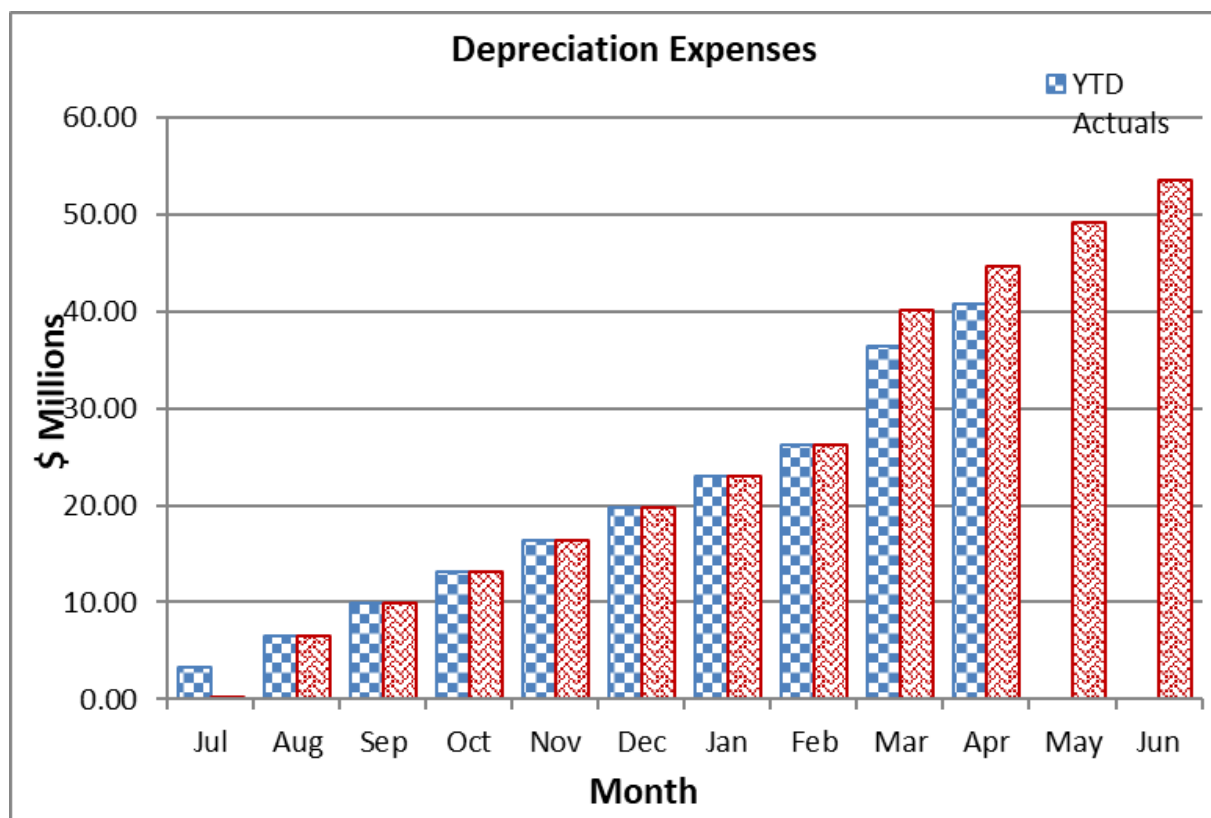
The lower than budget outflow of \$323k is mainly due to the timing differences in Electricity expenditure of \$192k, Gas Expenses of \$46k and Water Consumption and Service Charges expenditure of \$93k.





**Note 9      Depreciation****Year to Date - (Actual \$40.7m, Revised Budget \$44.7m)**

The lower than budget Depreciation of \$4.0m is mainly due to delays in capitalising various infrastructure assets of \$1.5m and the difference between the Depreciation estimate assumption and actual depreciation rate of \$2.5m, which is a non cash expense and no impact to the net funding position.

**Note 10      Loss on Asset Disposals****Year to Date - (Actual \$435k, Revised Budget \$813k)**

The positive variance of \$377k is mainly due to the timing differences in Plant and Equipment disposals.

**Investing Activities****Note 11      Proceeds from Disposal of Assets****Year to Date – (Actual \$695k, Revised Budget \$1.5m)**

The negative variance of \$852k is attributable to timing differences in the Disposal of Assets.

**Note 12      Purchase of Property, Plant and Equipment****Year to Date – (Actual \$27.5m, Revised Budget \$29.0m)**

The lower outflow of \$1.6m from the Purchase of Property, Plant and Equipment is due to the timing of actual expenditure.

**Note 13 Purchase & Construction of Infrastructure****Year to Date – (Actual \$18.7m, Revised Budget \$22.5m)**

The lower outflow of \$3.8m in the Purchase and Construction of Infrastructure Assets is due to the timing of actual expenditure.

**Statement of Financial Position (Attachment 2)**

CITY OF WANNEROO  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 APRIL 2024

Description	30 June 2023 Actual \$	30 April 2024 Actual \$	Movement		Notes
			\$	%	
Current Assets	507,148,821	567,446,607	60,297,786	11.9	
Current Liabilities	(103,242,922)	(94,712,285)	8,530,637	8.3	
<b>NET CURRENT ASSETS</b>	<b>403,905,899</b>	<b>472,734,322</b>	<b>68,828,423</b>	<b>17.0</b>	<b>1</b>
Non Current Assets	2,849,566,209	2,879,266,639	29,700,430	1.0	<b>2</b>
Non Current Liabilities	(179,051,309)	(209,493,656)	(30,442,347)	(17.0)	<b>3</b>
<b>NET ASSETS</b>	<b>3,074,420,799</b>	<b>3,142,507,305</b>	<b>68,086,506</b>	<b>2.2</b>	
<b>TOTAL EQUITY</b>	<b>3,074,420,799</b>	<b>3,142,507,305</b>	<b>68,086,506</b>	<b>2.2</b>	

**Note 1 - Net Current Assets**

Compared to the closing position on 30 June 2023, Net Current Assets have increased by \$68.8m, predominately due to increased investments and cash balances from the levying of 2023/24 Rates and Waste Service Fees.

Within the Current Assets, Current Receivables of \$20.4m are mainly comprised of Rates and Waste Service Fees debtors of \$11.0m and Emergency Services Levy of \$1.6m. The remaining balance is attributed to General Debtors of \$ 7.8m.

**Note 2 - Non-Current Assets**

Non-Current Assets as at 30 April 2024 have increased by \$29.7m from 30 June 2023 closing balance, mainly due to an increase in Non-current receivables from Development Contribution Plans, Property, Plant and Equipment and Infrastructure Assets partially offset by the decrease in investments in Associates and increase in Accumulated Depreciation.

**Note 3 - Non-Current Liabilities**

Non-Current Liabilities as at 30 April 2024 have increased by \$30.4m from 30 June 2023 closing balance, mainly due to change in unspent Grant Liabilities and change in non-current deferred income from Development Contribution plans.

**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**) as at 30 April 2024 and at the same period of the last year.

Please note that the Asset Ratios are only calculated at the end of the financial year and published as a part of the Annual Report.

A green highlight is used where the minimum standard is met or exceeded. Highlighted in red is below the standard (where relevant).

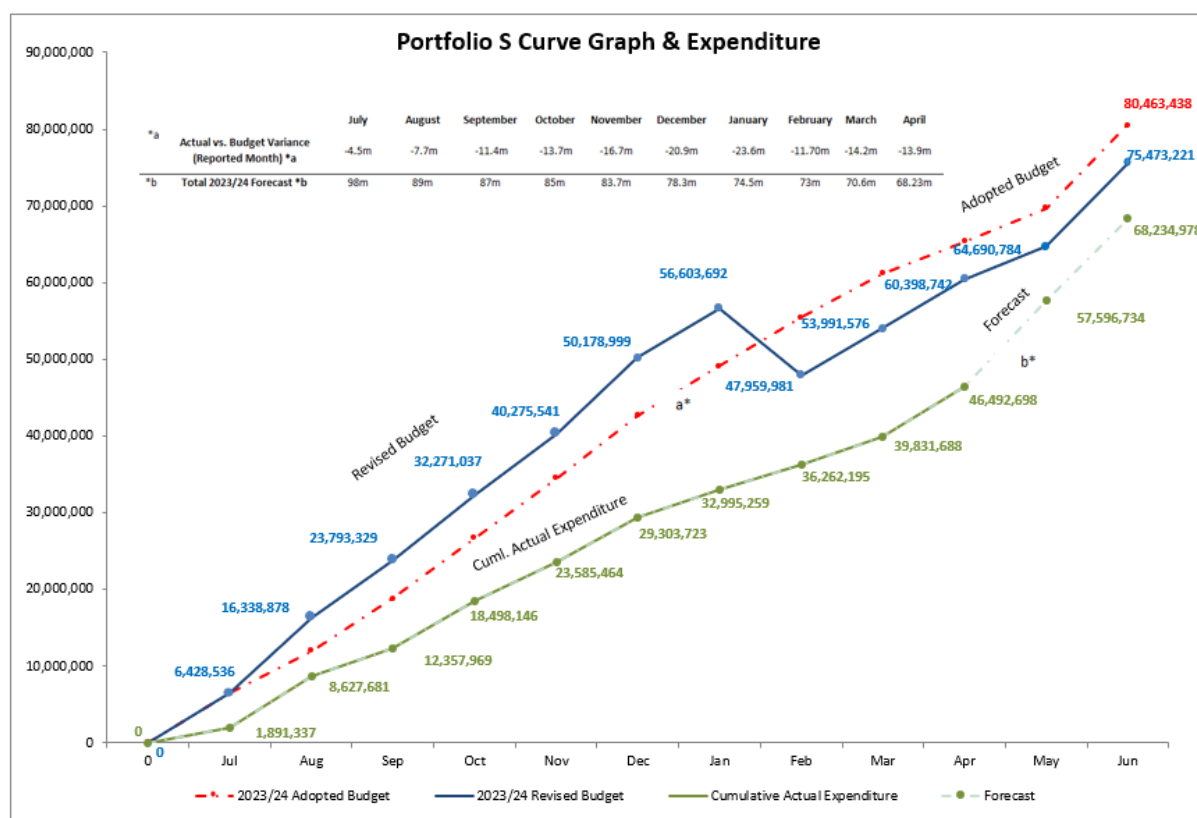
Details	DLGSCI Minimum Standard	As at 30/04/2024	As at 30/04/2023	Current Year to Date -Minimum Standard Met
<b>Current Ratio</b>				
The ability to meet short term financial obligations from unrestricted current assets.				
Current Assets - Restricted Current Assets (RCA)	=>1.00:1	1.7:1	1.2:1	YES
Current Liabilities (CL) - CL Associated with RCA				
<b>Debt Service Cover Ratio</b>				
The ability to produce enough cash to cover debt payments.				
Operating Surplus before Interest & Depreciation	=>2.00:1	26.7:1	26.6:1	YES
Principle & Interest Repayments				
<b>Own Source Revenue Coverage Ratio</b>				
The ability to cover costs through own revenue efforts.				
Own Source Operating Revenue	=>0.40:1	1.2:1	1.3:1	YES
Operating Expense				
<b>Operating Surplus Ratio</b>				
The ability to cover operational costs and have revenues available for capital funding or other purposes.				
Operating Revenue - Operating Expense	=>0.01:1	0.2:1	0.2:1	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	18	96,622	1,299,122	2,546,234	51%
Community Safety	13	116,705	607,242	1,378,796	44%
Conservation Reserves	6	64,267	424,189	973,730	44%
Corporate Buildings	5	127,241	204,984	643,000	32%
Environmental Offset	4	21,018	189,149	401,250	47%
Fleet Management - Corporate	9	469,552	1,866,780	2,633,396	71%
Foreshore Management	9	270,389	7,285,175	8,063,471	90%
Golf Courses	5	29,942	205,110	780,668	26%
Investment Projects	16	674,621	4,954,683	6,290,445	79%
IT Equipment and Software	17	303,033	1,532,764	4,960,102	31%
Parks Furniture	15	453,510	2,371,853	2,962,219	80%
Parks Rehabilitation	2	146,566	728,665	1,646,200	44%
Passive Park Development	5	418,015	1,269,911	3,503,140	36%
Pathways and Trails	7	2,522,310	3,746,306	4,108,024	91%
Roads	17	453,184	4,415,767	9,019,283	49%
Sports Facilities	39	3,872,305	13,838,202	20,931,585	66%
Stormwater Drainage	4	6,124	24,088	82,000	29%
Street Landscaping	2	37,564	49,731	100,000	50%
Traffic Treatments	21	146,639	1,182,250	4,082,178	29%
Waste Management	1	896	296,727	367,500	81%
<b>Grand Total</b>	<b>215</b>	<b>10,230,503</b>	<b>46,492,698</b>	<b>75,473,221</b>	<b>61.6%</b>

As at 30 April 2024, the City incurred \$46.5m of capital expenditure, which represents 61.6% of the \$75.5m Revised Capital Works Budget. As at 2 May 2024, Capital Expenditure commitment amount is \$22.4m. Total Capital Expenditure including Commitments is \$68.9m which represents 91.3% of the \$75.5m Capital Works Revised Budget.





To further expand on the Capital Works Program information above, updates in key capital projects are selected to be specifically reported on, is provided in the Top Capital Projects attachment to this report (**Attachment 4**).

### **Capital Changes**

The following changes are proposed to be made to the 2023/24 Capital Works budget.

PR-1883 Recurring Program, Upgrade Corporate Business Systems – Further funding of \$100,000 is required to complete additional integrations between the City's systems. This project is funded from the Information, Communication and Technology reserve, so there will be no bottom line impact to Municipal funds.

PR-4361 Riverlinks Park, Clarkson, New All Abilities Playground – It is proposed to reduce the budget in 2023/24 by \$1,000,000 due to delays in the project caused by flooding at the site. The grant funding will be placed in restricted funds to be used in 2024/25 as part of the draft capital program.

PR-4425 Gngangara Rd, Madeley, Renew Road Surface – The project has received additional grant funding of \$76,349, as a result of Main Roads WA accepting the City's project variation report.

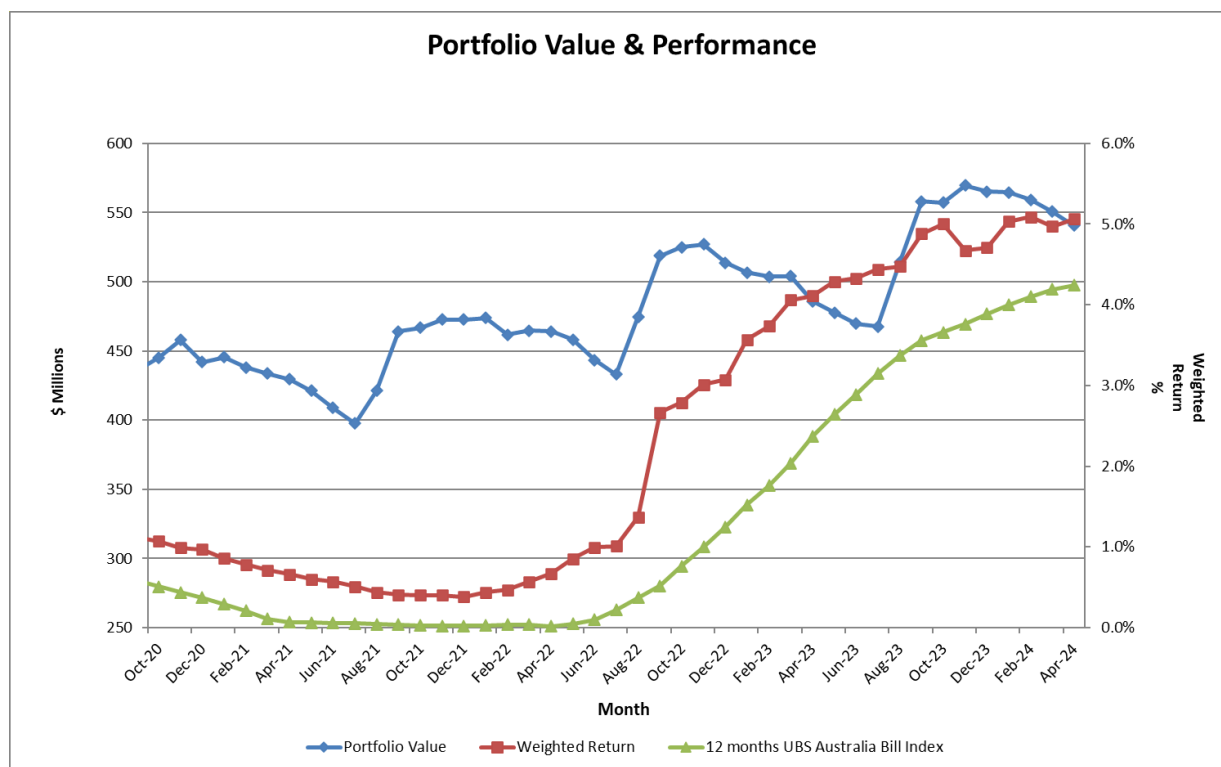
PR-4469 Recurring Program, Renew Kingsway Indoor Stadium Building Assets 2023/24 – An additional \$26,000 is required to progress design works for the urgent upgrade of the fire indicator panels. It is proposed to fund this from PR-4510 Recurring Program, Upgrade Leased Building Assets - Minor Works 2023-24 where savings have been identified upon completion of works.

PR-4502 Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only 2023/24 – An additional \$20,000 is required to advance survey works for forward planning. It is proposed to fund this from PR-4510 Recurring Program, Upgrade Leased Building Assets - Minor Works 2023-24 where savings have been identified upon completion of works.

PR-4505 Recurring Program, New Mobile Garbage Bins 2023/24 – An additional \$55,000 is required for a delivery of new bins that will now be received in 2023/24. This project is funded from the Domestic Refuse reserve, so there will be no bottom line impact to Municipal funds.

### **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 2024, the City held an investment portfolio (cash & cash equivalents) of \$540.5m (Face Value), equating to \$556.2 inclusive of accrued interest. The City's year to date investment portfolio return has exceeded the UBS Australia Bank Bill rate index benchmark by 0.82% pa (5.00% pa vs. 4.24% pa).

## Consultation

This document has been prepared in consultation with Relevant Officers.

## Comment

This report has incorporated recent amendments to the Local Government (Financial Management) Regulations 1996, which require local governments to prepare monthly Statement of Financial Activity (formerly Rate Setting Statement) with variance analysis, and the Statement of Comprehensive Income by Nature is no longer required.

The Regulations also require the preparation of Net Current Asset Notes (Attachment 1) to complement the Statement of Financial Activity.

In reference to Statement of Financial Activity in the report, the following symbols have been used to categorise three levels of variance:

Inflows/Outflows:

- ↑ - Positive Variance more than 10% and/or more than \$100,000
- ↓ - Negative Variance more than 10% and/or more than \$100,000
- → - Negative Variance Less than 10% or less than \$100,000

## Statutory Compliance

This Monthly Financial Activity Statement complies with *Regulations 34 and 35 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 relating to the issue contained within this report has been identified and considered within the City's Corporate Risk Register. Action plans have been developed to manage this risk to support existing management systems.

### Local Jobs

The City is prepared to accept a high level of financial risk provided that the City implements a risk management strategy to manage any risk exposure.

### Strategic Growth

The City will accept a moderate level of financial risk for facilitating industry development and growth.

Any strategic objective including ongoing planning, funding and capital investment to develop infrastructure strategic assets carries financial risks.

## Policy Implications

The following policies are relevant for this report:

- Accounting Policy;
- Investment Policy;
- Financial Cash Back Reserve Policy; and
- Strategic Budget Policy.

## Financial Implications

As outlined in the report and detailed in Attachments 1 to 4.

## Voting Requirements

Absolute Majority

**Moved Cr Herridge, Seconded Cr Parker****That Council:-**

1. **RECEIVES** the Financial Activity Statement and commentaries on variances to Budget for the period ended 30 April 2024 consisting of:
  - a) April 2024 Financial Activity Statement;
  - b) April 2024 Net Current Assets Position; and
  - c) April 2024 Material Financial Variance Notes.
2. **APPROVES** by **ABSOLUTE MAJORITY** the following changes to the 2023/24 Capital Works Budget:

Number	From	To	Amount	Description
PR-1883	Information, Communication and Technology reserve	PR-1883 Recurring Program, Upgrade Corporate Business Systems	\$100,000	Funds required for additional integrations.
PR-4361	State Government Grants	PR-4361 Riverlinks Park, Clarkson, New All Abilities Playground	(\$1,000,000)	Funding moved to 2024/25 due to delays caused by flooding at the site.
PR-4425	Grants - MRRG	PR-4425 Gngangara Rd, Madeley, Renew Road Surface	\$76,349	Additional grant funding received.
PR-4425	Municipal Funds	PR-4425 Gngangara Rd, Madeley, Renew Road Surface	(\$76,349)	Municipal reduction due to receipt of additional grant funds.
PR-4469	PR-4510 Recurring Program, Upgrade Leased Building Assets - Minor Works 2023-24	PR-4469 Recurring Program, Renew Kingsway Indoor Stadium Building Assets 2023-24	\$26,000	Additional required for design works for urgent upgrade to the fire indicator panels.
PR-4502	PR-4510 Recurring Program, Upgrade Leased Building Assets - Minor Works 2023-24	PR-4502 Recurring Program, Upgrade Road Infrastructure and Streetscapes - Design Only 2023-24	\$20,000	Additional funds to advance survey works for forward planning.



<b>PR-4505</b>	<b>Domestic Waste reserve</b>	<b>PR-4505 Recurring Program, New Mobile Garbage Bins 2023-24</b>	<b>\$55,000</b>	<b>Additional funds for delivery of bins to be received in 2023/24.</b>
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**CARRIED BY ABSOLUTE MAJORITY**

**13/0**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Parker, Cr Nguyen, Cr Rowe  
Cr Seif and Cr Smith

**Against the motion: Nil**

*Attachments:*

- 1 [↓](#). Attachment 1 - Net Current Assets - April 2024 24/178876
- 2 [↓](#). Attachment 2 - Statement of Financial Position April 2024 24/178877
- 3 [↓](#). Attachment 3 - Investment Report April 2024 24/178878
- 4 [↓](#). Attachment 4 - Top Projects 2023-24 - April 2024 24/178879

## NET CURRENT ASSETS

Attachment 1

## (a) Composition of Net Current Asset Position as at 30 April 2024

Description	30-June-2023 Actual \$	30-April-2024 Actual \$	30 June 2024
			Adopted Budget \$
<b>Current Assets</b>			
Cash - Unrestricted	42,023,075	33,676,415	17,630,000
Cash - Restricted	5,200	5,200	17,557,652
Term Deposits	440,000,000	513,000,000	377,037,148
Receivables	24,722,452	20,351,671	11,188,746
Inventories	398,094	413,321	390,588
	<b>507,148,821</b>	<b>567,446,607</b>	<b>423,804,133</b>
<b>Less: Current Liabilities</b>			
Trade and Other Payables	(48,967,725)	(39,537,141)	(22,706,600)
Contract Liabilities	(30,117,159)	(30,032,154)	(733,903)
Lease Liabilities	(110,144)	(114,440)	(50,607)
Provisions	(24,047,894)	(25,028,550)	(22,733,004)
	<b>(103,242,922)</b>	<b>(94,712,285)</b>	<b>(46,224,114)</b>
<b>Net Current Asset Position</b>	<b>403,905,899</b>	<b>472,734,322</b>	<b>377,580,019</b>
<b>Less - Total Adjustments to net current assets</b>	<b>(376,547,866)</b>	<b>(399,065,126)</b>	<b>(377,547,821)</b>
<b>Net current assets used in the Financial Activity Statement</b>	<b>27,358,033</b>	<b>73,669,196</b>	<b>32,198</b>

## EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

## Items Excluded From Calculation Of Budgeted Deficiency

When calculating the budget and Actual deficiency for the purpose of Section 6.2 (2)(c) of the Local Government Act 1995 the following amounts have been excluded as provided by Local Government (Financial Management) Regulation 32 which will not fund the budgeted and Actual expenditure.

## (b) Non-Cash Amounts Excluded From Operating Activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity (Formerly Rate Setting Statement) in accordance with Financial Management Regulation 32.

Adjustments:	30-June-2023 Actual \$	30-April-2024 Actual \$	30 June 2024
			Adopted Budget \$
<b>Less:</b>			
- Profit on asset disposals	(4,325,770)	(76,917)	(3,412,293)
- Share of net profit of associates accounted for using the equity method	(1,243,273)	2,500,000	0
<b>Add:</b>			
- Loss on asset disposals	1,878,188	435,236	1,219,165
- Depreciation	40,560,533	40,724,934	39,447,203
- Movement in Non Current Lease Liability	405,909	(24,874)	0
- Pensioner deferred rates	(215,099)	222,745	0
- Employee provisions	369,791	(60,060)	0
- Movement in Contract Assets and Liabilities	3,106,887	22,775,555	0
- Inventory	467,534	(14,940)	0
	<b>41,004,700</b>	<b>66,481,681</b>	<b>37,254,075</b>

## (c) Non-Cash Amounts Excluded From Investing Activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity (Formerly Rate Setting Statement)

## Adjustments:

Adjustments:	30-June-2023 Actual \$	30-April-2024 Actual \$	30 June 2024
			Adopted Budget \$
Non-Cash Contributions of Assets	(20,761,287)	(18,536,575)	(26,191,189)
Movement in current unspent capital grants associated with restricted cash	724,054	(19,084,476)	783,971
	<b>(20,037,233)</b>	<b>(37,621,051)</b>	<b>(25,407,218)</b>

## (d) Current Assets &amp; Liabilities Excluded From Budgeted Deficiency

## Adjustments:

Adjustments:	30-June-2023 Actual \$	30-April-2024 Actual \$	30 June 2024
			Adopted Budget \$
Cash - Reserve accounts	(305,949,998)	(326,829,311)	(300,551,134)
<b>Less:</b>			
- Current assets restricted to trading undertaking	(114,177,891)	(120,410,033)	(94,043,666)
Accrued Development Contribution Plans Income	(648,800)	(2,160,042)	0
<b>Add:</b>			
- Current portion of lease liabilities	110,144	114,441	18,170
- Current portion of contract liability held in reserve	22,209,809	28,329,095	733,903
- Current portion of unspent capital grants held in reserve	7,763,116	7,907,352	0
- Current portion of employee benefit provisions held in reserve	14,145,754	13,983,372	16,294,906
	<b>(376,547,866)</b>	<b>(399,065,126)</b>	<b>(377,547,821)</b>

## Attachment 2

**CITY OF WANNEROO**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 APRIL 2024**

Description	30/06/2023 Actual \$	30/04/2024 Actual \$
<b>Current Assets</b>		
Cash and Cash Equivalents	42,028,275	33,681,615
Trade and Other Receivables	24,722,452	20,351,671
Other Financial Assets	440,000,000	513,000,000
Inventories	398,094	413,321
	<b>507,148,821</b>	<b>567,446,607</b>
<b>Non Current Assets</b>		
Trade and Other Receivables	4,486,717	14,062,295
Inventories	16,769,298	16,769,298
Investments in Associates	30,027,648	27,008,263
Property, Plant and Equipment	397,398,735	408,057,539
Infrastructure Assets	2,400,375,316	2,412,801,965
Right to Use Assets	508,495	567,279
	<b>2,849,566,209</b>	<b>2,879,266,639</b>
<b>TOTAL ASSETS</b>	<b>3,356,715,031</b>	<b>3,446,713,246</b>
<b>Current Liabilities</b>		
Trade and Other Payables	48,967,725	39,537,141
Other Liabilities	30,117,159	30,032,154
Lease Liabilities	110,144	114,440
Employee Related Provisions	20,473,394	21,454,050
Other Provisions	3,574,500	3,574,500
	<b>103,242,922</b>	<b>94,712,285</b>
<b>Non Current Liabilities</b>		
Other Liabilities	95,699,993	126,227,802
Lease Liabilities	405,909	381,036
Borrowings	74,334,488	74,333,959
Employee Related Provisions	2,026,660	1,966,600
Other Provisions	6,584,259	6,584,259
	<b>179,051,309</b>	<b>209,493,656</b>
<b>TOTAL LIABILITIES</b>	<b>282,294,232</b>	<b>304,205,941</b>
<b>NET ASSETS</b>	<b>3,074,420,799</b>	<b>3,142,507,305</b>
<b>Equity</b>		
Reserve Accounts	305,944,798	317,393,695
Retained Surplus	1,247,364,895	1,304,002,504
Revaluation Surplus	1,521,111,106	1,521,111,106
<b>TOTAL EQUITY</b>	<b>3,074,420,799</b>	<b>3,142,507,305</b>

## INVESTMENT SUMMARY - As At 30 April 2024

Face Value \$	Interest Rate %	Borrower	Rating	Maturity Date	Purchase price	Deposit Date	Deposit Category	Current Value \$	YTD Accrued Interest \$	Accrued Interest LTD
<b>Current Account Investr</b>										
27,508,000.00	0.25	Commonwealth Bank of Australia Perth	A1	N/A		N/A	Cash	27,508,000.00		
<b>27,508,000.00</b>	<b>0.25%</b>							<b>27,508,000.00</b>		
<b>Term Investment Group</b>										
30,000,000.00	4.85	Bendigo Bank	A2	10-May-2024	30,000,000.00	10-May-2023	Term Deposit	31,419,123.29	1,215,821.92	1,419,123.29
15,000,000.00	5.46	Bendigo Bank	A2	13-June-2024	15,000,000.00	13-June-2023	Term Deposit	15,722,515.07	684,369.86	722,515.07
10,000,000.00	5.58	Bendigo Bank	A2	19-June-2024	10,000,000.00	20-June-2023	Term Deposit	10,481,561.64	466,273.97	481,561.64
30,000,000.00	5.59	Bendigo Bank	A2	17-July-2024	30,000,000.00	18-July-2023	Term Deposit	31,318,627.40	1,318,627.40	1,318,627.40
3,000,000.00	5.46	Westpac Banking Corporation-AARC	A1	02-August-2024	3,000,000.00	02-August-2023	Term Deposit	3,122,064.66	122,064.66	122,064.66
20,000,000.00	5.52	Commonwealth Bank of Australia Perth	A1	08-August-2024	20,000,000.00	09-August-2023	Term Deposit	20,801,534.25	801,534.25	801,534.25
30,000,000.00	5.44	Commonwealth Bank of Australia Perth	A1	23-August-2024	30,000,000.00	24-August-2023	Term Deposit	31,117,808.22	1,117,808.22	1,117,808.22
80,000,000.00	5.38	Westpac Banking Corporation	A1	06-September-2024	80,000,000.00	06-September-2023	Term Deposit	82,794,652.05	2,794,652.05	2,794,652.05
20,000,000.00	5.38	Westpac Banking Corporation	A1	08-September-2024	20,000,000.00	08-September-2023	Term Deposit	20,692,767.12	692,767.12	692,767.12
25,000,000.00	5.38	Westpac Banking Corporation	A1	08-September-2024	25,000,000.00	08-September-2023	Term Deposit	25,865,958.90	865,958.90	865,958.90
25,000,000.00	5.38	Westpac Banking Corporation	A1	08-September-2024	25,000,000.00	08-September-2023	Term Deposit	25,865,958.90	865,958.90	865,958.90
50,000,000.00	5.36	Commonwealth Bank of Australia Perth	A1	20-September-2024	50,000,000.00	20-September-2023	Term Deposit	51,637,369.86	1,637,369.86	1,637,369.86
10,000,000.00	5.38	Commonwealth Bank of Australia Perth	A1	25-September-2024	10,000,000.00	26-September-2023	Term Deposit	10,319,852.05	319,852.05	319,852.05
10,000,000.00	5.33	Westpac Banking Corporation	A1	10-October-2024	10,000,000.00	10-October-2023	Term Deposit	10,296,435.62	296,435.62	296,435.62
10,000,000.00	5.33	Westpac Banking Corporation	A1	10-October-2024	10,000,000.00	10-October-2023	Term Deposit	10,296,435.62	296,435.62	296,435.62
10,000,000.00	5.30	Suncorp	A1	24-October-2024	10,000,000.00	25-October-2023	Term Deposit	10,272,986.30	272,986.30	272,986.30
25,000,000.00	5.22	Suncorp	A1	17-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,364,684.93	364,684.93	364,684.93
25,000,000.00	5.22	Suncorp	A1	20-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,364,684.93	364,684.93	364,684.93
25,000,000.00	5.22	National Australia Bank	A1	17-January-2025	25,000,000.00	19-January-2024	Term Deposit	25,364,684.93	364,684.93	364,684.93
15,000,000.00	5.18	Suncorp	A1	29-January-2025	15,000,000.00	31-January-2024	Term Deposit	15,191,589.04	191,589.04	191,589.04
20,000,000.00	5.16	Westpac Banking Corporation	A1	23-February-2025	20,000,000.00	23-February-2024	Term Deposit	20,189,435.62	189,435.62	189,435.62
25,000,000.00	5.08	Suncorp	A1	07-March-2025	25,000,000.00	08-March-2024	Term Deposit	25,184,410.96	184,410.96	184,410.96
<b>513,000,000.00</b>	<b>5.32%</b>							<b>528,685,141.37</b>	<b>15,428,407.12</b>	<b>15,685,141.37</b>
	<b>Weighted Return</b>									
<b>540,508,000.00</b>	<b>5.06%</b>	<b>Totals</b>						<b>556,193,141.37</b>	<b>15,428,407.12</b>	<b>15,685,141.37</b>
	<b>4.24%</b>	12 month UBS Australia Bank Bill Index for		30 April 2024						
	<b>0.82%</b>	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.



Top Capital Projects 2023/24 - April 2024																	
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	1,330,000	22,683	1,907,626	(600,309)	8,457,051	8,533,014	(75,963)	G	R	G	A	41	S5. Delivery	Construction commenced. Red current year budget indicator associated with additional funding of \$600k to be brought forward in May 2024 for a progress claim. Risk amber due to increased risk of a night works being implemented as local businesses are not supportive of temporary road closures.
PMO16061	002955	23756	Halesworth Park, Butler, New Sports Facilities	9,484,653	7,372,645	2,112,008	0	22,324,937	22,324,938	(1)	G	G	G	G	89	S5. Delivery	Construction of Main Pavilion (A) by Swan Group on track. Roof and brickwork completed. Services and glazing installation underway. Anticipated practical completion 12 July 2024. Storage Building (C) construction activities remain, completion likely to tie in with Main Pavilion. Carry forward anticipated.
PMO16175	002664	25883	Dordak Kepap Library and Youth Innovation Hub, Landsdale, New Building	478,140	287,897	104,837	85,406	10,451,250	17,990,000	(7,538,750)	G	A	R	R	29	S5. Delivery	Tender RFT23175 deferred from April to May 2024 OCM. Schedule updated to reflect construction delay and effort, resulting in anticipated carry forward of 85k. If awarded, construction anticipated in June/July 2024. The facility opening date extended to September/October 2025. Additional budget of \$7.5m required for increased construction prices and schedule delays. An additional \$3m grant funding being sought to offset shortfall. FAA1 \$250k acquittal signoff complete and issued to DLGSCI. FAA2 \$2.75m conditions have been reviewed; to be finalised pending tender outcome.
PMO18124	004169	34063	Mindarie Breakwater, Mindarie, Renew Maintenance Management Plan	6,751,715	6,618,226	62,000	71,489	9,528,844	9,459,492	69,352	G	G	G	G	99	S6. Close-Out	Practical completion achieved 09 February 2024. Project savings forecasted.
PMO20056	004276	40598	Lenore Road, Hocking, Upgrade to Dual Carriageway from Kemp St to Elliot Rd	2,040,000	11,597	455,000	1,573,403	7,725,952	7,725,951	0	G	R	G	G	68	S5. Delivery	Start up meeting completed. Awaiting bank guarantee from RJ Vincent. Variation to be raised to revise start of works for end June 2024. Carry forward anticipated.
PMO20057	004277	40645	Alkimos, New Alkimos Aquatic and Recreation Centre	2,645,299	1,754,453	491,252	399,594	82,975,804	82,917,412	58,392	G	A	G	G	24	S4. Design	Detailed design progressing to 60% stage. Carry forward anticipated.
PMO20062	004283	40782	Heath Park, Eglinton, New Sports Amenities Building	1,769,698	625,834	1,143,864	0	6,313,523	6,313,523	0	G	G	G	G	35	S4. Design	Building underground hydraulic services and strip footing installations completed. Hard digging encountered which may delay the installation of sewer line. On-site portable facilities provided to the clubs during the construction phase.

Top Capital Projects 2023/24 - April 2024																	
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	942,073	181,932	101,553	658,588	37,787,350	37,787,350	(0)	G	R	G	A	64	S5. Delivery	ATCO gas have not finalised the protection of mainline detail resulting in a delay. Carry forward anticipated.
PMO22023	004400	44424	Two Rocks Road, Yanchep, Upgrade Street Lighting	1,128,850	42,560	1,086,290	0	1,197,500	1,197,500	0	A	G	G	G	61	S5. Delivery	Purchase order raised for Western Power (WP) to be receipted in May 2024. UXO investigation completed and reports and clearance certificates recorded. Amber schedule indicator WP delays. Amber schedule indicator WP delays. Construction commenced May 2024.
PMO22049	004437	45560	Hester Ave, Merriwa, Upgrade Intersection of Connolly Drive	1,220,000	224,982	1,011,500	(16,482)	1,500,000	1,619,082	(119,082)	G	G	G	A	41	S5. Delivery	Works commenced April 2024. WP to return to site to complete lighting upgrades on the verge area. Funding to be sourced for budget shortfall due to additional scope to add an on ramp, line marking reinstatement and internal costs. Risk amber for issues with WP to schedule their drilling portion of works together with road works.
PMO23003	004422	46036	Mirrabooka Ave Kingsway, Landsdale, Upgrade Roundabout	22,000	8,127	3,102	10,771	880,000	880,000	0	A	R	G	A	4	S4. Design	Schedule amber due to Western Power (WP) availability impacting the overall construction timelines. Red current year budget indicator due to a carry forward required for delay in construction. Risk amber to reflect WP delays. Road construction can only commence following WP construction anticipated in 24/25. Carry forward for construction.
PMO23010	004425	46167	Gnangara Rd, Madeley, Renew Road Surface	1,648,000	1,619,131	3,110	25,759	1,648,000	1,622,241	25,759	G	G	G	G	99	S6. Close-Out	Project in defects liability period. ASPEC is pending contractor to submit to the City. Project savings forecasted.
				29,460,428	18,770,067	8,482,143	2,208,218	190,790,211	198,370,503	(7,580,293)							

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

## Property Services

### **CS03-06/24 Proposed lease to Quinns Rocks Sports Club (Inc) over a portion of Gumblossom Park, 17 Tapping Way, Quinns Rocks**

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File Ref: 5293V006 – 24/145994  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 1

## Issue

To consider a proposed lease to Quinns Rocks Sports Club (Inc) (**Club**) over a portion of Gumblossom Park, Reserve 28376, Lot 500 (17) Tapping Way, Quinns Rocks (**Reserve 28376**).

## Background

### Reserve 28376

Reserve 28376 is the whole of the land comprised in Certificate of Crown Land Title Volume LR3139 Folio 453.

The land is under the care, control and management of the City via a management order, for the purpose of 'Recreation and Community Purposes'. The management order includes a power to lease or licence the land for not more than 21 years, subject to the consent of the Minister for Lands.

### Club premises

The Club is situated on portion of Reserve 28376 (**Attachment 1** refers). The leased site comprises three bowling green areas, a clubhouse and a carpark. The leased site is approximately 1.25 hectares.

The Club operates primarily as a bowling club, with a number of affiliate clubs forming part of its membership base such as a fishing club a darts and a cycling club. The Club was founded in 1975 and has occupied the site since then, most recently under a 21 year lease agreement which expired on 30 June 2022. It continues to occupy the site under the holdover provisions in the lease on a week to week basis.

Administration understands that the Club is well regarded by the local community and has been operating in a financially sustainable manner.

### Historical works (improvements) to the site by the Club

The Club has undertaken a number of improvements to the leased premises since its first occupation, with the most recent works undertaken circa 2011 being the installation of a carpark, which the City contributed \$50k towards, and a large extension (also circa 2011) to the existing clubhouse at the time at a cost of approximately \$700k.

### Quinns Rocks Sports Club Strategic Business Plan

In light of the Club's future anticipated further improvements it has planned for the site, such as:

- the installation of lighting to service the third bowling green area (planned for 2024/25 financial year);
- the toilet upgrade extension (planned for 2025/26 financial year); and
- a longer term (circa 2030) desire to further extend the clubhouse,

the Club has requested a new, longer term lease.

As part of the Club's request for a new lease, Administration requested the Club submit a business plan, to outline what it is proposing for the site in the years to come. Administration has considered the business plan and is satisfied as to the level of improvement the Club is proposing.

The Club's premises is used extensively by its membership base and, according to its business plan, and as of January 2023, has 1,769 financial members with the larger portion (1,381) being social members.

The Club has advised its membership base has been steadily growing over the years, from 702 in 2008 to its January 2023 level mentioned earlier.

### Detail

The Club has requested a longer term lease as it is planning to undertake further improvements to its leased area in the coming years. As a result, the following proposed essential terms have been agreed to by the Club:

<b>Land:</b>	Lot 500 (17) Tapping Way, Quinns Rocks, (Crown Reserve 28376)
<b>Premises:</b>	That portion of the Land comprising the clubhouse, bowling green and car parks
<b>Lessee:</b>	Quinns Rocks Sports Club Inc
<b>Use of Premises:</b>	Bowling club facility
<b>Term:</b>	Five (5) years, with two options for renewal for a further term of five (5) years each.
<b>Commencement Date:</b>	On execution of the deed by the parties
<b>Rent:</b>	\$1 (peppercorn) per annum plus GST, payable on demand
<b>Rates &amp; Taxes:</b>	All rates and taxes assessed on the Premises are payable by the Lessee
<b>Maintenance Fee:</b>	\$6,493.00 per annum (plus GST).
<b>Lessee Works</b>	<p>Lessee is proposing to undertake the following works during the term of the lease:</p> <ul style="list-style-type: none"> <li>• the installation of lighting to service the third bowling green area (planned for 2024/25 financial year);</li> <li>• the toilet upgrade extension (planned for 2025/26 financial year); and</li> <li>• a longer term (circa 2030) desire to further extend the clubhouse.</li> </ul>
<b>Outgoings/Services:</b>	All outgoings associated with the Premises, including electricity, water and gas, telephone, etc. shall be payable by the Lessee whether billed directly or otherwise.



<b>Building Insurance:</b>	Lessee responsibility
<b>Other Insurance (including contents, public liability, plate glass and the like):</b>	Lessee responsibility
<b>Maintenance and cleaning of Premises:</b>	Lessee responsibility
<b>Structural Maintenance:</b>	Lessee responsibility
<b>Statutory Compliance:</b>	Lessee responsibility

The maintenance fee referred to in the above table reflects that the Club, at its request, will continue to be responsible for matters of compliance relating to the likes of emptying grease traps, plumbing, electrical and fire compliance to name a few. Such items would ordinarily be the responsibility of the City, in lieu of what would have been a greater dollar amount than the fee outlined in the above table.

The fee proposed means the City will be responsible for the heating, ventilation and air conditioning, roof and gutters, and compliance relating to roof safety systems (roof anchor points).

Final draft lease documentation (based on a City template), incorporating the agreed essential terms as outlined in this report (including the maintenance fee), has been presented to the Club and has been agreed 'in principle'.

The lease is also subject to consent from the Minister for Lands. This consent is currently pending, with Administration anticipating a final response in the next couple of weeks.

## Consultation

Relevant Administration service units, including Building Maintenance and Asset Planning, have been consulted during the course of the lease negotiation process.

Administration is supportive of the proposed lease, noting that the Club has occupied the site for many years, has steadily improved its membership base as described earlier in this report.

The Club has also undertaken considerable improvement works to the site, and has further plans for the site as outlined in its business plan. These plans will be facilitated by entering a new, longer term lease.

## Comment

Administration recommends the proposed lease of portion of Reserve 28376 to the Club as outlined in this report. The lease will mean the Club can continue to improve the site, which should also lead to further increases in its membership base.

It is considered a significant bowling club within the northern corridor and will likely remain so for many years to come.

All indications to date suggest the Club has a strong committee base, which sees the Club growing well into the future.

## Statutory Compliance

The Club is a not for profit organisation. It generates its income from bar and food sales, functions, and annual memberships.

Given its not for profit status, this means that the proposed lease to the Club is an exempt disposition of property under regulation 30 of the *Local Government (Functions and General) Regulations 1996* (WA), and accordingly a local public notice under section 3.58(3) of the Act does not apply.

## 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.

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 & Performance	Manage

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

## Policy Implications

The proposed new lease has been negotiated in accordance with the City's Leasing Policy, which determines an annual maintenance fee is applicable. As mentioned earlier in this report, the annual maintenance fee proposed is in recognition that the Club will continue to undertake certain compliance obligations, as opposed to the City, and therefore is reflected in the fee the Club has agreed to.

The Club is classified as a category 5 organisation under the City's Leasing Policy.

## Financial Implications

The City will receive an annual income of \$6,493.00 per annum (plus GST) (with annual CPI increments to apply).

The lease provides for the City to be able to recoup additional maintenance costs (over and above the prescribed maintenance fee amount) as and when required, which will be determined by evidence of actual costs incurred by the City, should they arise.

## Voting Requirements

Simple Majority

**Moved Cr Bedworth, Seconded Cr Nguyen**

**That Council:-**

- 1. APPROVES, in principle, a lease of portion of Lot 500 (17) Tapping Way, Quinns Rocks to the Quinns Rocks Sports Club (Inc) in accordance with the essential lease terms described in the Administration report; and**
- 2. AUTHORISES:**
  - a) the Chief Executive Officer (or a nominee of the Chief Executive Officer) to execute all documentation and comply with all applicable legislation as is required to effect Item 1.; and**
  - b) the affixing of the Common Seal of the City of Wanneroo to the lease in accordance with the City's Execution of Documents Policy.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

1. [Attachment 1 - Plan - 2023-09 Quinns Rocks Sports Club Inc \(QRSC\) - Lease Area.pdf](#) 23/314253





**LEASE AREA - QUINNS ROCKS SPORTS CLUB Inc.**

**GUMBLOSSOM PARK**

**PORTION LOT 500 (RESERVE 28376) TAPPING WAY, QUINNS**

SCALE: 1:1250 @ A4

DATE: September 2023

REF: 2020-09 qrsc lease



## Contracts & Procurement

### CS04-06/24 Light Vehicle Fleet Policy

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File Ref: 3131V03 – 24/156686  
Responsible Officer: Director Corporate Strategy & Performance  
Attachments: 3

#### Issue

To consider the revised Light Vehicle Fleet Policy.

#### Background

The Light Vehicle Fleet Policy (**Policy**), (**Attachment 1**) was previously updated at the Ordinary Council meeting of 13 July 2021 (CP04-07/21) with minor administrative changes at that time to ensure the document remained strategic in nature and aligned to standard template updates. The Policy provides guidance on light vehicle fleet acquisition, disposal, and operational management.

#### Detail

The Policy has been revised (**Attachment 2**) to ensure it remains contemporary and relevant and complies with the revised Council Policy format.

Proposed key changes to the Policy include:

- An updated Policy Statement and insertion of new Definitions.
- Replacement intervals expanded under Purchase and Disposal section.
- Additional commentary to Operational Safety section.
- Additional commentary to Environmental section with preference towards purchase of electric or hybrid vehicles.
- Further expansion to Authorities, Accountabilities and Roles and Responsibilities sections.

The City currently provides light vehicles to meet full private use (i.e. CEO, Directors and certain managers) as well as for operational purposes. The Mayor does not currently utilise a City provided vehicle.

The current light vehicle fleet size is 131 vehicles (approximately 37% of the City's overall fleet and plant program) and at a total capital cost of \$4.6m (approx. 13% of overall fleet value).

The City's light vehicle fleet is comprised of a mixture of brand and model including sedans, hatchbacks, station wagons, vans and utilities. The 'pool car' allocation includes two full electric vehicles (EV) and seven hybrid vehicles.

A summary of the various categories of light vehicles follows:

<b>Category</b>	<b>No</b>
CEO, Directors and Managers	17
Fire Support Vehicle	4
Ranger (operational)	18
Pool cars – Ashby and Civic Centre	28
Transporter Vans (Assets and Community)	14
Supervisor and operational utilities	50
	<b>131</b>

### **Transition to Net-Zero**

The Policy supports Council's commitment to the WALGA Climate Change Declaration and to the City's Climate Change Adaptation and Mitigation Strategy to reduce fuel emissions by 25% by 2024/25 through a reduction in overall fleet size and purchase of low emission use, hybrid and or electric vehicles. The revised Policy provides greater clarity around the implementation of this strategy and is also aligned to the City's 2021-2031 Strategic Community Plan.

A recent independent Fleet Services Review identified the need for development of a Net-Zero Fleet Transition Plan aligned to the City's long-term fleet replacement program.

The transition to net-zero fleet will impact on how fleet services are delivered, including:

- reduced reliance on in-house maintenance as net-zero fleet may also provide with maintenance contracts;
- changes in procurement approach as net-zero fleet may rely more on leased arrangements; and
- increased reliance on fleet management to deliver net-zero fleet in the most efficient and effective ways including short and long-term hire of assets.

The City's transition to Net-Zero light vehicle fleet will be underpinned by EVs, which will be procured with servicing contracts. This will ensure the City has access to the proprietary analytical tools and talent for the servicing and repairs of the net-zero fleet.

Administration is of the view that the transition towards net-zero for the light vehicle fleet should occur within the next couple of changeovers with EVs becoming more affordable and EV infrastructure improving.

### **Consultation**

Input to the revised Policy (**Attachment 3**) was sought from those involved in Fleet Management activities, including the broader management group, the Fleet & Plant Management Steering Committee and environmental and work health and safety representatives.

The revised Policy was also presented to Council Forum on 4 June 2024 meeting.

### **Comment**

The intent of the Policy provides direction to the effective utilisation and overall cost of ownership of the Light Vehicle Fleet consistent with industry best practice.

### **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-007 Purchasing	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
ST-S24 Strategic Asset Management	Medium
Accountability	Action Planning Option
Director Assets	Manage

## Policy Implications

This revised Policy is recommended for amendment as the result of review process undertaken in accordance with the City's Policy and Procedure Development and Review Framework.

## Financial Implications

Costs associated with the City's Light Vehicle Fleet are met from existing capital (reserve and municipal funds) and operational budgets.

## Voting Requirements

Simple Majority

**Moved Cr Figg, Seconded Cr Rowe**

**That Council ADOPTS the revised Light Vehicle Fleet Policy as shown in Attachment 3.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- 1 [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9\_img.jpg\)](#) *Light Vehicle Fleet Policy 13 July 2021 - CP04-07/21* 11/48542[v4]
- 2 [!\[\]\(bdddf9191a284aa0945448444083c5b0\_img.jpg\)](#) *Light Vehicle Fleet Policy V4 with tracked changes* 24/133416
- 3 [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546\_img.jpg\)](#) *Light Vehicle Fleet Policy revised June 2024* 24/133418



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## Light Vehicle Fleet Policy

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**Policy Owner:** Contracts & Procurement  
**Contact Person:** Manager Contracts and Procurement  
**Date of Approval:** 13 July 2021

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### POLICY STATEMENT

The purpose of this Policy is to ensure the effective management of the City's fleet of Light Vehicles in line with community expectations and operational business needs. The Policy is supported by the Use of Light Vehicles Management Procedure.

### POLICY OBJECTIVE

To ensure optimal Light Vehicle fleet utilisation, minimise overall vehicle Total Cost of Ownership and reduce vehicle emissions consistent with industry best practice.

### SCOPE

This Policy provides direction to the purchase and utilisation of Light Vehicles for City use and therefore applies to all employees (and contract staff) who may have the need to operate a City owned vehicle.

The requirements of this Policy do not cover the provision of a vehicle to the CEO or Mayor due to their relevant employment contract provisions as determined by Council.

### IMPLICATIONS (Strategic, Financial, Human Resources)

The Policy aligns to the City's 2021-2031 Strategic Community Plan under:

Goal 7, '*A well governed and managed City that makes informed decisions and provides valued customer focused services*', Priority 7.2 *Responsibly and Ethically managed*'

The FPMSC shall provide corporate oversight and governance to management of the Light Vehicle fleet and in accordance with the City's Asset Management Policy.

### Vehicle Specifications / Class

The selection of vehicle class and specification shall consider operational utilisation and safety, ergonomic environmental factors and overall value for money to the City.

### Purchase and Disposal

The procurement and disposal of Light Vehicles is undertaken in accordance with the City's Purchasing Policy, Long Term Financial Plan and Accounting Policy.

Light Vehicles will be disposed at appropriate intervals to minimise whole of life costs. Disposal of Light Vehicles will take into account the class of vehicle, operational needs and the second hand vehicle market. Light Vehicles will be disposed of in accordance with the Disposal of Property Other than Land and Buildings Management Procedure; typically this is by public auction, trade-in or public tender.



## Policy Manual

### Operational Safety

The City shall seek to purchase passenger Light Vehicles with a 5-star ANCAP rating. For Light Commercial Vehicles including vans and utilities, the City will preferentially select vehicles with a minimum 4-star ANCAP rating. Where the rating is unavailable and given the required operational use, procure vehicles fit for purpose with safety features similar to 4-star ANCAP rating.

### Environmental

The City will determine the most appropriate Light Vehicle for its intended operational use. The standard engine type for Full Private Use Vehicles is internal combustion (unleaded fuel or Hybrid) and for light pool use vehicles, low CO<sub>2</sub> and non-fossil fuels; e.g. hybrid, full electric or hydrogen. The selection of Light Commercial Vehicles shall consider appropriate fit for propose application and use of alternate non fossil fuels where available.).

The City will meet its reduction targets in GHG emissions associated with use of the Light Vehicle fleet as prescribed in the City's Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26.

Consistent with the policies adopted by the Government of Western Australia (WA Government Fleet Policy and Guidelines, effective December 2019), the National Greenhouse and Energy Reporting Systems' measurement of CO<sub>2</sub> emissions calculates g/km emissions. A CO<sub>2</sub> benchmark of 185g/km for passenger vehicles and 195g/km for SUVs is set, unless there is a clear operational need for a vehicle that exceeds these limits with CEO approval. Light Commercial vehicles have no specific benchmark due to the many different categories of vehicles.

### IMPLEMENTATION

The Manager Contracts and Procurement, under direction from the FPMSC will implement and apply this Policy with reference to the Use of Light Vehicles Management Procedure and other relevant documents.

The City shall seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs and through the adoption of electric and/or other non-fossil fuel sources to Light Vehicles guided by the following principles:

- A clear operational requirement for the vehicle (based on formal business case justification);
- Availability of suitable EV infrastructure relevant to the City's operations and service delivery; and
- Competitive pricing against hybrid and/or fossil fuel vehicles based on Total Cost of Ownership (TCO).

### ROLES AND RESPONSIBILITIES

The implementation, interpretation, application and compliance to this Policy is the responsibility of the Manager Contracts and Procurement under direction from the FPMSC.



## Policy Manual

### DISPUTE RESOLUTION

All disputes with regard to this Policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement to the dispute cannot be reached, then the matter will be submitted to the CEO for ruling.

### EVALUATION AND REVIEW PROVISIONS

The FPMSC shall review this Policy every two years as to its effectiveness in achieving stated outcomes. The FPMSC shall review Light Vehicle costs (including purchase, disposal and operational costs), vehicle utilisation and overall emissions on at least a six-monthly basis.

### DEFINITIONS

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

<b>ANCAP</b>	Australasian New Car Assessment Program – used to determine the performance of a vehicle in a number of independent crash tests and safety assessments.
<b>FPMSC</b>	Fleet and Plant Management Steering Committee
<b>Full Private Use Vehicles</b>	Directors and Managers' City owned vehicles as provided under an employment contract or as otherwise approved by the CEO and which provide for full private use.
<b>GHG</b>	Greenhouse Gas
<b>Light Commercial Vehicle</b>	Any low axle rigid vehicle with cab chassis or van construction and a gross vehicle mass greater than 1.5 tonnes but less than 4.5 tonnes GVM (Gross Vehicle Mass); typically these are supervisory vehicles.
<b>Light Vehicle</b>	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver) requiring a "C" class Western Australian drivers licence to drive.
<b>TCO</b>	Total Cost of Ownership which takes into account the purchase price of an asset plus the cost of operation over time.



## Policy Manual

### RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- Use of Light Vehicles Management Procedure
- Purchasing Policy
- Asset Management Policy
- Accounting Policy
- Environment Policy

### REFERENCES

- Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26
- WA State Fleet Policy and Guidelines December 2019

### RESPONSIBILITY FOR IMPLEMENTATION

Manager Contracts and Procurement

Version	Next Review	Record No:
1 September 2004	July 2007	
1 September 2007 – (IN07- 07/07	May 2011	
3 May 2001 – (IN02 - 05/11)	May 2013	11/48542
May 2012 – (IN03 – 05/12)	May 2014	11/48542[v2]
May 2019 – (CS07 – 06/19)	May 2021	11/48542[v3]
July 2021 – (CP04-07/21)	July 2023	11/48542[V4]





Council Policy



Policy Manual

Light Vehicle Fleet Policy

Policy Owner: Contracts & Procurement  
Contact Person: Manager Contracts and Procurement  
Date of Approval: 13 July 2021

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Contracts & Procurement
Contact Person:	Manager Contracts & Procurement
Date of Approval:	TBA
Council Resolution No:	TBA

1. POLICY STATEMENT

The purpose of this Policy is to ensure the effective management of the City's This policy ensures that Light Vehicle fleet of Light Vehicles in line with community expectations and assets are provided to meet the operational business needs. The Policy is supported of the City in delivering services to current and future communities in the most economical manner, optimising their return on investment.

This will be achieved by the Use of ensuring that Light Vehicles Management Procedure Vehicle fleet assets are safe, fit for business purpose and managed effectively and efficiently over their lifecycle. As a growth Council, the City will balance the need to provide for any new Light Vehicle requirements to meet demands while maintaining and optimising the use of its existing Light Vehicle fleet.

2. POLICY OBJECTIVE AND PURPOSE

To Objective



## Council Policy

This policy seeks to ensure optimal Light Vehicle fleet utilisation, minimise overall vehicle Total/Whole of Life Cost-of-Ownership and reduce vehicle emissions consistent with industry best practice. The Policy therefore provides the framework for service units to:

- Optimise use of Light Vehicles to meet specific business needs;
- Satisfy operational safety and business requirements; and
- Reduce overall Whole of Life fleet costs (including initial purchase cost, operational cost and associated supporting infrastructure cost where applicable).

### **Purpose**

This policy guides the Light Vehicle fleet Asset management planning process and provides for specifics around the planning, acquisition, operation, maintenance, replacement, and disposal of such assets.

### **3. KEY DEFINITIONS**

<u>AMSG</u>	<u>Asset Management Steering Group</u>
<u>Ancap</u>	<u>Australasian New Car Assessment Program – used to determine the performance of a vehicle in several independent crash tests and safety assessments.</u>
<u>Asset management</u>	<u>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.</u>
<u>Asset management information</u>	<u>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.</u>
<u>Asset management plan</u>	<u>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.</u>
<u>FPMSC</u>	<u>Fleet and Plant Management Steering Committee</u>
<u>Full Private Use Vehicles</u>	<u>Directors and Managers' City owned vehicles as provided under an employment contract or as otherwise approved by the CEO and which provide for full private use.</u>
<u>GHG</u>	<u>Greenhouse Gas</u>



## Council Policy

<u>Light Commercial Vehicle</u>	Any low axle rigid vehicle with cab chassis or van construction and a gross vehicle mass greater than 1.5 tonnes but less than 4.5 tonnes GVM (Gross Vehicle Mass); typically, these are supervisory vehicles.
<u>Light Vehicle</u>	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver) requiring a "C" class Western Australian drivers' licence to drive.
<u>Lifecycle of an asset</u>	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.
<u>Whole of Life Cost</u>	The total cost of an asset throughout its life cycle inclusive of costs associated with planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

#### 4. SCOPE & POLICY DETAILS

~~This Policy~~ This policy supports the Long-Term Financial Planning process and provides direction to the purchase and acquisition, utilisation and disposal of Light Vehicles intended for City use and ~~therefore~~ applies to all employees (and contract staff) who may have the need to operate a City owned vehicle to conduct the business of the City and that such vehicle use is optimised.

The requirements of this Policy ~~do not cover~~ include the provision of Full Private Use Vehicles to Directors and Managers as determined by their respective contract of employment conditions. The Policy also provides for the provision of a Full Private Use vehicle to the CEO or Mayor ~~due to~~ commensurate with their ~~relevant~~ employment contract ~~provisions~~ as determined by Council.

### ~~IMPLICATIONS~~ (Strategic, Financial, Human Resources)

~~The Policy aligns to the City's 2021-2031 Strategic Community Plan under:~~

~~Goal 7, 'A well governed and managed City that makes informed decisions and provides valued customer focused services', Priority 7.2 Responsibly and Ethically managed'~~



## Council Policy

~~The FPMSC shall provide corporate oversight and governance to management of and to the Light Vehicle fleet and Mayor in accordance with provisions of the City's Asset Management Council Members Fees, Allowance and Reimbursement Policy.~~

~~The Policy is to be applied consistently with the requirements of all relevant legislation, policies, and employment contractual arrangements.~~

### **Vehicle ~~Specifications~~ / ~~Class~~ Type, Model and Specification**

The selection of vehicle ~~classtype~~, ~~model~~ and specification shall consider operational ~~need and~~ utilisation ~~and~~, safety, ergonomic, environmental factors, and overall ~~value for money~~ Whole of Life cost to the City.

~~Light Vehicles must be fit-for-purpose to the operational requirements. However, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections. A formal internal business case will therefore determine such requirements.~~

### **Purchase and Disposal**

The ~~procurement~~ acquisition and disposal of Light Vehicles is undertaken in accordance with the City's Purchasing Policy, Long Term Financial Plan and Accounting Policy.

~~Replacement intervals will consider kilometers travelled, type of operational use, and vehicle condition but will be primarily based on the following intervals:~~

- ~~• Light Passenger Vehicles / Wagons – Five Years~~
- ~~• Executive Vehicles – Three Years (or as determined by employment contract provisions)~~
- ~~• Commercial Vehicles – Five Years~~
- ~~• Ranger Service Patrol Vehicles – Two years~~

~~Early or deferred replacement of vehicles will be at the discretion of the FPMSC.~~

Light Vehicles will be disposed at appropriate intervals to minimise whole of life costs. ~~Disposal~~ Timing to the disposal of Light Vehicles will ~~take into account~~ consider the class of vehicle, operational needs, and the second-hand vehicle market. Light Vehicles will be disposed of ~~in accordance with the Disposal of Property Other than Land and Buildings Management Procedure; typically this is by~~ by public auction, trade-in, or public tender.

### **Operational Safety**

The City shall seek to purchase passenger Light Vehicles with a 5-star ANCAP rating. For Light Commercial Vehicles including vans and utilities, the City will preferentially select vehicles with a minimum ~~4~~ 5-star ANCAP rating. Where the rating is unavailable and given the required operational use, procure vehicles fit for purpose with safety features similar to 4-star ANCAP rating.





## Council Policy

The selection of safer vehicles and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements.

A GPS may also be installed to Light Vehicles to improve coordination of usage, operational safety and to better manage the City's fringe benefit tax implications.

### **Environmental**

The City will determine the most appropriate Light Vehicle for its intended operational use. ~~The standard engine type~~ Options for Full Private Use Vehicles ~~is internal and Pool Car vehicles include a preference for either full electric or hybrid vehicles. Internal combustion (unleaded fuel or Hybrid) and~~ vehicles for light pool full private use vehicles, low CO2 and non-fossil fuels; e.g. hybrid, full electric or hydrogen will only be purchased with prior CEO approval. The selection of Light (Commercial) Vehicles shall consider appropriate fit for ~~propose purpose~~ application and use of alternate non fossil fuels where readily available.

The City ~~will meet~~ is committed to achieving its reduction targets in greenhouse gas (GHG) emissions associated with the use of ~~theits~~ Light Vehicle fleet, as ~~prescribed~~ outlined in the City's Climate Change Adaptation and Mitigation Strategy for the period 2020/21-2025/26.

~~Consistent~~ Aligned with the ~~policies adopted by the Government of Western Australia (WA Government Fleet Policy and Guidelines, effective December 2019), the National Greenhouse and Energy Reporting Systems' measurement of State government's reporting standards on GHG emissions for fleet vehicles, which encompass CO2 emissions calculate~~ calculated in g/km emissions. A assigned to each vehicle category, specific benchmarks have been set. Passenger vehicles are held to a CO2 benchmark of 185g/148g/km for passenger vehicles and 195g/km for, while SUVs is are set at 189.7g/km, unless there is exists a clear operational need necessity for a vehicle that exceeds surpassing these limits with, subject to CEO approval. —Light Commercial commercial vehicles do not have no a specific benchmark due to the many different diverse array of vehicle categories of vehicles.

### within **IMPLEMENTATION**

~~The Manager Contracts and Procurement, under direction from the FPMSC will implement and apply this Policy with reference to the Use of Light Vehicles Management Procedure and other relevant documents. classification.~~

The City shall therefore seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs and through the adoption of electric and/or other non-fossil fuel sources to Light Vehicles guided by the following principles:

- A clear operational requirement for the vehicle (based on formal business case justification);
- Availability of suitable EV infrastructure relevant to the City's operations and service delivery; and



## Council Policy

- Competitive pricing against hybrid and/or fossil fuel vehicles based on Total Cost of Ownership (TCO).

### 5. IMPLICATIONS

The Policy aligns to the City's 2021-2031 Strategic Community Plan under:

Goal 7, 'A well governed and managed City that makes informed decisions and provides valued customer focused services', Priority 7.2 Responsibly and Ethically managed'

### 6. IMPLEMENTATION

The Manager Contracts and Procurement, under direction from the FPMSC will implement and apply the Policy.

The FPMSC (through the AMSG) shall provide corporate oversight and governance to the management of the City's Light Vehicle fleet and in accordance with the City's Asset Management Policy and other relevant documents as referenced herein.

### 7. AUTHORITIES AND ACCOUNTABILITIES

The Executive Leadership Team through the FPMSC and AMSG is responsible and accountable for the management of the Light Vehicle Fleet as described within this Policy.

The FPMSC ensures proper authority and access to relevant information and advice, as well as providing the Executive Leadership Team with relevant overview through its Terms of Reference. The FPMSC is also responsible for authorising business cases for the acquisition of any new Light Vehicles to manage fleet composition, fleet size and total cost.

### 8. ROLES AND RESPONSIBILITIES

The implementation, interpretation, application, and compliance to this Policy is the responsibility of the Manager Contracts and Procurement under direction from the FPMSC and AMSG.

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 Strategic Community Plan and Corporate Business Plan and are achieved.

### 9. DISPUTE RESOLUTION (if applicable)

All disputes ~~with regard to~~ regarding this ~~Policy~~ policy will be referred to the Director Corporate Strategy ~~and~~ & Performance in the first instance. In the event that an agreement ~~to the dispute~~ cannot be reached, ~~then~~ the matter will be submitted to the CEO for a ruling.

11/48542

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## Council Policy

### 10. EVALUATION AND REVIEW PROVISIONS

This policy will be evaluated and reviewed

~~The FPMSC shall review this Policy every two~~three years ~~as to~~ determine its effectiveness in achieving ~~stated outcomes, its objectives.~~ The FPMSC shall review Light Vehicle costs (including purchase, disposal, and operational costs), vehicle utilisation and overall emissions on at least a six-monthly basis.

### **DEFINITIONS**

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

<b>ANCAP</b>	Australasian New Car Assessment Program — used to determine the performance of a vehicle in a number of independent crash tests and safety assessments.
<b>FPMSC</b>	Fleet and Plant Management Steering Committee
<b>Full Private Use Vehicles</b>	<del>Directors and Managers' City owned vehicles as provided under an employment contract or as otherwise approved by the CEO and which provide for full private use.</del>
<b>GHG</b>	Greenhouse Gas
<b>Light Commercial Vehicle</b>	Any low axle rigid vehicle with cab chassis or van construction and a gross vehicle mass greater than 1.5 tonnes but less than 4.5 tonnes GVM (Gross Vehicle Mass); typically these are supervisory vehicles.
<b>Light Vehicle</b>	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver) requiring a "C" class Western Australian drivers licence to drive.
<b>TCO</b>	Total Cost of Ownership which takes into account the purchase price of an asset plus the cost of operation over time.



## Council Policy

### 11. RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

- ~~Use of Light Vehicles Management Procedure~~
- ~~Purchasing Policy~~
- ~~Asset Management Policy~~
- Accounting Policy
- Asset Management Policy
- Council Members Fees, Allowances and Reimbursement Policy
- Enterprise Risk Management Policy
- Environment Policy
- Purchasing Policy
- Workplace Health and Safety Policy
- Long Term Financial Plan

### 12. REFERENCES

- Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26
- WA State Fleet Policy and Guidelines December ~~2019~~2022

### 13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Contracts and Procurement

### REVISION HISTORY

Version	Next Review	Record No.
1 September 2004	July 2007	
1 September 2007 – (IN07- 07/07)	May 2011	
3 May 2001 – (IN02 - 05/11)	May 2013	11/48542
May 2012 – (IN03 – 05/12)	May 2014	11/48542[v2]
May 2019 – (CS07 – 06/19)	May 2021	11/48542[v3]
<b>July 2021 – (CP04-07/21)</b>	<b>July 2023</b>	<b>11/48542[V4]</b>
<u><b>June 2024 – (TBA)</b></u>	<u><b>June 2027</b></u>	<u><b>11/48542[V5]</b></u>





Council Policy

Light Vehicle Fleet Policy

Responsible Directorate:	Corporate Strategy & Performance
Responsible Service Unit:	Contracts & Procurement
Contact Person:	Manager Contracts & Procurement
Date of Approval:	TBA
Council Resolution No:	TBA

1. POLICY STATEMENT

This policy ensures that Light Vehicle fleet assets are provided to meet the operational business needs of the City in delivering services to current and future communities in the most economical manner, optimising their return on investment.

This will be achieved by ensuring that Light Vehicle fleet assets are safe, fit for business purpose and managed effectively and efficiently over their lifecycle. As a growth Council, the City will balance the need to provide for any new Light Vehicle requirements to meet demands while maintaining and optimising the use of its existing Light Vehicle fleet.

2. OBJECTIVE AND PURPOSE

Objective

This policy seeks to ensure optimal Light Vehicle fleet utilisation, minimise overall vehicle Whole of Life Cost and reduce vehicle emissions consistent with industry best practice. The Policy therefore provides the framework for service units to:

- Optimise use of Light Vehicles to meet specific business needs;
- Satisfy operational safety and business requirements; and
- Reduce overall Whole of Life fleet costs (including initial purchase cost, operational cost and associated supporting infrastructure cost where applicable).

Purpose

This policy guides the Light Vehicle fleet Asset management planning process and provides for specifics around the planning, acquisition, operation, maintenance, replacement, and disposal of such assets.

3. KEY DEFINITIONS

AMSG	Asset Management Steering Group
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<b>Ancap</b>	Australasian New Car Assessment Program – used to determine the performance of a vehicle in several independent crash tests and safety assessments.
<b>Asset management</b>	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.
<b>Asset management information</b>	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.
<b>Asset management plan</b>	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.
<b>FPMSC</b>	Fleet and Plant Management Steering Committee
<b>Full Private Use Vehicles</b>	Directors and Managers’ City owned vehicles as provided under an employment contract or as otherwise approved by the CEO and which provide for full private use.
<b>GHG</b>	Greenhouse Gas
<b>Light Commercial Vehicle</b>	Any low axle rigid vehicle with cab chassis or van construction and a gross vehicle mass greater than 1.5 tonnes but less than 4.5 tonnes GVM (Gross Vehicle Mass); typically, these are supervisory vehicles.
<b>Light Vehicle</b>	A motor vehicle with a gross vehicle mass (GVM) not greater than 4.5 tonnes and constructed or equipped to seat no more than 12 adults (including the driver) requiring a “C” class Western Australian drivers’ licence to drive.
<b>Lifecycle of an asset</b>	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.
<b>Whole of Life Cost</b>	The total cost of an asset throughout its life cycle inclusive of costs associated with planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal.

#### 4. SCOPE & POLICY DETAILS

This policy supports the Long-Term Financial Planning process and provides direction to the acquisition, utilisation and disposal of Light Vehicles intended for City use and applies to all



## Council Policy

employees (and contract staff) who may have the need to operate a City owned vehicle to conduct the business of the City and that such vehicle use is optimised.

The requirements of this Policy include the provision of Full Private Use Vehicles to Directors and Managers as determined by their respective contract of employment conditions. The Policy also provides for the provision of a Full Private Use vehicle to the CEO commensurate with their employment contract as determined by Council and to the Mayor in accordance with provisions of the Council Members Fees, Allowance and Reimbursement Policy.

The Policy is to be applied consistently with the requirements of all relevant legislation, policies, and employment contractual arrangements.

### Vehicle Type, Model and Specification

The selection of vehicle type, model and specification shall consider operational need and utilisation, safety, ergonomic, environmental factors, and overall Whole of Life cost to the City.

Light Vehicles must be fit-for-purpose to the operational requirements. However, a like-for-like replacement is not necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections. A formal internal business case will therefore determine such requirements.

### Purchase and Disposal

The acquisition and disposal of Light Vehicles is undertaken in accordance with the City's Purchasing Policy, Long Term Financial Plan and Accounting Policy.

Replacement intervals will consider kilometers travelled, type of operational use, and vehicle condition but will be primarily based on the following intervals:

- Light Passenger Vehicles / Wagons – Five Years
- Executive Vehicles – Three Years (*or as determined by employment contract provisions*)
- Commercial Vehicles – Five Years
- Ranger Service Patrol Vehicles – Two years

Early or deferred replacement of vehicles will be at the discretion of the FPMSC.

Light Vehicles will be disposed at appropriate intervals to minimise whole of life costs. Timing to the disposal of Light Vehicles will consider the class of vehicle, operational needs, and the second-hand vehicle market. Light Vehicles will be disposed of by public auction, trade-in, or public tender.

### Operational Safety

The City shall seek to purchase passenger Light Vehicles with a 5-star ANCAP rating. For Light Commercial Vehicles including vans and utilities, the City will preferentially select vehicles with a minimum 5-star ANCAP rating. Where the rating is unavailable and given the



## Council Policy

required operational use, procure vehicles fit for purpose with safety features similar to 4-star ANCAP rating.

The selection of safer vehicles and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements.

A GPS may also be installed to Light Vehicles to improve coordination of usage, operational safety and to better manage the City's fringe benefit tax implications.

### Environmental

The City will determine the most appropriate Light Vehicle for its intended operational use. Options for Full Private Use Vehicles and Pool Car vehicles include a preference for either full electric or hybrid vehicles. Internal combustion (unleaded fuel) vehicles for full private use will only be purchased with prior CEO approval. The selection of Light (Commercial) Vehicles shall consider appropriate fit for purpose application and use of alternate non fossil fuels where readily available.

The City is committed to achieving its reduction targets in greenhouse gas (GHG) emissions associated with the use of its Light Vehicle fleet, as outlined in the City's Climate Change Adaptation and Mitigation Strategy for the period 2020/21-2025/26.

Aligned with the State government's reporting standards on GHG emissions for fleet vehicles, which encompass CO<sub>2</sub> emissions calculated in g/km assigned to each vehicle category, specific benchmarks have been set. Passenger vehicles are held to a CO<sub>2</sub> benchmark of 148g/km, while SUVs are set at 189.7g/km, unless there exists a clear operational necessity for a vehicle surpassing these limits, subject to CEO approval. Light commercial vehicles do not have a specific benchmark due to the diverse array of vehicle categories within this classification.

The City shall therefore seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs and through the adoption of electric and/or other non-fossil fuel sources to Light Vehicles guided by the following principles:

- A clear operational requirement for the vehicle (based on formal business case justification);
- Availability of suitable EV infrastructure relevant to the City's operations and service delivery; and
- Competitive pricing against hybrid and/or fossil fuel vehicles based on Total Cost of Ownership (TCO).

## 5. IMPLICATIONS

The Policy aligns to the City's 2021-2031 Strategic Community Plan under:

Goal 7, 'A well governed and managed City that makes informed decisions and provides valued customer focused services', Priority 7.2 Responsibly and Ethically managed'





## Council Policy

### 6. IMPLEMENTATION

The Manager Contracts and Procurement, under direction from the FPMSC will implement and apply the Policy.

The FPMSC (through the AMSG) shall provide corporate oversight and governance to the management of the City's Light Vehicle fleet and in accordance with the City's Asset Management Policy and other relevant documents as referenced herein.

### 7. AUTHORITIES AND ACCOUNTABILITIES

The Executive Leadership Team through the FPMSC and AMSG is responsible and accountable for the management of the Light Vehicle Fleet as described within this Policy.

The FPMSC ensures proper authority and access to relevant information and advice, as well as providing the Executive Leadership Team with relevant overview through its Terms of Reference. The FPMSC is also responsible for authorising business cases for the acquisition of any new Light Vehicles to manage fleet composition, fleet size and total cost.

### 8. ROLES AND RESPONSIBILITIES

The implementation, interpretation, application, and compliance to this Policy is the responsibility of the Manager Contracts and Procurement under direction from the FPMSC and AMSG.

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 Strategic Community Plan and Corporate Business Plan and are achieved.

### 9. DISPUTE RESOLUTION (if applicable)

All disputes regarding 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 policy will be evaluated and reviewed every three years to determine its effectiveness in achieving its objectives. The FPMSC shall review Light Vehicle costs (including purchase, disposal, and operational costs), vehicle utilisation and overall emissions on at least a six-monthly basis.

### 11. DOCUMENTS

- Accounting Policy
- Asset Management Policy
- Council Members Fees, Allowances and Reimbursement Policy



## Council Policy

- Enterprise Risk Management Policy
- Environment Policy
- Purchasing Policy
- Workplace Health and Safety Policy
- Long Term Financial Plan

### 12. REFERENCES

- Climate Change Adaptation and Mitigation Strategy 2020/21-2025/26
- WA State Fleet Policy and Guidelines December 2022

### 13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Contracts and Procurement

#### REVISION HISTORY

Version	Next Review	Record No.
1 September 2004	July 2007	
1 September 2007 – (IN07- 07/07	May 2011	
3 May 2001 – (IN02 - 05/11)	May 2013	11/48542
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<b>July 2021 – (CP04-07/21)</b>	<b>July 2023</b>	<b>11/48542[V4]</b>
<b>June 2024 – (TBA)</b>	<b>June 2027</b>	<b>11/48542[V5]</b>

## Council & Corporate Support

### CS05-06/24 Donations Policy Review

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File Ref:	42948 – 24/191476
Responsible Officer:	Director Corporate Strategy & Performance
Attachments:	3
Previous Items:	CP01-10/21 - Proposed Policy Updates to Support a Revised Community Support & Financial Assistance Framework - Ordinary Council - 12 Oct 2021 6:00pm

## Issue

To consider a review of the Donations Policy.

## Background

The current Donations Policy (**Policy**) was adopted by Council on 12 October 2021.

The Policy objective is to provide guidelines for the equitable assessment of donation requests to ensure accountability for the funds expended, whilst meeting Council's strategic objective of providing healthy, safe, vibrant and connected communities.

## Detail

The current Policy has undergone a scheduled review in line with the City's Policy & Procedure Development and Review Framework. The review resulted in minimal changes, including:

- 1) Updated to the new template and City branding;
- 2) Minor changes to the order of sub-clauses;
- 3) Minor changes to wording to clarify the intent of the Policy; and
- 4) Removal of the 'Specific Donations' section as these provisions are either covered by the City's Sponsorship Policy or are no longer applicable, as detailed below:
  - a) **The Cancer Council:** Relay for Life (\$5,000) is provided and budgeted for under the Sponsorship Policy.
  - b) **Wanneroo Agricultural Society:** Perpetual trophy is provided and budgeted for under the Sponsorship Policy.
  - c) **Country Women's Association:** The annual waiver of fees for hire of the WLCC Gallery is no longer relevant as this has not been requested for at least six years. Additionally, fees associated with facility hire are provided under the Facility Hire & Use Council Policy, including the application of concessionary rates and as detailed in the Schedule of Fees and Charges.

Administration notes that while the determination of a donation application can take four to six weeks, applications may be accepted up to three weeks prior to the event. This timeframe allows for 'last minute' applications where the applicant does not have longer advance notice of the event. Applicants taking advantage of the opportunity to submit a 'last minute' application will need to be aware that their application may not be determined before the event, and may not be supported.

A condition preserved from the previous version of the Policy is that funds should be "expended in keeping with ethical conduct and practices." This requirement is intentionally left open as the nature of 'ethical conduct and practices' may vary depending on the specifics

of the application and applicant; a shared understanding of 'ethical' to represent honesty, transparency, social responsibility and integrity is assumed.

The current Policy is provided at **Attachment 1**; the reviewed Policy with tracked amendments is provided at **Attachment 2**; and the reviewed Policy (clean) is provided at **Attachment 3**.

### **Consultation**

All relevant internal stakeholders have been consulted in this review.

### **Comment**

The proposed amendments to the Policy are minimal and do not change the intent of the current Policy.

### **Statutory Compliance**

Nil

### **Strategic Implications**

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

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

*7.1 - Clear direction and decision making*

### **Risk Appetite Statement**

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

### **Risk Management Considerations**

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**

Upon adoption by Council, the revised Policy will supersede the existing Policy currently on the City's website.

### **Financial Implications**

The Council & Corporate Support service unit requests an annual budget for Donation requests via the annual budget process, approved by Council.

### **Voting Requirements**

Simple Majority



Moved Cr Smith, Seconded Cr Parker

That Council ADOPTS the revised Donations Policy as shown in Attachment 3.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

- |                     |  |              |
|---------------------|--|--------------|
| 1 <a href="#">↓</a> | Donations Policy - October 2021                                  | 10/67965[v4] |
| 2 <a href="#">↓</a> | Donations Policy Tracked Changes - Briefing Session 11 June 2024 | 24/191617    |
| 3 <a href="#">↓</a> | Donations Policy Clean - Briefing Session 11 June 2024           | 24/192640    |



## Policy Manual

### Donations Policy

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<b>Policy Owner:</b>	Council & Corporate Support
<b>Contact Person:</b>	Manager Council & Corporate Support
<b>Date of Approval:</b>	12 October 2021 (CP01-10/21)

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#### POLICY OBJECTIVE

To provide clear guidelines for the equitable assessment of requests for donations incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

#### POLICY STATEMENT

Given that Council receives a large number of requests from community organisations throughout the year for donations, a policy for the assessment of applications ensures:-

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received;
- A standard process for applicants to follow when requesting donations from the Council.

#### SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service oriented purpose. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application. Recipients will be asked to assess their performance according to the following indicators:-

- Demonstrable achievement of outcome identified;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to



## Policy Manual

satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations from Council.

### BACKGROUND

The Donations, Sponsorships and Waiver of Fees and Charges Policy was first implemented in July 2002 and has been reviewed on several occasions. The policy provides guidelines to support the provision of donations to residents and community groups of the City.

### CONSULTATION WITH STAKEHOLDERS

Key stakeholders include not-for-profit community organisations within and servicing Wanneroo. Internal stakeholders include staff who implement the policy, such as Governance, Community Facilities and Finance as well as the decision makers, namely the Chief Executive Officer (or nominee) and Council Members.

### IMPLICATIONS (Financial, Human Resources)

The implementation of this policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long term commitment to the provision of donations to community groups through the implementation of this policy.

### REPORTING PROCEDURES

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

### IMPLEMENTATION

#### 1. Timeframe:

Applications (except for emergency assistance) must be submitted on the official form and must be received at least three weeks prior to the event. The Assessment process can take between four to six weeks from date of receipt of the application, therefore the sooner it is received the sooner it can be processed.

#### 2. Exclusions:

Council **will not** consider funding applications for donations for:

- 2.1 Any activity, event or program that contravenes Council's existing policies;
- 2.2 The bond associated with the use of Council Facilities;
- 2.3 Retrospective applications;



## Policy Manual

- 2.4 More than one application per financial year, including funding through the Community Funding Program;
- 2.5 Requests from non-residents or organisations which do not directly serve or represent the community of the City;
- 2.6 Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City;
- 2.7 Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- 2.8 Requests from organisations who have monies owing to the City;
- 2.9 Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole;
- 2.10 State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

### **3. Standard conditions relating to funding agreements:**

- 3.1 All applications must be on the official form, otherwise will not accepted.
- 3.2 Funds should be expended in keeping with ethical conduct and practices;
- 3.3 The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- 3.4 Event organisers must liaise with the City's Communication and Brand service unit before proceeding to use the City's logo or material;
- 3.5 Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site at [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au);
- 3.6 Successful organisations without an ABN must be prepared to sign a "Statement by a Supplier" Form in order to be funded;
- 3.7 Any funds not spent in the agreed time are to be returned to the City;
- 3.8 Assistance is provided on a one-off basis with no commitment to future funding.





## Policy Manual

### CATEGORIES AND CRITERIA

CRITERIA	DONATIONS
Promotes City of Wanneroo's mission and objectives	√
Significant benefits to the City of Wanneroo community	√
Not-for-profit or Non-government organisations	√
75% of membership of groups requesting support must be City of Wanneroo residents	√

All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this policy as set out in points 1. to 3. above.

#### 4. Community Group Donations

- 4.1 Not-for-profit or Non-government organisation that has a charitable or community service orientated purpose;
- 4.2 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- 4.3 Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- 4.4 Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in points 1. to 3. of this policy.

#### 5. Specific Donations

The City will continue to honour its commitment to the following organisations / programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):

- 5.1 Cancer Council – Relay for Life (\$5,000 p.a.)
- 5.2 Wanneroo Agricultural Society (perpetual trophy)
- 5.3 Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLCC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA.

#### 6. Applications with extenuating circumstances

If an application for a donation does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.



## Policy Manual

### DETERMINATION PROCEDURES

Donation Value / Applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO (or nominee)
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications with extenuating circumstances	Council determination

### ROLES AND RESPONSIBILITIES

The City's Governance Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of clarification being required.

### DISPUTE RESOLUTION

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

### WHO NEEDS TO KNOW ABOUT THIS POLICY?

All employees. Elected Members. Members of the public.

### EVALUATION AND REVIEW PROVISIONS

The success of this policy can be gauged by the number of applications received and the percentage that receive funding.

### DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
<b>Donation/s</b>	Is a cash contribution to an individual, organisation or group for the purpose of supporting an activity, event or programme with a charitable, welfare, sporting or community service orientated purpose, and does not have an acquittal requirement.
<b>Not-for-profit Community Group or Organisation</b>	Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes and is not distributed to any of its members.
<b>Council Facilities</b>	Council facilities means all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.



## Policy Manual

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

**Official Form**

Is the application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The Official Form may be amended from time to time as required. The Official Form is available from the City's website at [www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au)

### REFERENCES

Community Funding Policy  
Facility Hire and Use Policy  
Fees Waivers, Concessions and Debt Write Off Policy

### RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

Version	Next Review	Record No:
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
12 October 2021 (CP01-10/21)	12 October 2022	10/67965v4



## Council Policy

### DONATIONS POLICY

<b>Responsible Directorate:</b>	Corporate Strategy & Performance
<b>Responsible Service Unit:</b>	Council & Corporate Support
<b>Contact Person:</b>	<del>Manager Council &amp; Coordinator</del> Corporate Support
<b>Date of Approval:</b>	Date the document was approved by Council
<b>Council Resolution No:</b>	Council Resolution No.

#### 1. POLICY STATEMENT

Council may provide donations to eligible not-for-profit and community organisations to support them to deliver services, programs or events that benefit the City of Wanneroo community. This Policy ensures:

~~Given that Council receives a large number of requests from community organisations throughout the year for donations, a policy for the assessment of applications ensures:-~~

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received; and
- A standard process for applicants to follow when requesting donations from the Council.

#### 2. OBJECTIVE AND PURPOSE

To provide clear guidelines for the equitable assessment of donation requests ~~for donations~~ incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

#### 3. KEY DEFINITIONS

**Donation/s:** a cash contribution to an ~~individual,~~ organisation or group for the purpose of supporting an activity, event, or program ~~me~~ with a charitable, welfare, sporting or community service oriented purpose, and does not have an acquittal requirement.

**Not-for-profit Community Group or Organisation:** Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purposes ~~s~~ and is not distributed to any of its members.

**Council Facilities:** City owned and operated facilities and reserves ~~across the City~~ that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

**Official Donation Request Form:** The application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new





## Council Policy

application. ~~The Official Form may be amended from time to time as required.~~ The Official Form is available on from the City's website - [Donation Application Form – City of Wanneroo](#).

### 4. SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service-oriented purpose. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application.

~~Donation R~~ecipients will be asked to assess the success of the supported program, activity or event against their performance according to the following indicators:-

- ~~Demonstrable achievement of outcome identified~~Evidence that the aims of the activity or event were met;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations from Council.

### 5. IMPLICATIONS

The implementation of this ~~P~~olicy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long-term commitment to the provision of donations to community groups through the implementation of this ~~P~~olicy.

### 6. IMPLEMENTATION

#### Criteria:

Donation requests must:

- Promote the City's vision and purpose~~mission and objectives;~~
- Be for not-for-profit or non-government organisation; and
- Be for organisations where at least 75% of the group's membership are City of Wanneroo residents.

#### Standard Conditions:

The following conditions apply:



## Council Policy

- All applications must be on the Donation Request Form, otherwise will not be accepted;
- Funds should be expended in keeping with ethical conduct and practices;
- The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;
- Event organisers must liaise with the City's Communications & Brand Service Unit before proceeding to use the City's logo or material;
- Event organisers may be required to complete an Event Application Form or a "Casual Facility Hire Application" Form. For more information please refer to the City's web site [- at City of Wanneroo www.wanneroo.wa.gov.au](http://www.wanneroo.wa.gov.au);
- Successful organisations without an ABN must be prepared to sign a **"Statement by a Supplier" Form** [Statement by Supplier form](#) in order to be funded;
- Any funds not spent in the agreed time are to be returned to the City; [and](#)
- Assistance is provided on a one-off basis with no commitment to future funding.

### **Categories:**

~~All applications under the following categories must firstly adhere to the timeframe, standard conditions and exclusions section of this Policy.~~

### **Community Group Donations:**

- Not-for-profit or non-government organisation that has a charitable or community service orientated purpose.
- 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in [section 6 points 1. to 3.](#) of this Policy.

### **Specific Donations:**

~~The City will continue to honour its commitment to the following organisations / programs by ensuring an appropriate budget allocation is made in the annual budget to a value determined by the Chief Executive Officer (or nominee) (subject to a request for funding being received):~~

- ~~• Cancer Council — Relay for Life (\$5,000 p.a.)~~
- ~~• Wanneroo Agricultural Society (perpetual trophy)~~
- ~~• Country Women's Association, Wanneroo Branch 100% waiver of fees for hire of the Gallery (WLGC) once a year to hold a morning tea to raise funds for Breast Cancer Care WA~~

### **Timeframe:**

Applications (except for emergency assistance) must be submitted on the Donation Request Form and must be received at least three weeks prior to the event. [The](#)



Council Policy

Applicants should note that the ~~a~~Assessment process can take between four to six weeks from date of receipt of the application, ~~therefore the sooner it is received the sooner it can be processed and that applications submitted less than six weeks prior may not be determined before the event.~~ Applicants are therefore encouraged to apply as early as possible.

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by the Council under this ~~P~~policy shall become part of the public record, via Council minutes.

**Exclusions:**

Council **will not** consider funding applications for donations for:

- Any activity, event or program that contravenes Council's existing ~~P~~policies;
- The bond associated with the use of Council Facilities;
- Retrospective applications;
- More than one application per financial year, including funding through the Community Funding Program;
- Requests from ~~non-residents or~~ organisations which do not directly serve or represent the community of the City;
- Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City;
- Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- Requests from organisations who have monies owing to the City;
- Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole; ~~or~~
- State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

**Applications with Extenuating Circumstances:**

If an application for a donation does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

**Determination Procedures:**

Donation Value / Applicant	Determination Procedure
Applications up to and including the value of \$500. <del>00</del> from City of Wanneroo based organisations <del> or individuals</del>	<del>Determined by</del> CEO (or nominee)





## Council Policy

Donation Value / Applicant	Determination Procedure
Applications over \$500.00 from City of Wanneroo based organisations <del>and individuals</del>	Council determination
Applications with extenuating circumstances	Council determination

### 7. ROLES AND RESPONSIBILITIES

The City's ~~Coordinator Corporate Support Governance Officer~~ is responsible for monitoring compliance with this ~~P~~policy and will provide interpretations in the event of clarification being required.

### 8. DISPUTE RESOLUTION (if applicable)

All disputes in regard to this ~~P~~policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

### 9. EVALUATION AND REVIEW

The success of this ~~P~~policy can be gauged by the number of applications received and the percentage that receive funding.

#### REFERENCES

#### ~~10. —~~

~~Community Funding Policy~~

~~Facility Hire and Use Policy~~

~~Fees Waivers, Concessions and Debt Write Off Policy~~

### ~~11.10.~~ RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

#### REVISION HISTORY

Version	Next Review	Record No.
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965





## Council Policy

26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
12 October 2021 (CP01-10/21)	12 October 2022	10/67965v4
<u>&lt;Insert Approval Date and Number&gt;</u>	<u>July 2027</u>	<u>10/67965v5</u>



## Council Policy

### DONATIONS POLICY

<b>Responsible Directorate:</b>	Corporate Strategy & Performance
<b>Responsible Service Unit:</b>	Council & Corporate Support
<b>Contact Person:</b>	Coordinator Corporate Support
<b>Date of Approval:</b>	Date the document was approved by Council
<b>Council Resolution No:</b>	Council Resolution No.

#### 1. POLICY STATEMENT

Council may provide donations to eligible not-for-profit and community organisations to support them to deliver services, programs or events that benefit the City of Wanneroo community. This Policy ensures:

- Transparency and accountability to the community;
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received; and
- A standard process for applicants to follow when requesting donations from the Council.

#### 2. OBJECTIVE AND PURPOSE

To provide clear guidelines for the equitable assessment of donation requests incorporating conditions and processes to ensure accountability for the funds expended and to meet Council's strategic objective of providing healthy, safe, vibrant and connected communities.

#### 3. KEY DEFINITIONS

**Donation/s:** a cash contribution to an organisation or group for the purpose of supporting an activity, event, or program with a charitable, welfare, sporting or community service oriented purpose, and does not have an acquittal requirement.

**Not-for-profit Community Group or Organisation:** Provides services that benefit the broader community. Any profit made goes back into the operation of the group or organisation to carry out its purpose and is not distributed to any of its members.

**Council Facilities:** City owned and operated facilities and reserves that are included as available for hire or use in the City's Annual Schedule of Fees and Charges.

**Donation Request Form:** The application form to be completed with all required details and submitted to the City for assessment. A new form is to be submitted for each new application. The form is available on the City's website - [Donation Application Form](#).



## Council Policy

### 4. SCOPE

This policy applies to community groups applying for a donation towards an activity, event or program with a charitable or community service-oriented purpose. All funding will be allocated at the discretion of Council or the Chief Executive Officer (or nominee) and subject to budgetary constraints. No applicant is guaranteed that the full amount requested will be donated.

Each application for funding assistance is considered on its individual merits. The City of Wanneroo (the City) reserves the right to determine eligibility for donations based on information provided in the application.

Donation recipients will be asked to assess the success of the supported program, activity or event against the following indicators:

- Evidence that the aims of the activity or event were met;
- The level of public awareness of their activity, event or program;
- Public attendance at events held;
- Involvement of volunteers; and
- Acknowledgement of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, etc. Failure to satisfactorily complete the performance evaluation requirements may disqualify recipients from future donations from Council.

### 5. IMPLICATIONS

The implementation of this Policy is supported by funds allocated through the Annual Budget of Council each financial year. Council has demonstrated a long-term commitment to the provision of donations to community groups through the implementation of this Policy.

### 6. IMPLEMENTATION

#### Criteria:

Donation requests must:

- Promote the City's vision and purpose;
- Be for not-for-profit or non-government organisation; and
- Be for organisations where at least 75% of the group's membership are City of Wanneroo residents.

#### Standard Conditions:

The following conditions apply:

- All applications must be on the Donation Request Form, otherwise will not be accepted;
- Funds should be expended in keeping with ethical conduct and practices;
- The City to be acknowledged in associated publicity and promotional material, with the City's logo displayed appropriately;



## Council Policy

- Event organisers must liaise with the City's Communications & Brand Service Unit before proceeding to use the City's logo or material;
- Event organisers may be required to complete an Event Application Form or a Casual Facility Hire Application Form. For more information please refer to the City's web site - [City of Wanneroo](#);
- Successful organisations without an ABN must be prepared to sign a [Statement by Supplier form](#) in order to be funded;
- Any funds not spent in the agreed time are to be returned to the City; and
- Assistance is provided on a one-off basis with no commitment to future funding.

### Community Group Donations:

- Not-for-profit or non-government organisation that has a charitable or community service orientated purpose.
- 75% of membership of groups requesting support must be City of Wanneroo residents unless it can be demonstrated that the events' aims and objectives are targeted primarily at the City's community.
- Council at its own discretion may donate to disaster relief funds for humanitarian reasons.
- Requests are required to adhere to the "Exclusions and Standard Conditions" criteria detailed in section 6 of this Policy.

### Timeframe:

Applications (except for emergency assistance) must be submitted on the Donation Request Form and must be received at least three weeks prior to the event.

Applicants should note that the assessment process can take between four to six weeks from date of receipt of the application, and that applications submitted less than six weeks prior may not be determined before the event. Applicants are therefore encouraged to apply as early as possible.

A report noting donations approved by the Chief Executive Officer (or nominee) will be prepared and circulated to Elected Members.

Applications determined by the Council under this Policy shall become part of the public record, via Council minutes.

### Exclusions:

Council **will not** consider funding applications for donations for:

- Any activity, event or program that contravenes Council's existing Policies;
- The bond associated with the use of Council Facilities;
- Retrospective applications;
- More than one application per financial year, including funding through the Community Funding Program;
- Requests from organisations which do not directly serve or represent the community of the City;





## Council Policy

- Requests from commercial organisations unless they clearly relate to community or not-for-profit projects and/or events occurring in, and directly serving the community of the City;
- Requests that have the potential for income generation or profit or where an entry fee is being charged (excluding a gold coin donation);
- Requests from organisations who have monies owing to the City;
- Fund raising activities, for example, prizes for quiz nights, fetes and generic fundraising campaigns from individuals or National Charities, unless it can be demonstrated that the events aims and objectives are targeted primarily at the City's community as a whole; or
- State or Federal government organisations (unless substantial benefit to the City of Wanneroo community is established).

### **Applications with Extenuating Circumstances:**

If an application for a donation does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

### **Determination Procedures:**

Donation Value / Applicant	Determination
Applications up to and including the value of \$500 from City of Wanneroo based organisations	CEO (or nominee)
Applications over \$500 from City of Wanneroo based organisations	Council
Applications with extenuating circumstances	Council

## **7. ROLES AND RESPONSIBILITIES**

The City's Coordinator Corporate Support is responsible for monitoring compliance with this Policy and will provide interpretations in the event of clarification being required.

## **8. DISPUTE RESOLUTION (if applicable)**

All disputes in regard to this Policy will be referred to the Chief Executive Officer in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

## **9. EVALUATION AND REVIEW**

The success of this Policy can be gauged by the number of applications received and the percentage that receive funding.



## Council Policy

### 10. RESPONSIBILITY FOR IMPLEMENTATION

Council & Corporate Support

#### REVISION HISTORY

Version	Next Review	Record No.
11 October 2011 (CS04-10/11)	October 2013	10/67965
05 March 2013 (CS07-03/13)	October 2015	10/67965
26 April 2016 (CS14-04/16 – minor amendment)	October 2016	10/67965
23 July 2019 (minor review)	July 2020	10/67965v2
5 May 2020	31 October 2020	10/67965v3
20 July 2020 (SCS02-07/20)	31 October 2020	10/67965v3
12 October 2021 (CP01-10/21)	12 October 2022	10/67965v4
<Insert Approval Date and Number>	July 2027	10/67965v5

## **Chief Executive Office**

### **Office of the CEO Reports**

*Cr Huntley declared an impartiality interest in CE01-06/24 Sponsorship Agreement with Wanneroo Agricultural Society - Wanneroo Show due to being a Council Delegate for the Wanneroo Agricultural Society.*

#### **CE01-06/24 Sponsorship Agreement with Wanneroo Agricultural Society - Wanneroo Show**

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File Ref:	44693 – 24/168242
Responsible Officer:	Chief Executive Officer
Attachments:	Nil

### **Issue**

To consider entering into a three-year Sponsorship Agreement between the City of Wanneroo (the City) and the Wanneroo Agricultural Society Incorporated (WAS) to support the annual Wanneroo Agricultural Show for the period 2024/25 to 2026/27 inclusive.

### **Background**

The annual two-day Wanneroo Agricultural Show (the Show) takes place at the Wanneroo Showgrounds each November. As one of the longest running agricultural shows in Western Australia the event showcases Wanneroo's unique history of agriculture, horticulture and other associated industries in the region.

The City has a long-standing relationship with the WAS, providing informal support for a number of years prior to May 2015 when a Sponsorship Agreement was enacted to formalise these arrangements. Endorsed by Council, the agreement provided cash and in-kind support valued at approximately \$30,000 per annum over three-years.

In August 2017, Council approved the renewal of the Sponsorship Agreement for a five-year term from 2018 to 2023, offering \$2,000 cash and \$32,000 of in-kind support per annum.

To date, the City's in-kind contributions have supported the event with waste management, ground maintenance and health approval services, advertising and graphic design support, provision of a driver and vehicle and community buses. Cash contributions have supported show entertainment and community marquees.

### **Detail**

Attracting over 15,000 visitors each year, the Show:

- Provides the local community with an affordable and family-friendly day out.
- Offers opportunities for local businesses to promote their services and products.
- Showcases the City as a tourism destination.

As a Major Sponsor, the City works closely with the WAS volunteer committee to support the Show's success, collaborating on initiatives and working to improve the event each year.

In January 2024, the City's CEO and Manager Communications and Brand met with WAS President and Vice President to understand the Society's plans for future events, and the level of support being sought from the City.

Following these discussions, it is proposed the City enters into a three-year sponsorship agreement with a combined in-kind and cash value of \$80,400 (\$23,800 in-kind and \$3,000 cash per annum).

It is proposed the agreement will encompass the following outcomes:

Wanneroo Agricultural Society annual deliverables:

- 1) Acknowledge the City of Wanneroo as a Major Sponsor through media opportunities generated by the WAS and include the agreed and *supplied sponsored by City of Wanneroo* logo (with placement to be approved by the City prior to use) on promotional materials and website.
- 2) Work collaboratively with the City to maximise community inclusion through identifying and implementing suitable accessibility measures.
- 3) Up to four (4) dedicated stalls for City services that wish to attend the Show, stall space location to be agreed by both parties.
- 4) Display City of Wanneroo banners at the Show.
- 5) Opportunity for the Mayor to present a speech and officially open the Show.
- 6) Prize packs for Mini mayor competition winner and runner ups.
- 7) Tag the City of Wanneroo in social media posts relating to the Show.
- 8) Complete written acquittal report following the event.

City of Wanneroo annual obligations:

- 1) Waste Management Services
  - a) Serving and collection of waste bins and recycling carts.
- 2) Cleaning Services
  - a) Includes cleaning of Margaret Cockman Pavilion, Wanneroo tennis court, and maintenance to Wanneroo Showgrounds north toilets and Pavilion internal toilets.
- 3) Health Service Approvals
  - a) Includes all application fees, inspection of food traders and temporary structures prior to the Show and as required during the Show.
- 4) Fleet Service
  - a) Provision of a driver and assistant with a flat tray truck and trailer for up to six hours on both Sundays or as mutually agreed by both parties.
- 5) Marketing and Advertising Support
  - a) Guidance with designing print advertisements to promote the Show.
  - b) Publish or share a minimum of two (2) social media posts in the lead up to the Show through City of Wanneroo and Discover Wanneroo channels.
  - c) Promotion of the Show through City Libraries and Community Centres (Printed material provided by WAS).
- 6) Accessibility
  - a) Support implementation of initiatives that improve event accessibility, as agreed by both parties, to maximise opportunities for people of all abilities to attend the Show.
- 7) Facilitate Mini Mayor competition and associated social media advertising to promote participation
- 8) Cash contribution to support Show entertainment and community marquees.

## **Consultation**

The proposed Sponsorship outcomes have been developed in consultation with the Wanneroo Agricultural Society.

Communications and Brand has collaborated with the service units required to deliver the proposed in-kind component of the agreement. Each service unit has indicated their capacity to support the proposed activities.



## Comment

Through previous agreements the WAS has proven their ability to meet deliverables and execute a professional event that activates the City's central ward and appeals to the broader community.

## Statutory Compliance

Nil

## Strategic Implications

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

- 1 ~ An inclusive and accessible City with places and spaces that embrace all*  
*1.4 - Bringing people together*

## Risk Appetite Statement

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

## Risk Management Considerations

Risk Title	Risk Rating
ST-S12 Economic Growth	Medium
Accountability	Action Planning Option
Chief Executive Officer	Manage

Risk Title	Risk Rating
ST-S23 Stakeholder Relationships	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 strategic risk register. Action plans have been developed to manage this risk to support existing management systems.

## Policy Implications

The proposed Sponsorship Agreement with Wanneroo Agricultural Society is supported under the City's Sponsorship Policy.

## Financial Implications

The cost of the Sponsorship Agreement with Wanneroo Agricultural Society is \$26,800 per annum. The budget has been confirmed as being available in the Sponsorships general ledger.

As the total value of the three-year sponsorship agreement exceeds \$50,000, Council is required to approve the establishment of the agreement under the Sponsorship Policy.

## Voting Requirements

Simple Majority

**Moved Cr Rowe, Seconded Cr Miles**

**That Council:-**

- 1. APPROVES the City to enter into a Sponsorship Agreement with the Wanneroo Agricultural Society to support the delivery of the Wanneroo Agricultural Show based on an annual cash contribution of \$3,000 (excluding GST) and \$23,800 worth of in-kind support over a three-year term from 2024/25 to 2026/27; and**
- 2. AUTHORISES the Chief Executive Officer to finalise the terms of the Sponsorship Agreement with the Wanneroo Agricultural Society and enter into the agreement on behalf of the City.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments: Nil*

## **Governance & Legal**

### **CE02-06/24 Strategic Risk Profile Update**

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File Ref: 2286V02 – 24/184011  
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 new formatted Strategic Risk Register and risk profile was presented to the Audit and Risk Committee on 28 May 2024 for consideration.

#### **Detail**

The City's current Strategic Risk Profile identifies 12 strategic risks that are monitored by the Audit and Risk Committee and with the profile reported to Council for endorsement.

#### **Consultation**

The Audit and Risk Committee reviews the City's Strategic Risk Register biannually.

#### **Comment**

A review of the strategic risks was conducted with the Executive Leadership Team (ELT) on 22 April 2024 as part of the six-monthly review and an emerging risk 'Local Housing Planning' was identified. Further consultation and discussions held with relevant stakeholders provided context around the City's approach for managing housing market fluctuations (booms or burst) and its impact on the City's economic growth and its services to the community. 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 in the following table:

In October 2023, Administration undertook a full review of the Risk Registers to review and amend the format of the Risk registers from the Bow tie format to a more effective format which will capture the relevant information needed to make an informed decision.

The new formatted risk registers is the first phase of the 4 year Review of the Risk Management project as listed under the CBP. A Control Assurance program will be developed and integrated into the risk management process as the next phase of the project and will test the effectiveness of the controls and how this control is managing the risk will be validated. Through the development of the Control Assurance program, the risk registers will be further developed and enhanced to report on control management information.

Strategic Risk Profile

<b>Risk Title</b>	<b>Risk Description</b>	<b>Residual Risk Rating</b>
ST-G09 Long Term Financial Planning	Ineffectiveness in long term financial planning leads to poor financial management including efficiency and timing of service and asset provision impacting the City's sustainability	<b>Low</b>
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	<b>Low</b>
ST-S05 Water Availability	Ineffective City preparedness for potential reduced water availability impacts business and community service delivery	<b>Medium</b>
ST-S06 Climate Change	Lack of preparedness to respond and adapt to climate change impacts leading to community and financial implications	<b>Medium</b>
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	<b>Medium</b>
ST-S20 Strategic Community Plan	Inadequate strategic community planning results in misaligned strategies between the City and the Community	<b>Low</b>
ST-S23 Stakeholder Relationships	Ineffective engagement with stakeholders leads to, lost opportunities and negatively impacts on the quality of the relationship and the City's brand	<b>Medium</b>
ST-S24 Strategic Asset Management	Inadequate asset management processes and systems impacts on the City's ability to manage assets strategically	<b>Medium</b>



Risk Title	Risk Description	Residual Risk Rating
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
ST-S27 Rising Ground Water Communities	Ineffective preparedness for managing rising ground water impacts businesses, community and management of City assets.	Medium
ST-S28 Local Housing Planning	Lack of planning for fluctuations (booms and bursts) in the housing market has detrimental effect on the community and their quality of life	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 & 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

### **Moved Cr Figg, Seconded Cr Parker**

That Council

1. **ACCEPTS** the recommendation of the Audit and Risk Committee; and
2. **ENDORSES** the updated Strategic Risk Profile as set out in the report.

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments: Nil*

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**CE03-06/24 Adoption and Extension of Review Dates of Council Policies**

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File Ref: 26321V015 – 24/166657  
Responsible Officer: Chief Executive Officer  
Attachments: 3

**Issue**

To consider proposed extension to the review dates for Council Policies and the review of Local Planning Policy 2.4 – Site Works and Retaining for Residential Development (LPP 2.4).

**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.

The City of Wanneroo's local planning policies (LPPs) are prepared pursuant to Part 2, Division 2 of the deemed provisions for local planning schemes (deemed provisions), as contained within Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations). Under the Regulations the deemed provisions form part of the City's District Planning Scheme No. 2 (DPS 2).

Administration has identified that LPP 2.4 is due for review. Review of LPPs ensure that they remain compliant with legislation, are aligned with the City's strategic objectives and provide sound, effective and up-to-date guidance in determining planning proposals.

**Detail**

Policy documents, at the adoption stage, are assigned a review date however in some cases, the deadline for a review may need to be postponed due to factors such as external stakeholder consultation, changes in the environment, development or finalisation of other supporting documents, or are required to align with State planning documents that are being reviewed, amongst other things.

***Extension to Council Policy Review Dates:*****1. Local Area Traffic Management Policy**

An extension to the review date of the Local Area Traffic Management Policy is sought to 30 December 2024 to engage with Council Members at the July 2024 Forum.

The policy provisions can continue to be implemented to achieve the intended outcomes.

2. *Pathways Policy*

An extension to the review date of the Pathways Policy is sought to 30 December 2024 to engage with Council Members at the July 2024 Forum.

The policy provisions can continue to be implemented to achieve the intended outcomes.

3. *Bus Stop Infrastructure Policy*

An extension to the review date of the Bus Stop Infrastructure Policy is sought to 30 December 2024 to engage with Council Members at the July 2024 Forum.

The policy provisions can continue to be implemented to achieve the intended outcomes.

4. *Verge Treatment Protective Devices Policy*

An initial review of this policy has identified the need to undertake a review of other verge management issues and associated documents. An extension to the review date of the Verge Treatment Protective Devices Policy is therefore sought to 30 June 2025 to undertake this review.

The policy provisions can continue to be implemented to achieve the intended outcomes.

5. *Waste Management Services Policy*

An extension to the review date of the Waste Management Policy is sought to 30 June 2025 to allow any potential changes to be considered with the City's Waste Plan review which is scheduled to be undertaken by the end of 2024.

The policy provisions can continue to be implemented to achieve the intended outcomes.

6. *Appointment of Acting Chief Executive Officer Policy*

Administration is seeking an extension to the review date of the Appointment of Acting Chief Executive Officer Policy.

The Appointment of Acting Chief Executive Officer Policy was due to be reviewed in April 2024, however due to change of staff and capacity limitations this policy has not been reviewed by the due date. Administration seeks an extension until 30 September 2024.

In the interim, the continued application of the Policy has not identified any substantive issues with the Policy that require urgent attention. Administration supports the Policy remaining in its current form until 30 September 2024, in anticipation of the review being completed before that date.

7. *Facilities Hire and Use Policy*

An extension to the review date of the Facility Hire and Use Policy is proposed.

The Policy is due to be reviewed by August 2024, however a preliminary review of the Policy undertaken by Administration has identified a number of complex issues that need to be resolved before the review can be finalised. It is proposed to workshop these issues with Council Members to inform the direction of the Policy review and this



will include a report to the Revenue Review Committee. To allow additional time for this to occur, Administration seeks an extension until 30 April 2025.

There is no statutory compliance risk to maintaining the existing policy.

### **Council Policy Review:**

#### **8. *Local Planning Policy 2.4 – Site Works and Retaining for Residential Development (LPP 2.4)***

As part of its ongoing monitoring and consideration of the City's local planning framework, Administration has identified the need to review LPP 2.4 to ensure that it aligns with current legislation and practice, particularly as a result of the recently gazetted R-Codes for 2024.

The review period is also proposed to be extended from November 2027 until June 2028 as part of this amendment, which will align with the review date of a number of other existing LPPs.

A current copy LPP 2.4 is provided as **Attachment 1**.

Administration has reviewed LPP 2.4 and recommends that the following modifications be made:

1. Layout to align with City's branding (including updated logo).
2. 'Next Review' date to be June 2028; and
3. Clarification of dwelling type and R-Code ranges to which LPP 2.4 applies being:
  - a. Single Houses with an R-Code of less than R40 and Grouped Dwellings coded less than R25; and Multiple Dwellings on lots coded less than R10 to R25 under Part B; and
  - b. Single Houses with an R-Code of R50 and above, Grouped Dwellings coded R30 and above and Multiple Dwellings on lots coded R30 to R60 under Part C.

An annotated version of LPP 2.4 highlighting the abovementioned changes is included at **Attachment 2**, with a clean version incorporating the changes included at **Attachment 3**.

The standards and objectives in place continue to be suitable for guiding development and the policy remains fit for purpose. Administration is seeking Council's endorsement to extend the review date for the current LPP 2.4 for four years to June 2028.

### **Consultation**

Consultation has been undertaken with the relevant stakeholders.

### **Comment**

The review of Council policies will ensure that the information available to the City's stakeholders is aligned to the current SCP and are relevant and up to date.

### **Statutory Compliance**

Nil

## Strategic Implications

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

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

*7.2 - Responsibly and ethically managed*

## Risk Appetite Statement

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

## Risk Management Considerations

Risk Title	Risk Rating
CO-C01 Compliance Framework	Low
Accountability	Action Planning Option
Executive Manager Governance & Legal	Manage

The above risk relating to the issue contained within this report has been identified and considered within the City's Corporate risk register. The review of the Policies as set out in this report will support existing management systems.

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

**Moved Cr Herridge, Seconded Cr Parker****That Council:**

1. **APPROVES** the extension of the scheduled review date for the following Council Policies:
  - a) **Local Area Traffic Management Policy to 30 December 2024;**
  - b) **Pathways Policy to 30 December 2024;**
  - c) **Bus Stop Infrastructure Policy to 30 December 2024;**
  - d) **Verge Treatment Protective Devices Policy to 30 June 2025;**
  - e) **Waste Management Services Policy to 30 June 2025;**
  - f) **Appointment of Acting Chief Executive Officer Policy to 30 September 2024;**
  - g) **Facilities Hire and Use Policy to 30 April 2025; and**
2. **APPROVES** the review of Local Planning Policy 2.4 – Site Works and Retaining for Residential Development.

**CARRIED**  
**12/1**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif and Cr Smith

**Against the motion:** Cr Miles

*Attachments:*

- |                             |   |           |
|-----------------------------|---|-----------|
| 1. <a href="#">Download</a> | Attachment 1 - LPP 2.4 - Current Version            | 19/392741 |
| 2. <a href="#">Download</a> | Attachment 2 - LPP 2.4 - Marked Version for review  | 24/168675 |
| 3. <a href="#">Download</a> | Attachment 3 - LPP 2.4 - Clean Version For Adoption | 24/168677 |

Owner	Planning and Sustainability
Implementation	November 2019
Next Review	November 2023

**PART 1 – POLICY OPERATION**

**Policy Development and Purpose**

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

This Policy has been prepared to supplement Volume 1 of State Planning Policy 7.3 – Residential Design Codes (R-Codes), and applies to all lots where the R-Codes Volume 1 applies.

This Policy clarifies and expands on what is prescribed in the R-Codes Volume 1 pertaining to site works and retaining, to support the development of Single Houses, Grouped Dwellings and Multiple Dwellings on lots coded less than R40. This Policy provides additional ‘deemed-to-comply’ standards as well as clarification on corresponding ‘design principles’ to supplement the R-Codes Volume 1.

This policy does not apply to site works and retaining associated with residential development assessed under the R-Codes Volume 2; being multiple dwellings coded R40 and above, within mixed use development and activity centres.

This Policy does not apply to earthworks and retaining that form part of a subdivision approval. Subdivisional earthworks and retaining works are subject to guidance set out in Local Planning Policy 4.5: Subdivisional Retaining Walls.

**Policy Objectives**

The objectives of this Policy are to:

1. Provide guidance for the development of site works and retaining walls on residential lots, where the R-Codes Volume 1 applies.
2. Minimise the impact of site works and retaining walls on the natural environment and landscape.
3. Protect the amenity of nearby landowners through greater care in the assessment of site works.
4. Promote site works and retaining walls that complement and are sympathetic to the natural topography of the surrounding land.
5. Ensure that retaining walls that abut street and lot boundaries do not adversely impact on streetscapes, the character of the locality or landowners of nearby land.



## Planning and Sustainability

### Local Planning Policy 2.4

#### Site Works and Retaining for Residential Development



### Definitions

In the case of development assessed under this Policy, the words and expressions defined in Appendix 1 of the R-Codes Volume 1 apply. Key words and expressions not defined in the R-Codes Volume 1, but are applied through this Policy, are defined below:

**Building Pad** : means a portion of a site where the ground has been prepared through site works to facilitate the establishment of a finished floor for a building (such as a building slab).

**Irregular-shaped site** : means a site that is:

- Not a 'rectangular site', as defined by this Policy; and
- Shaped in a way that is different to the examples of sites shown in **Figure 1**.

**Rectangular site** : means either:

- A site that has no less or no more than four boundaries; or
- In the case of a site that has a corner truncation – a site that has no less or no more than one boundary adjoining a truncation and four other boundaries.

Examples of rectangular sites are shown in **Figure 1**.

**Retaining wall** : means a wall constructed in brick, stone, concrete, limestone or other material required and designed to retain soil, but does not include walls used primarily for aesthetic landscaping purposes (such as planter boxes).

**Terracing** : means the creation of one or more raised banks of earth with vertical or sloping sides and flat levels formed across a slope. A demonstration of terracing is depicted in **Figure 4** of this Policy.

## PART 2 – GENERAL POLICY PROVISIONS

### 1.0 Application Submission Requirements

Applications for site works or retaining on vacant lots should be made concurrently with an application (for a building permit and/or a development approval) for dwellings on a site. Applications to alter site levels or for retaining walls prior to an application for dwellings being made will not be supported by the City.

Note: Guidance on plan specifications is provided by the City with its application form for development approval as well as within the R-Codes.

### 2.0 Supplemental Provisions – Development Assessed under the R-Codes Volume 1

#### 2.1 Excavation and Filling on a Development Site

The principles of 'cut and fill' below are to be read to support the interpretation of the design principles of Clause 5.3.7 (P7.1 and P7.2) of the R-Codes Volume 1.

An equal 'cut and fill' approach should be taken in considering all applications involving alteration of ground levels on a site. The principles of 'cut and fill' on a development site is such that:

- a) Equal amounts of cut and fill is undertaken when establishing modified finished ground levels; and
- b) Filling and/or retaining to the highest level of a site for the purpose of establishing a building pad level is not appropriate as it does not reflect the natural contours, and therefore should not be supported.

Note: The provision above supports the interpretation of the design principles of the R-Codes, and should not be construed as amendments to the deemed-to-comply provisions of the R-Codes.

## 2.2 Establishing Building Pad Levels

- 2.2.1 This subsection provides deemed-to-comply provisions in addition to Clause 5.3.7 (C7.2 and C7.3) of the R-Codes Volume 1, for excavation and filling behind a street setback line.

**Figures 2a-2c** and **Figure 3** demonstrate how an appropriate building pad should be established for Single Houses or Grouped Dwellings. **Figures 2a-2c** and **Figure 3** only apply for Single House or Grouped dwelling sites that have a natural ground level (NGL) difference of **less than 3.0 metres**.

- 2.2.2 For multiple dwelling developments and for all residential development types on sites that have a NGL difference of **more than 3.0 metres**, building pads should be established in accordance with to the 'deemed-to-comply' provisions prescribed in Clause 5.3.7 (C7.2) of the R-Codes Volume 1.

Note: A definition of 'site' as referred to in 2.2.1 and 2.2.2 is provided in Appendix 1 of the R-Codes Volume 1.

## 2.3 Alteration of Ground Levels between a Front Boundary and Dwelling

- 2.3.1 This subsection provides deemed-to-comply provisions in addition to Clause 5.3.7 (C7.1) of the R-Codes Volume 1, for excavation and filling within the front setback.

Excavation and filling within the front setback can be supported if terracing is provided that satisfies the following requirements:

- a) The first terrace level if located within 1.0 metre of the front boundary should not exceed 0.5 metres in height; and
- b) Subsequent terraces should be spaced a minimum of 1.0 metre apart, and retaining wall height for terracing should not exceed 1.0 metre.

Note: Figure 4 of this Policy depicts how the provisions above can be practically satisfied.

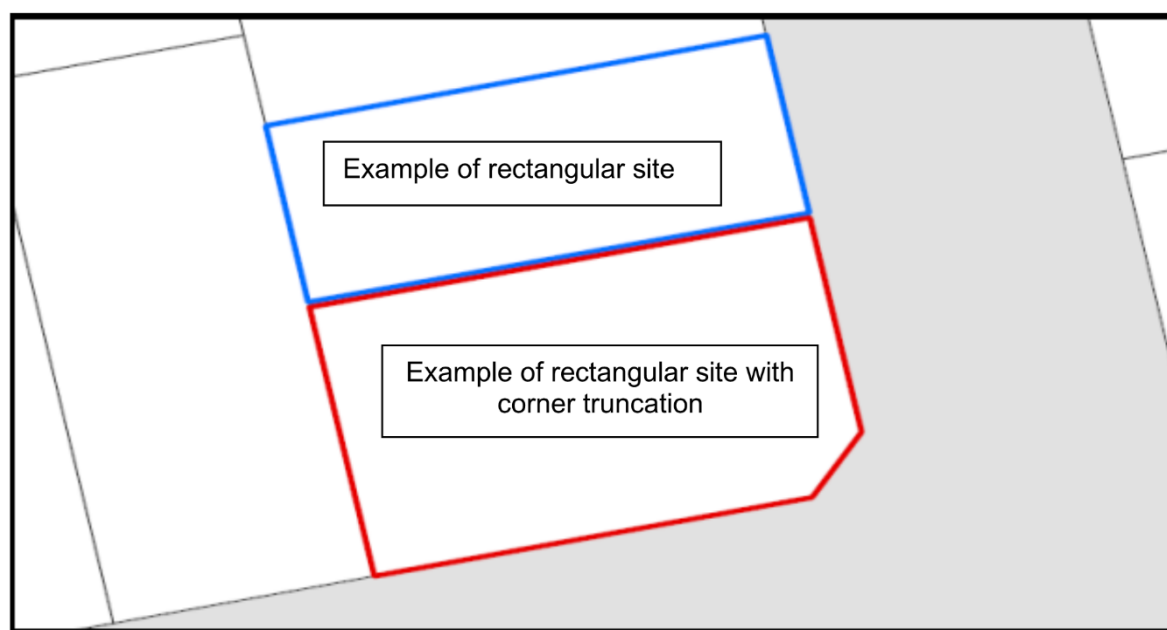
- 2.3.2 Where excavation and filling in the front setback area cannot satisfy the deemed-to-comply provisions of Clause 5.3.7 (C7.1) of the R-Codes Volume 1 and/or the deemed-to-comply provisions outlined in subsection 2.3.1 above, excavation and filling should satisfy the relevant design principles of the R-Codes Volume 1.
- 2.3.3 Terracing retaining walls adjoining side boundaries should satisfy the deemed-to-comply provisions of Clause 5.3.8 of the R-Codes Volume 1, relating to retaining walls.
- 2.4.4 The principles of terracing in this Policy only apply where the levels of a site increase from the front boundary (as shown in **Figure 4**). The terracing provisions of this Policy do not apply where site levels decrease from a front boundary.

## POLICY FIGURES

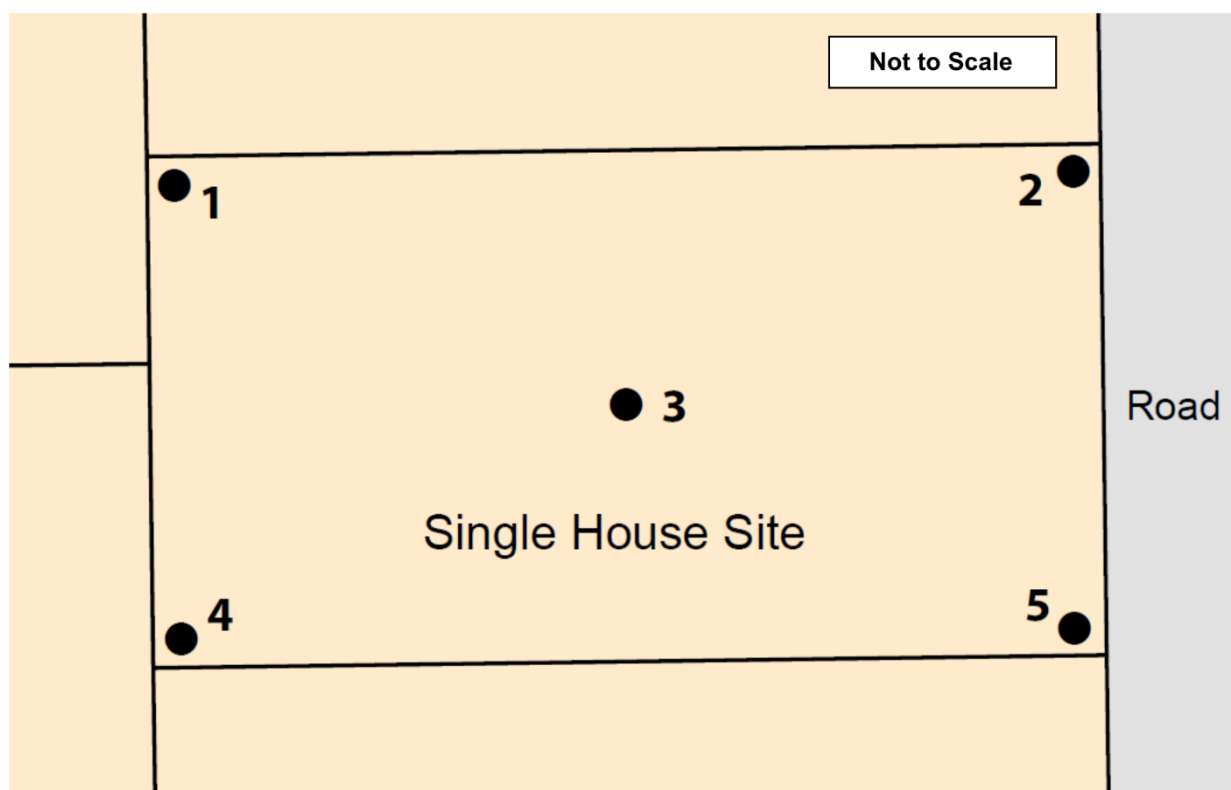
**Figure 1:**

### **Examples of Rectangular Sites**

*(Refer to definition of 'rectangular sites' and 'irregular-shaped sites' in Part 1 of this Policy)*



**Figure 2a:** Calculation of average natural ground level and determination of appropriate building pad height  
Example for Single House sites



Average Natural Ground Level of Site (a) =  $\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$

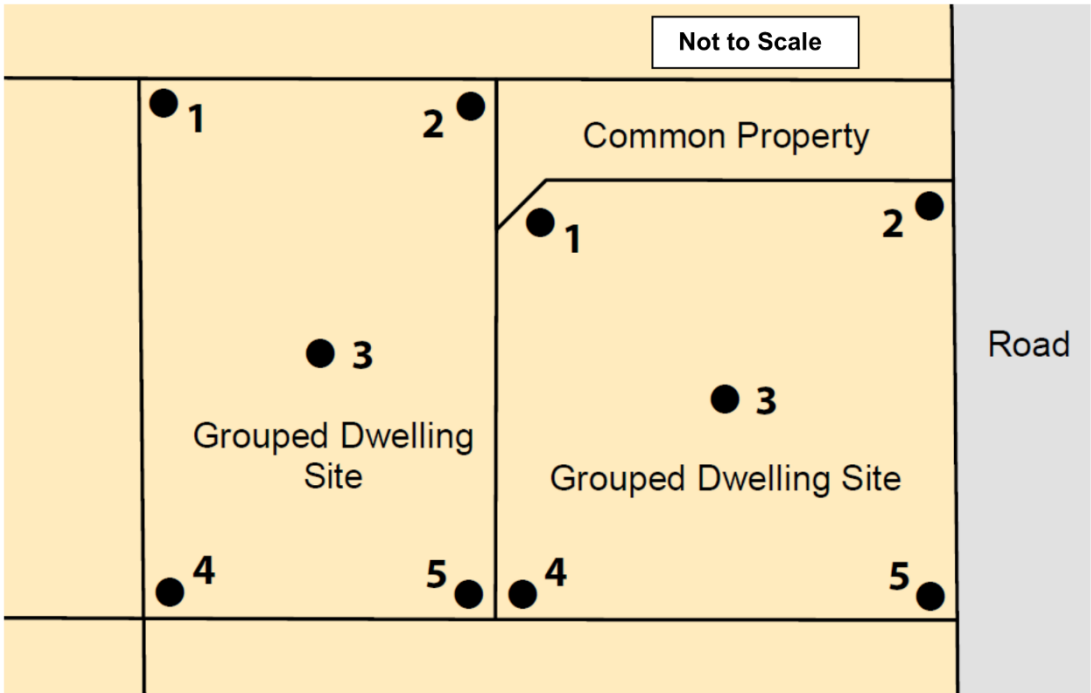
Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot.



**Figure 2b:**                      **Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in SMALL Grouped Dwelling developments.



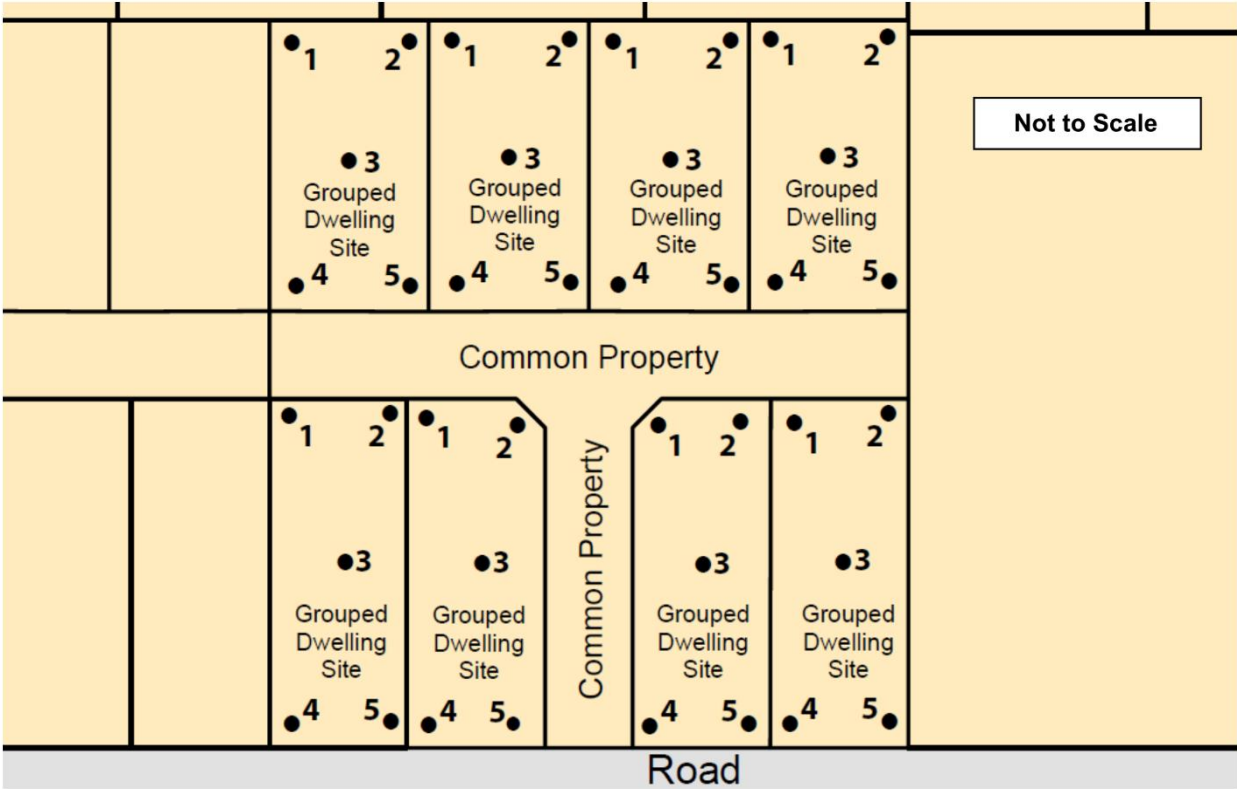
Average Natural Ground Level of Site (a) =  $\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$

Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot.

**Figure 2c: Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in LARGE Grouped Dwelling developments.



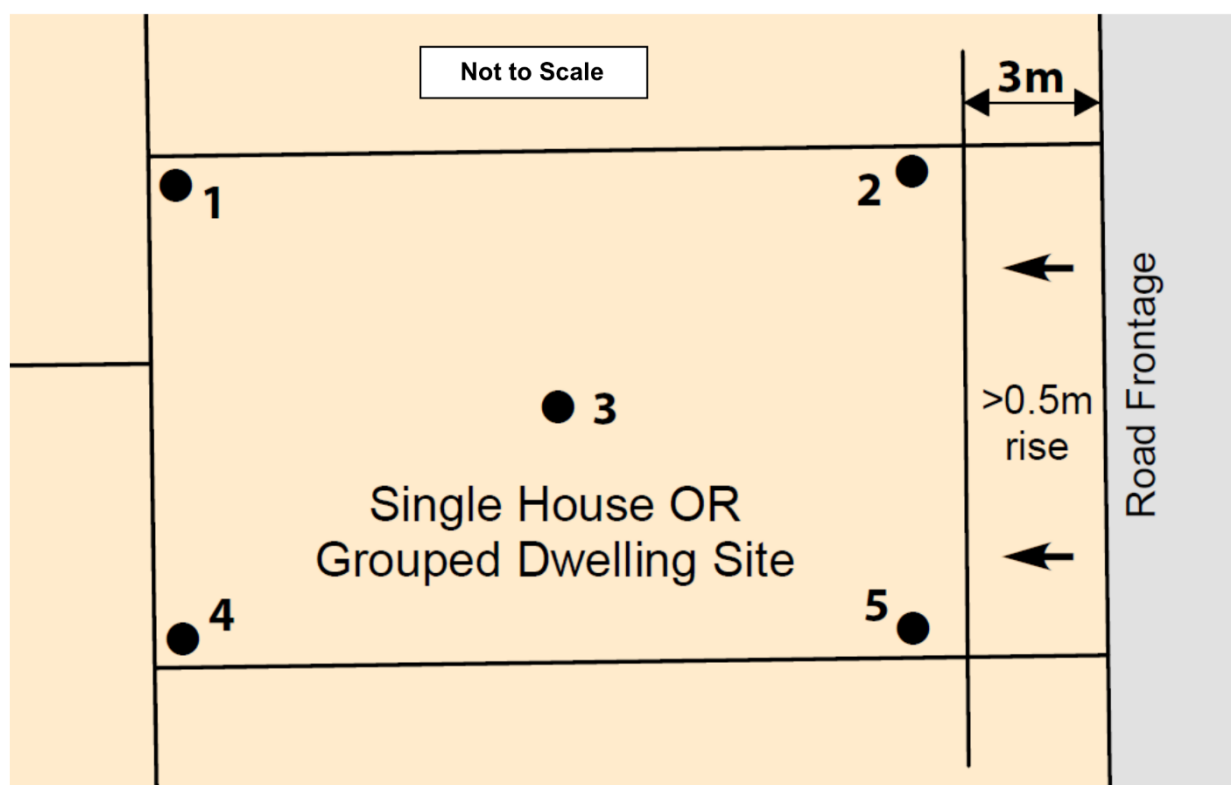
Average Natural Ground Level of Site (a) = 
$$\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$$

Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot

**Figure 3:**                    **Calculation of average natural ground level and determination of appropriate building pad height**  
Where a site rises more than 0.5m from a road frontage.



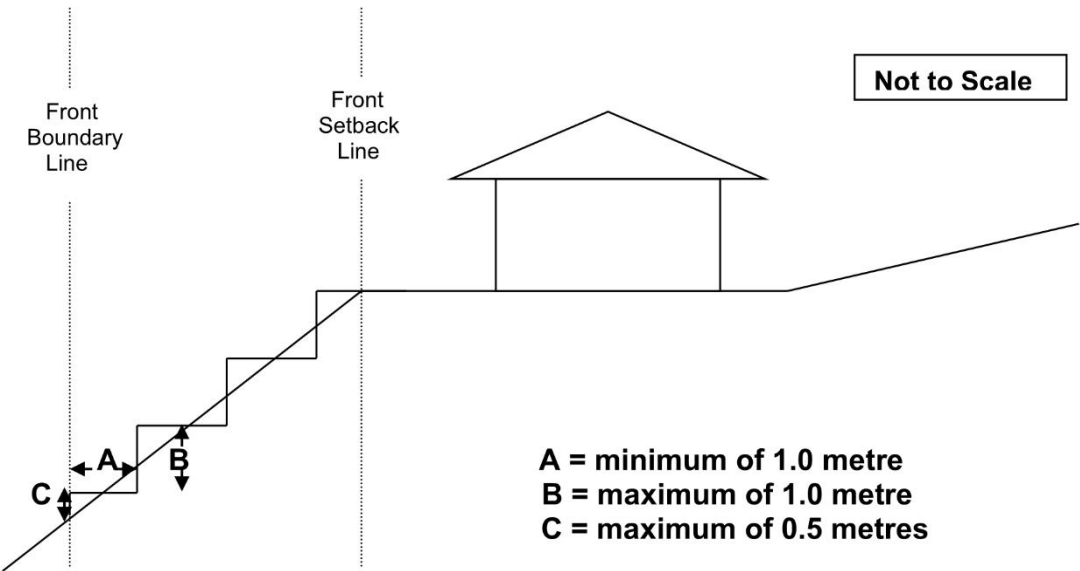
Average Natural Ground Level of Site (a) =  $\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$

Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot

**Figure 4: Principles of Terracing**







PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	November 2019
Next Review	<del>November 2023</del> June 2028

Policy Development and Purpose

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

This Policy has been prepared to supplement Volume 1 of State Planning Policy 7.3 – Residential Design Codes (R-Codes) and applies to all lots where the R-Codes Volume 1 applies.

This Policy clarifies and expands on what is prescribed in the R-Codes Volume 1 pertaining to site works and retaining, to support the development of Single Houses with an R-Code of less than R40 and, Grouped Dwellings coded less than R25 and Multiple Dwellings on lots coded less than R40R10 to R25 under Part B, and Single Houses with an R-Code of R50 and above, Grouped Dwellings coded R30 and above and Multiple Dwellings on lots coded R30 to R60 under Part C. This Policy provides additional ‘deemed-to-comply’ standards as well as clarification on corresponding ‘design principles’ to supplement the R-Codes Volume 1.

This policy does not apply to site works and retaining associated with residential development assessed under the R-Codes Volume 2; being multiple dwellings coded R40-R80 and above, within mixed use development and activity centres.

This Policy does not apply to earthworks and retaining that form part of a subdivision approval. Subdivisional earthworks and retaining works are subject to guidance set out in Local Planning Policy 4.5: Subdivisional Retaining Walls.

Policy Objectives

The objectives of this Policy are to:

1. Provide guidance for the development of site works and retaining walls on residential lots, where the R-Codes Volume 1 applies.
2. Minimise the impact of site works and retaining walls on the natural environment and landscape.
3. Protect the amenity of nearby landowners through greater care in the assessment of site works.
4. Promote site works and retaining walls that complement and are sympathetic to the natural topography of the surrounding land.
5. Ensure that retaining walls that abut street and lot boundaries do not adversely impact on streetscapes, the character of the locality or landowners of nearby land.

## Definitions

In the case of development assessed under this Policy, the words and expressions defined in Appendix 1 of the R-Codes Volume 1 apply. Key words and expressions not defined in the R-Codes Volume 1, but are applied through this Policy, are defined below:

**Building Pad:** means a portion of a site where the ground has been prepared through site works to facilitate the establishment of a finished floor for a building (such as a building slab).

**Irregular-shaped site:** means a site that is:

- Not a 'rectangular site', as defined by this Policy; and
- Shaped in a way that is different to the examples of sites shown in **Figure 1**.

**Rectangular site:** means either:

- A site that has no less or no more than four boundaries; or
- In the case of a site that has a corner truncation – a site that has no less or no more than one boundary adjoining a truncation and four other boundaries.

Examples of rectangular sites are shown in **Figure 1**.

**Retaining wall:** means a wall constructed in brick, stone, concrete, limestone or other material required and designed to retain soil but does not include walls used primarily for aesthetic landscaping purposes (such as planter boxes).

**Terracing:** means the creation of one or more raised banks of earth with vertical or sloping sides and flat levels formed across a slope.

A demonstration of terracing is depicted in **Figure 4** of this Policy.

## PART 2 – GENERAL POLICY PROVISIONS

### 1.0 Application Submission Requirements

Applications for site works or retaining on vacant lots should be made concurrently with an application (for a building permit and/or a development approval) for dwellings on a site. Applications to alter site levels or for retaining walls prior to an application for dwellings being made will not be supported by the City.

Note: Guidance on plan specifications is provided by the City with its application form for development approval as well as within the R-Codes.

## 2.0 Supplemental Provisions – Development Assessed under the R-Codes Volume 1

### 2.1 Excavation and Filling on a Development Site

The principles of 'cut and fill' below are to be read to support the interpretation of the design principles of [Part B, Clause 5.3.7 \(P7P7.1.4 and PP7.2 and P7.3\)](#) and [Part C, Clause 3.5 \(P3.5.1, P3.5.2 and P3.5.3\)](#) of the R-Codes Volume 1.

An equal 'cut and fill' approach should be taken in considering all applications involving alteration of ground levels on a site. The principles of 'cut and fill' on a development site is such that:

- a) Equal amounts of cut and fill is undertaken when establishing modified finished ground levels; and
- b) Filling and/or retaining to the highest level of a site for the purpose of establishing a building pad level is not appropriate as it does not reflect the natural contours, and therefore should not be supported.

Note: The provision above supports the interpretation of the design principles of the R-Codes and should not be construed as amendments to the deemed-to-comply provisions of the R-Codes.

### 2.2 Establishing Building Pad Levels

- 2.2.1 This subsection provides deemed-to-comply provisions in addition to [Part B, Clause 5.3.7 \(C7.2 and C7.3\)](#) and [Part C, Clause 3.5 \(C3.5.2 and C3.5.3\)](#) of the R-Codes Volume 1, for excavation and filling behind a street setback line.

**Figures 2a-2c** and **Figure 3** demonstrate how an appropriate building pad should be established for Single Houses or Grouped Dwellings. **Figures 2a-2c** and **Figure 3** only apply for Single House or Grouped dwelling sites that have a natural ground level (NGL) difference **of less than** 3.0 metres.

- 2.2.2 For multiple dwelling developments and for all residential development types on sites that have a NGL difference **of more than** 3.0 metres, building pads should be established in accordance with to the 'deemed-to-comply' provisions prescribed in [Part B, Clause 5.3.7 \(C7.2\)](#) and [Part C, Clause 3.5 \(C3.5.2\)](#) of the R-Codes Volume 1.

Note: A definition of 'site' as referred to in 2.2.1 and 2.2.2 is provided in Appendix 1 of the R-Codes Volume 1.

## 2.3 Alteration of Ground Levels between a Front Boundary and Dwelling

- 2.3.1 This subsection provides deemed-to-comply provisions in addition to [Part B, Clause 5.3.7 \(C7.1\)](#) and [Part C, Clause 3.5 \(C3.5.1\)](#) of the R-Codes Volume 1, for excavation and filling within the front setback.

Excavation and filling within the front setback can be supported if terracing is provided that satisfies the following requirements:

- a) The first terrace level if located within 1.0 metre of the front boundary should not exceed 0.5 metres in height; and
- b) Subsequent terraces should be spaced a minimum of 1.0 metre apart, and retaining wall height for terracing should not exceed 1.0 metre.

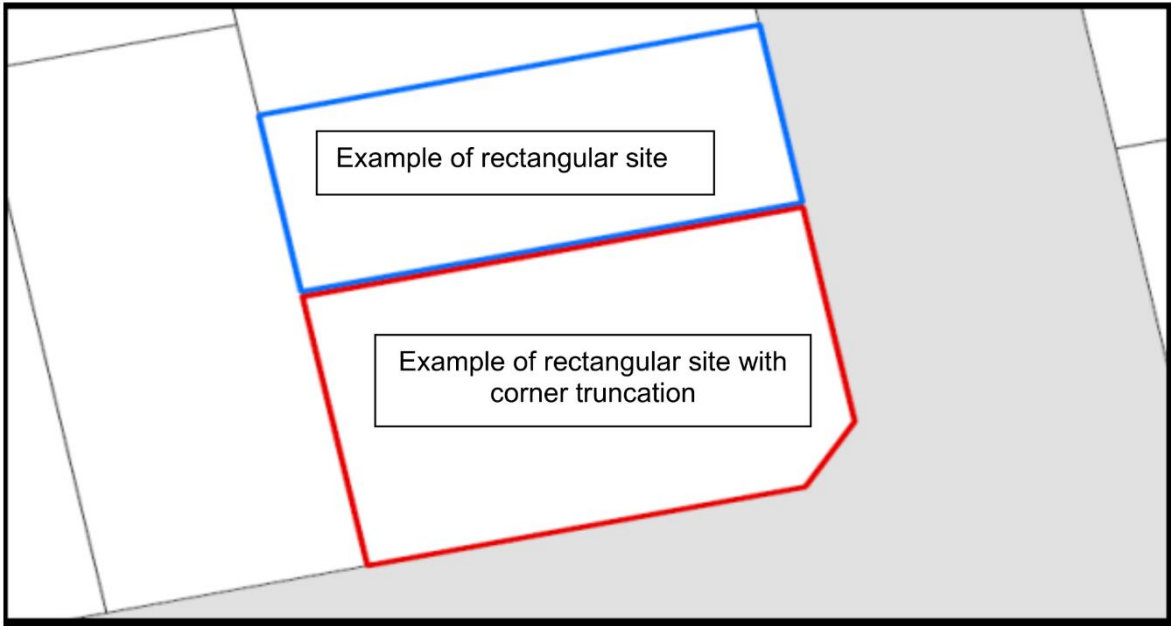
Note: Figure 4 of this Policy depicts how the provisions above can be practically satisfied.

- 2.3.2 Where excavation and filling in the front setback area cannot satisfy the deemed-to-comply provisions of [Part B, Clause 5.3.7 \(C7.1\)](#) or [Part C, Clause 3.5 \(C3.5.1\)](#) of the R-Codes Volume 1 and/or the deemed-to-comply provisions outlined in subsection 2.3.1 above, excavation and filling should satisfy the relevant design principles of the R-Codes Volume 1.
- 2.3.3 Terracing retaining walls adjoining side boundaries should satisfy the deemed-to-comply provisions of [Part B, Clause 5.3.8](#) or [Part C, Clause 3.5](#) of the R-Codes Volume 1, relating to retaining walls.
- 2.4.4 The principles of terracing in this Policy only apply where the levels of a site increase from the front boundary (as shown in **Figure 4**). The terracing provisions of this Policy do not apply where site levels decrease from a front boundary.

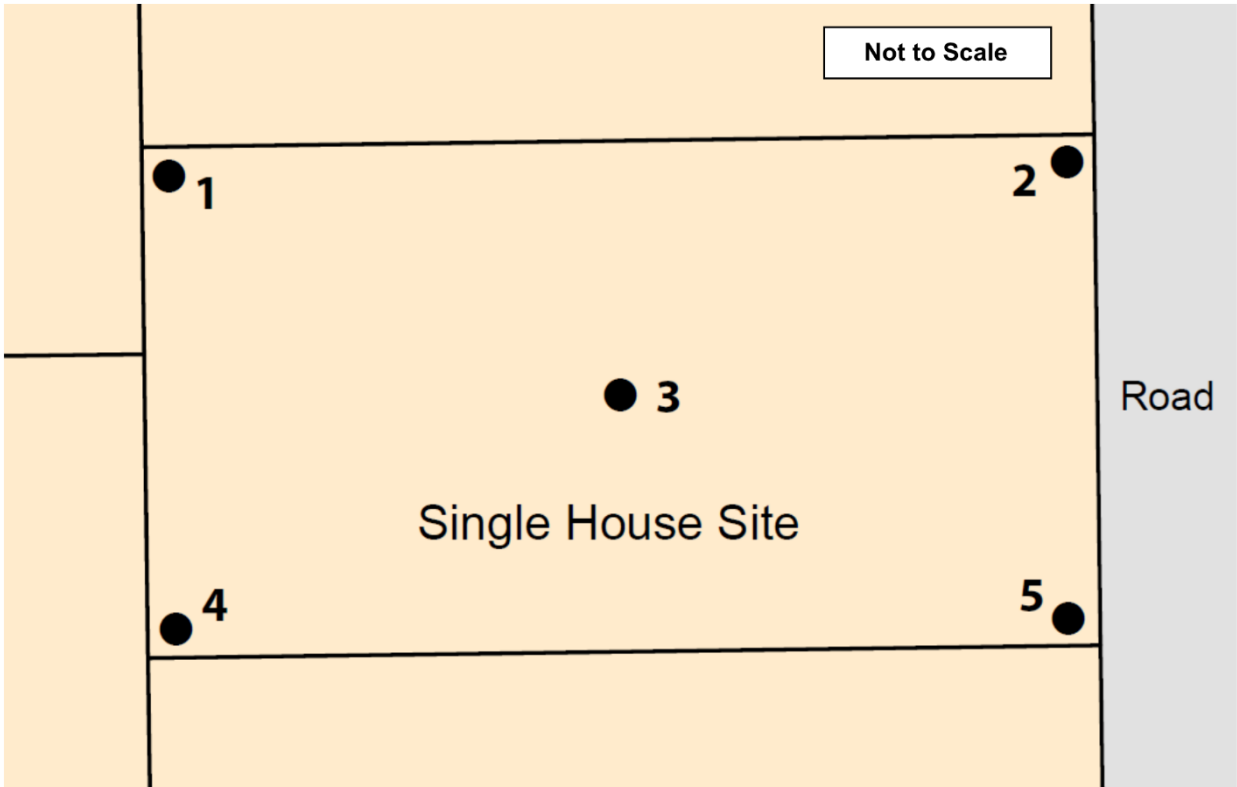


POLICY FIGURES

**Figure 1:** **Examples of Rectangular Sites**  
(Refer to definition of ‘rectangular sites’ and ‘irregular-shaped sites’ in Part 1 of this Policy)



**Figure 2a:**                    **Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Single House sites



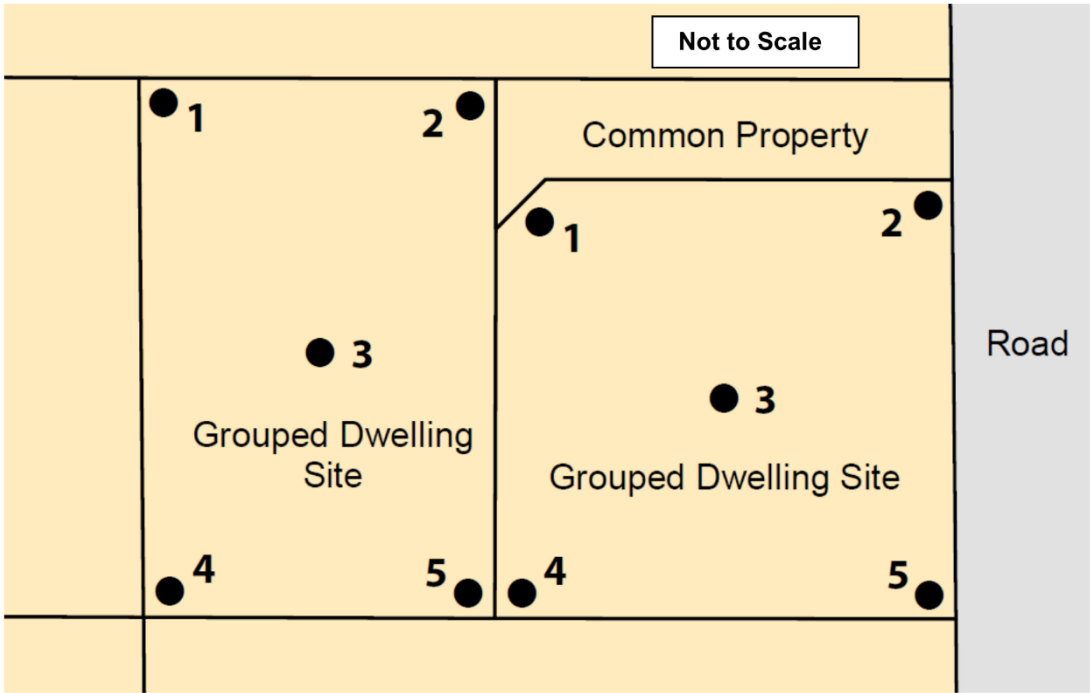
Average Natural Ground Level of Site (a) = 
$$\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$$

Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot.

**Figure 2b:**                      **Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in SMALL Grouped Dwelling developments .



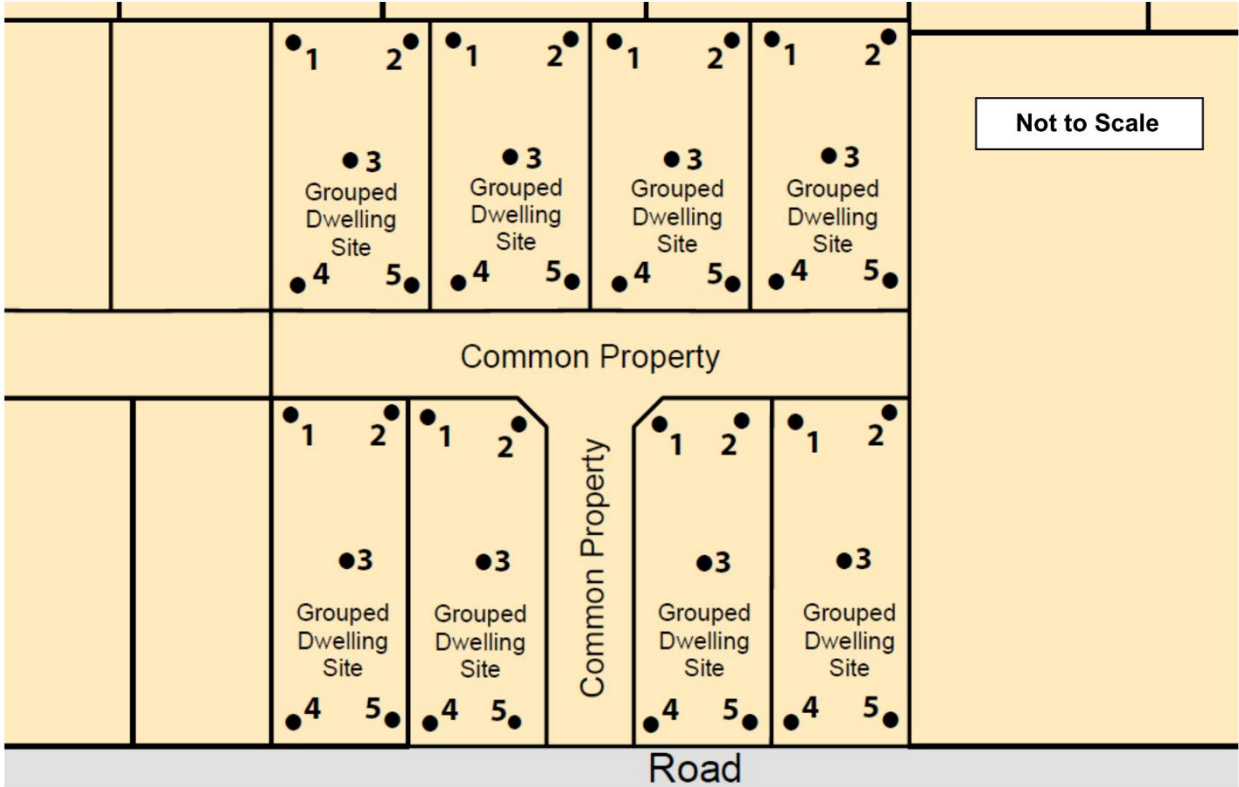
Average Natural Ground Level of Site (a) =  $\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$

Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

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- A fifth point in the approximate centre of the lot.

**Figure 2c: Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in LARGE Grouped Dwelling developments.



Average Natural Ground Level of Site (a) =  $\frac{\text{Sum of the natural ground levels at the 5 points}}{5}$

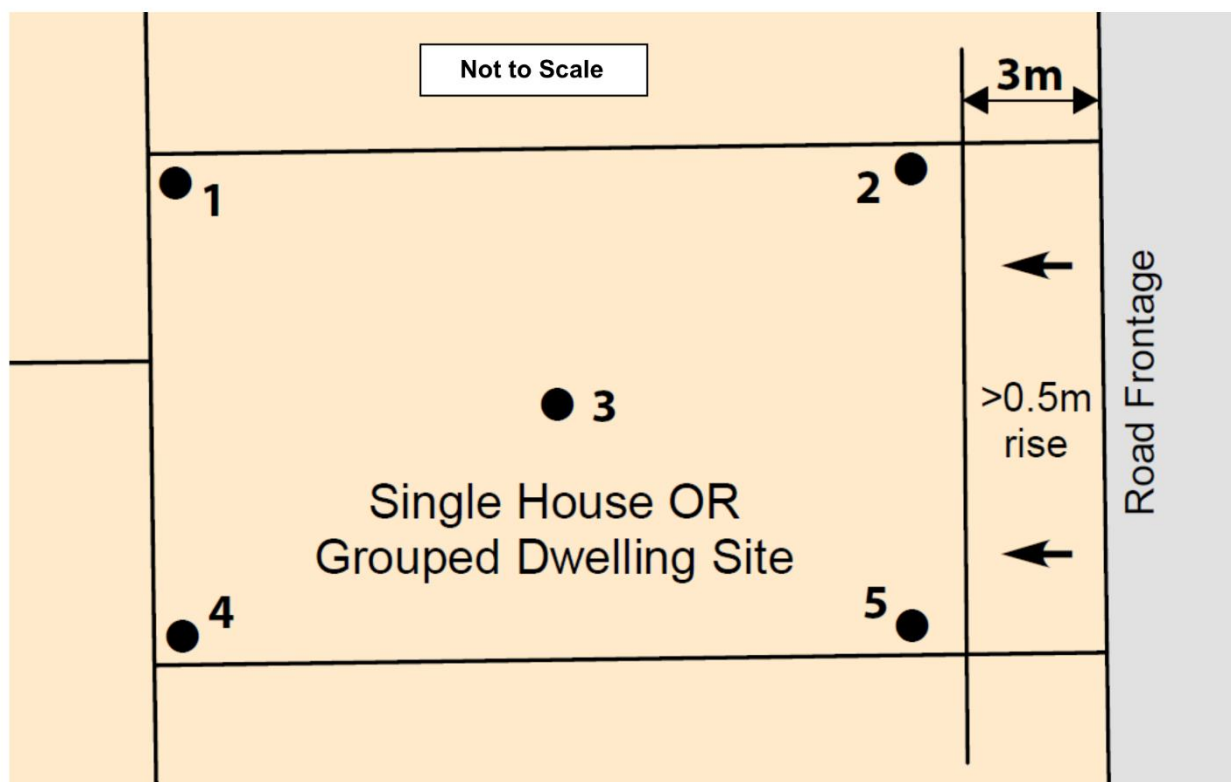
Maximum Appropriate Building Pad Height = the result of (a) + up to 0.3 metres

NOTE: In performing the calculation above for an irregular-shaped site, the City may identify:

- Two ground levels on the front boundary and two on the site boundaries toward the rear of the site, with the four points forming a rectangular shape generally as shown on the figure above; as well as
- A fifth point in the approximate centre of the lot



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 Where a site rises more than 0.5m from a road frontage.



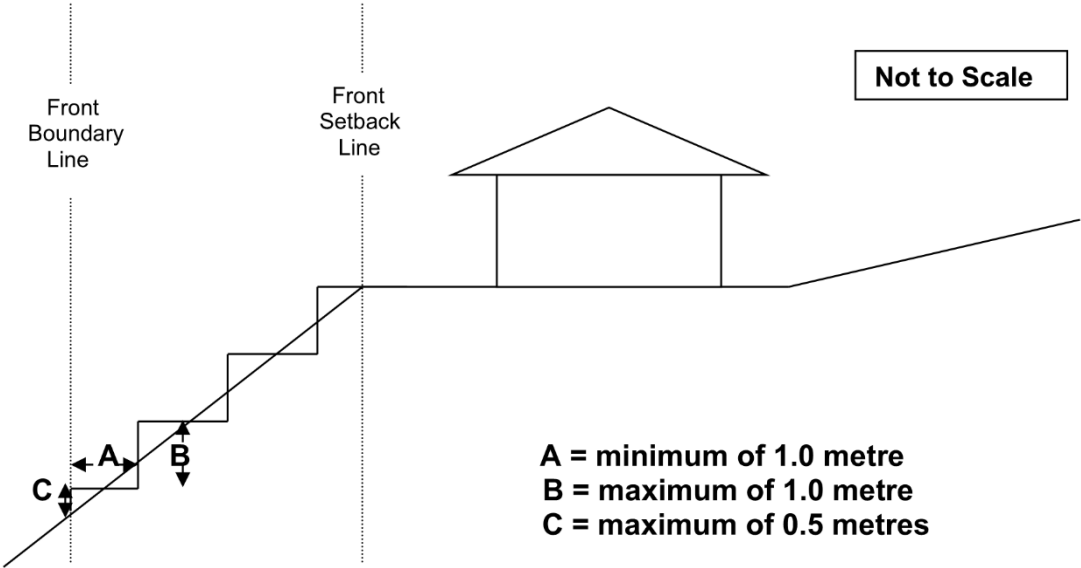
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Figure 4: Principles of Terracing





PART 1 – POLICY OPERATION

Owner	Planning and Sustainability
Implementation	November 2019
Next Review	June 2028

Policy Development and Purpose

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

This Policy has been prepared to supplement Volume 1 of State Planning Policy 7.3 – Residential Design Codes (R-Codes) and applies to all lots where the R-Codes Volume 1 applies.

This Policy clarifies and expands on what is prescribed in the R-Codes Volume 1 pertaining to site works and retaining, to support the development of Single Houses with an R-Code of less than R40 and Grouped Dwellings coded less than R25 and Multiple Dwellings on lots coded less than R10 to R25 under Part B, and Single Houses with an R-Code of R50 and above, Grouped Dwellings coded R30 and above and Multiple Dwellings on lots coded R30 to R60 under Part C. This Policy provides additional ‘deemed-to-comply’ standards as well as clarification on corresponding ‘design principles’ to supplement the R-Codes Volume 1.

This policy does not apply to site works and retaining associated with residential development assessed under the R-Codes Volume 2; being multiple dwellings coded R80 and above, within mixed use development and activity centres.

This Policy does not apply to earthworks and retaining that form part of a subdivision approval. Subdivisional earthworks and retaining works are subject to guidance set out in Local Planning Policy 4.5: Subdivisional Retaining Walls.

Policy Objectives

The objectives of this Policy are to:

1. Provide guidance for the development of site works and retaining walls on residential lots, where the R-Codes Volume 1 applies.
2. Minimise the impact of site works and retaining walls on the natural environment and landscape.
3. Protect the amenity of nearby landowners through greater care in the assessment of site works.
4. Promote site works and retaining walls that complement and are sympathetic to the natural topography of the surrounding land.
5. Ensure that retaining walls that abut street and lot boundaries do not adversely impact on streetscapes, the character of the locality or landowners of nearby land.



Definitions

In the case of development assessed under this Policy, the words and expressions defined in Appendix 1 of the R-Codes Volume 1 apply. Key words and expressions not defined in the R-Codes Volume 1, but are applied through this Policy, are defined below:

Building Pad: means a portion of a site where the ground has been prepared through site works to facilitate the establishment of a finished floor for a building (such as a building slab).

Irregular-shaped site: means a site that is:

- Not a 'rectangular site', as defined by this Policy; and
- Shaped in a way that is different to the examples of sites shown in **Figure 1**.

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### 2.1 Excavation and Filling on a Development Site

The principles of 'cut and fill' below are to be read to support the interpretation of the design principles of Part B, Clause 5.3.7 (P7.1.P7.2 and P7.3) and Part C, Clause 3.5 (P3.5.1, P3.5.2 and P3.5.3) of the R-Codes Volume 1.

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- 2.2.1 This subsection provides deemed-to-comply provisions in addition to Part B, Clause 5.3.7 (C7.2 and C7.3) and Part C, Clause 3.5 (C3.5.2 and C3.5.3) of the R-Codes Volume 1, for excavation and filling behind a street setback line.

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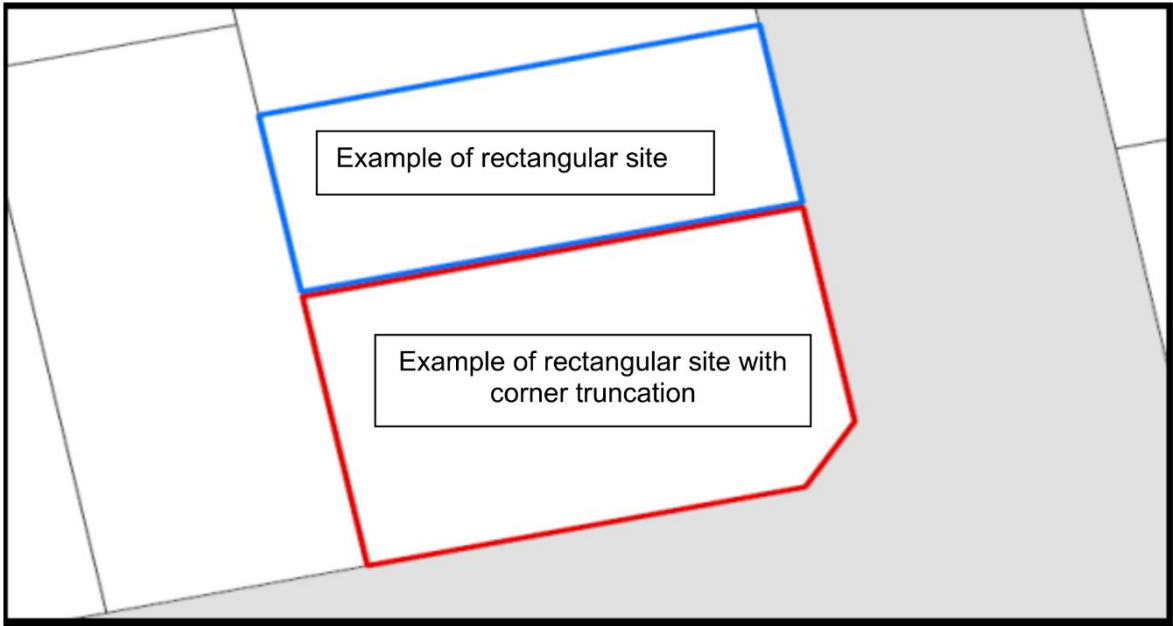
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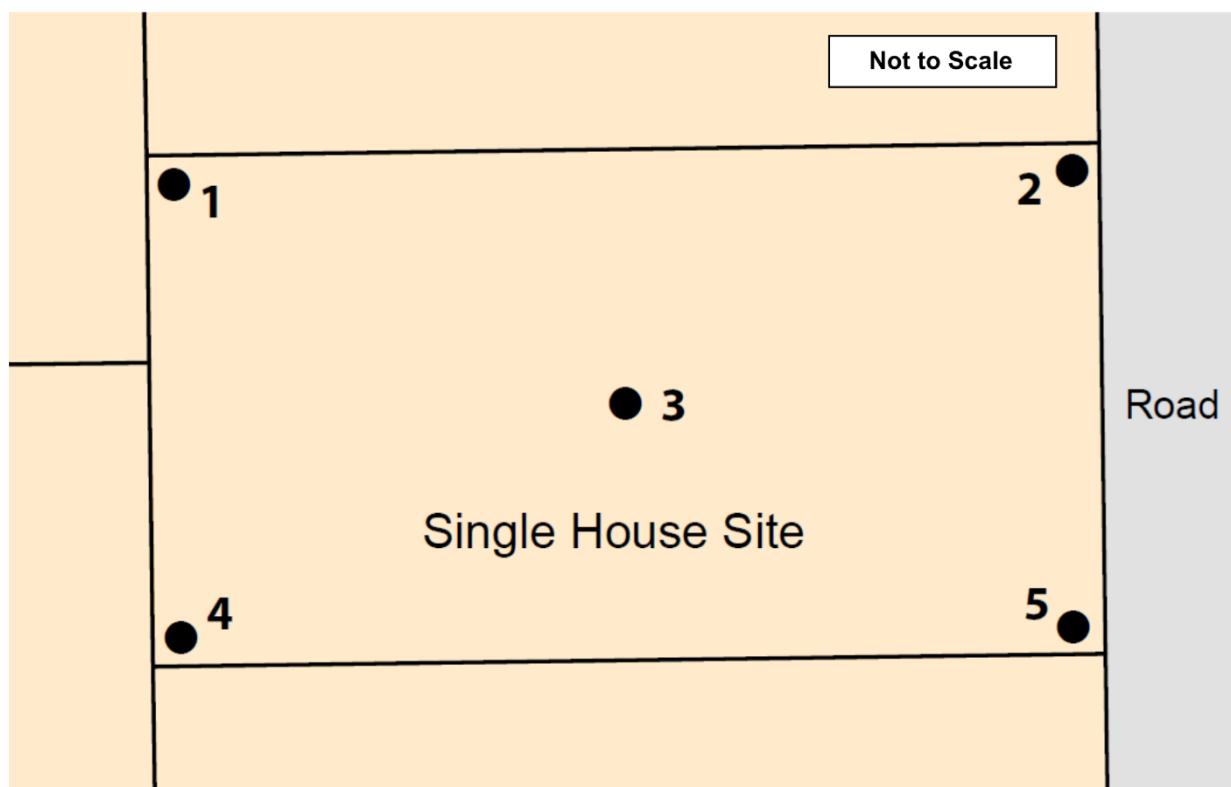
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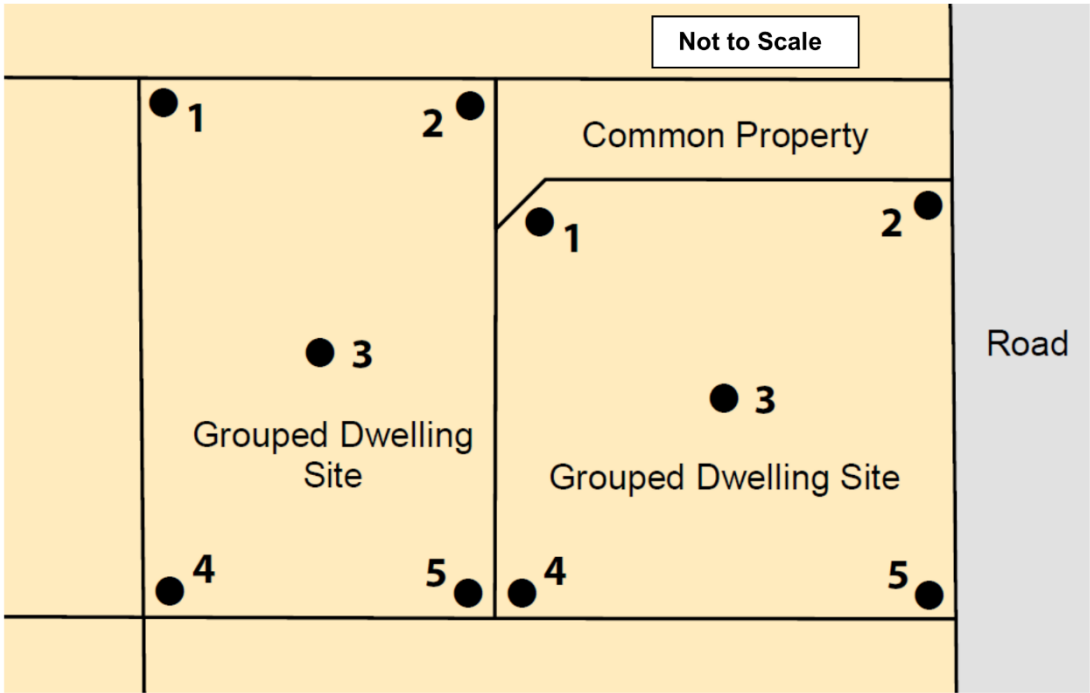
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**Figure 2b:**                      **Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in SMALL Grouped Dwelling developments .



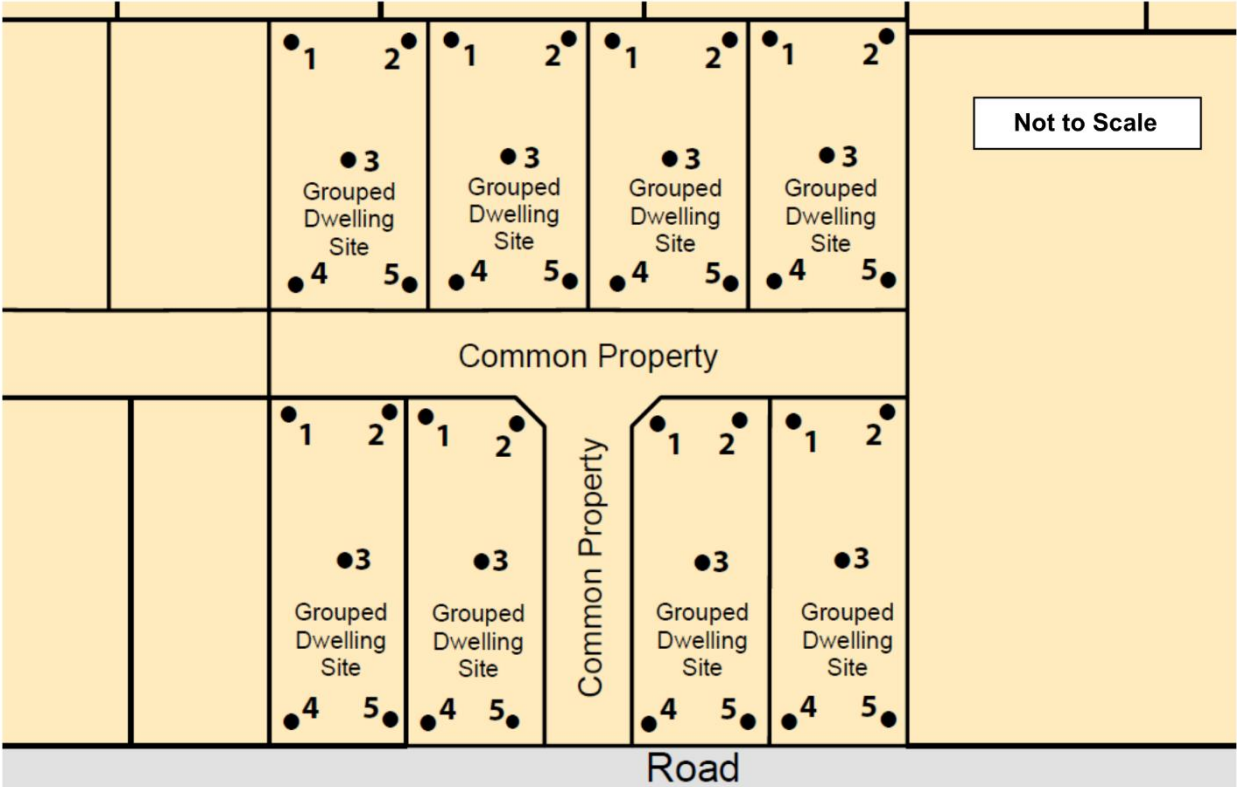
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**Figure 2c: Calculation of average natural ground level and determination of appropriate building pad height**  
Example for Grouped Dwelling sites in LARGE Grouped Dwelling developments.



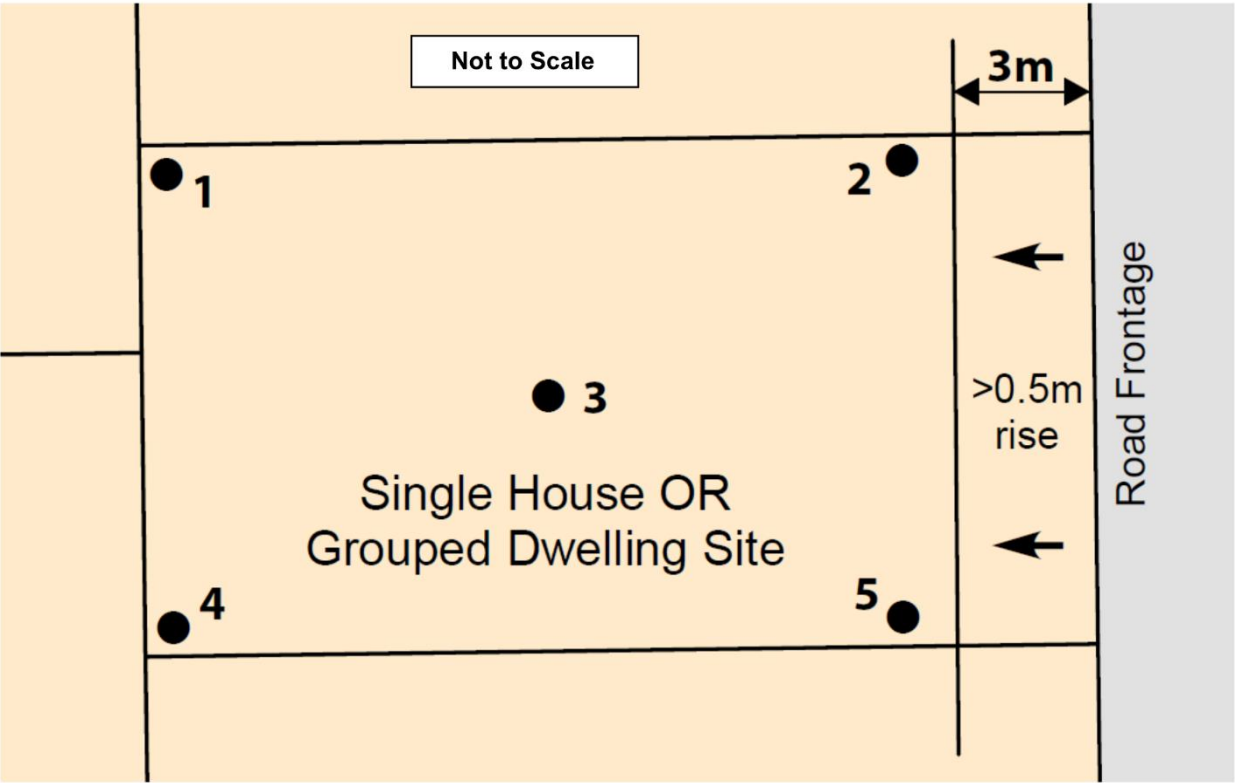
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Where a site rises more than 0.5m from a road frontage.



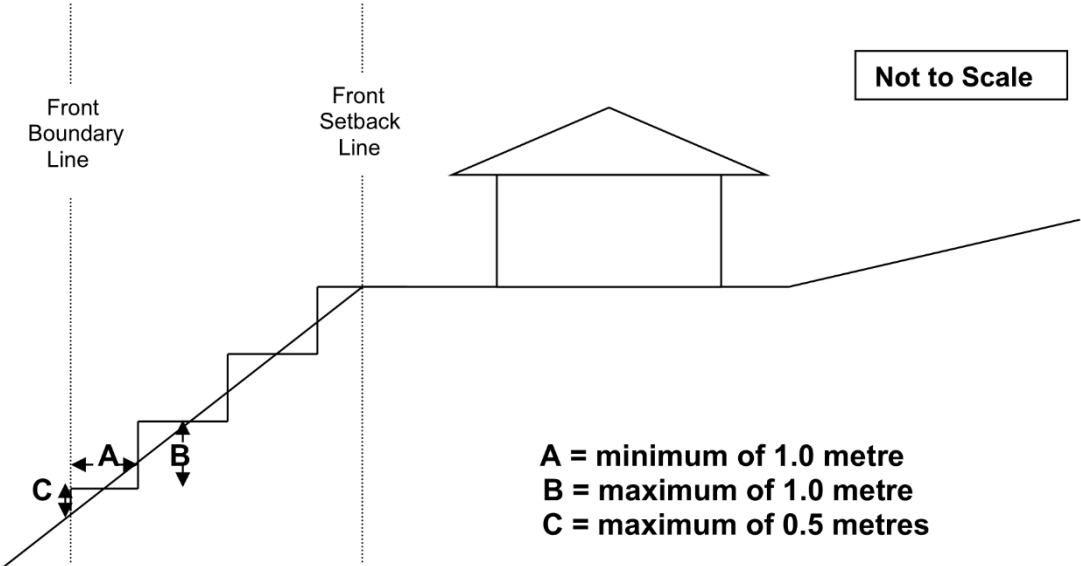
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Figure 4: Principles of Terracing





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**CE04-06/24 Risk Management Framework Review**

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File Ref: 2286V02 – 24/185109  
Responsible Officer: Chief Executive Officer  
Attachments: 1

**Issue**

To consider the recommendation of the Audit and Risk Committee to endorse the Risk Management Framework as set out in **Attachment 1**.

**Background**

A Risk Management Framework (the Framework) provides the necessary foundations and organisational arrangements for managing risks. The City's current risk framework includes a suite of documents comprising of the Risk Management Policy adopted by Council in October 2022, the Risk Assessment Criteria and Appetite Statements endorsed by Council in June 2022 and the City currently operates under the Enterprise Risk Management Manual (the Manual) that encompasses a combination of the risk framework and risk procedure. The Manual is a City-wide approach to managing risk by establishing and maintaining a culture which expects the identification, analysis, reporting and recording of risk in all situations.

The existing Manual which the City has been using to operationalised and embed risk management has recently been reviewed and reimplemented to formally be the Risk Management Framework and revised to be more broadly a high-level document. Information such as operational procedure and processes from the existing Manual not applicable for the Risk Management Framework context have been pulled out and included in a separate Risk Management internal Procedure document. Basically, the Manual in its current state has been converted to the Risk Management framework with the removal of the internal procedures and processes.

**Detail**

The objectives of the Risk Management Framework are to provide the City with a foundation on key principles for risk management that guide how risk management is embedded at all levels. The Framework as set out in **Attachment 1** was presented to the Audit and Risk Committee on 28 May 2024.

**Consultation**

The Executive Leadership Team has been engaged in the review of the Risk Management Framework.

**Comment**

The Risk Management Framework as detailed in **Attachment 1** is presented to Council for endorsement as recommended by the Audit and Risk Committee on 28 May 2024.

A full review of the Risk Management Framework in its entirety will be conducted in over the next 12 months and presented to the Committee and Council.

## 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 & 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.

## Policy Implications

Nil

## Financial Implications

Nil

## Voting Requirements

Simple Majority

## Moved Cr Rowe, Seconded Cr Herridge

That Council;

1. **ACCEPTS** the recommendation of the Audit and Risk Committee; and
2. **ENDORSES** the Risk Management Framework as set out in Attachment 1

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

*Attachments:*

1. [Download](#) Attachment 1. Risk Management Framework DRAFT Council Meeting June 2024 24/185110

# Risk Management Framework

2024

18/505788\*

DRAFT



Applicable Reference Documents		
No.	Document Name	Content Manager Reference
1.	Risk Management Policy	15/491180
2.	Risk Assessment Criteria	19/216037
3.	Audit and Risk Committee Terms of Reference	19/265363*
4.	Crisis Management Plan	16/96905
5.	Business Continuity Guidelines	17/139422
6.	Business Continuity Plan List by Service Unit	16/315665
7.	Strategic Risk Register (Bow Tie)	17/53460
8.	Corporate Risk Register (Bow Tie)	17/193600
9.	Community & Place Operational Risk Register	18/64325
10.	Assets Operational Risk Register	14/184683*
11.	Planning & Sustainability Operational Risk Register	14/193505*
12.	Corporate Strategy & Performance Operational Risk Register	16/39177
13.	Leadership Risk Training Presentation	19/417087
14.	Risk Appetite Statement	21/252348
15.	Risk Register Template	16/156511*
16.	Fraud and Misconduct Risk Register	20/120167

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Revision	Date Approved	Next Review	Document Red#
1.0			18/505788*

## Introduction

The City of Wanneroo (the **City**) faces a broad range of risks in varied situations. Some risks are extreme while other risks are low or even insignificant. If not managed these risks may adversely impact the City's ability to meet its strategic objectives, daily operations and projects. An enterprise City-wide approach is adopted to establish and maintain a culture, which expects the identification, analysis, reporting and recording of risk in all situations.

The City's Enterprise Risk Management Policy articulates this commitment and in implementing the policy, our expected risk culture is embedded in all activities across the City, in our strategic thinking and decision-making.

The Risk Management Framework provides the guidance to operationalise the policy through integration of risk management across all City activities.

## Objectives/Purpose

The objectives of the Risk Management Framework are to provide the City with a foundation for risk management including:

- Aligning strategic objectives and activities with the City's risk appetite by identifying and assessing risks and establishing acceptable levels of risk relative to growth and return objectives.
- Providing the mechanism for a truly integrated enterprise risk management approach and dynamic risk management function, where risk management will be incorporated into relevant processes and information and be used as a key input into decision making.
- Providing Council and the Executive with confidence that strategic and corporate risks are being effectively managed throughout the City, therefore supporting them in delivering on their respective governance responsibilities.
- Encouraging a "risk aware" culture that allows for innovation and responsible risk-taking while ensuring appropriate measures are taken to protect the City and maintain stakeholder and community confidence.
- Increasing the visibility of risk management activities within the City including clear accountability for the management of risk, and greater value derived from risk management.
- Aligning to the requirements of the Australian Standard ISO 31000:2018.

Governance

Risk governance is the effective oversight of risk management, including the mechanisms used to hold the organisation, committees, individuals and contractors accountable for following the requirements set out the Risk Framework. Risk governance is achieved by incorporating risk management oversight responsibilities within existing governance structures.

Practically, risk governance is facilitated by appropriate reporting being provided to relevant areas within the City to support their ability to oversee the risks within their control or in their accountability. This increased visibility of risk information, and the relevant governance responsibilities to challenge management on the information presented to them and supports effective risk governance. It allows the relevant governance bodies to drive accountability for effective risk management throughout the organisation.

Statutory Compliance

Regulation 17 of the Local Government (Audit) Regulations 1996

The Regulation requires the City’s Chief Executive Officer to review, at least once every three financial years, the appropriateness and effectiveness of the City’s systems and procedures in regard to risk management, internal control and legislative compliance, and provide a report of that review to the Audit and Risk Committee for consideration. The City’s Risk Management Framework complies with the Regulation.

Industry Best Practice

The City’s integrated process for the management of risk aligns with the Australian Standard for Risk Management Principles and Guidelines AS ISO 31000:2018. The 8 Principles of Risk Management defined by AS ISO 31000:2018 are shown below.



Figure 1: ISO 31000:2018 Risk Management Principles



## Benefits of an integrated approach to Risk Management

Local governments do not operate in a risk-free environment, and managing risks will not create such an environment. Instead, risk management enables the organisation to operate in an informed manner in an environment where inherent risks exist.

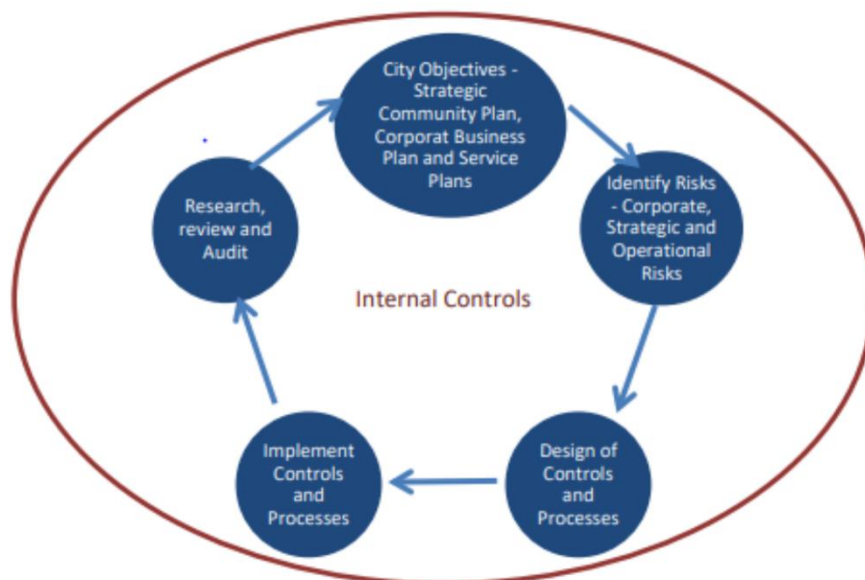
Effective integrated risk management enhances the organisation's capability to:

- Align strategic objectives with its risk appetite, i.e. the degree of risk the City is prepared to take in pursuit of its goals.
- Identify and assess risks and establish acceptable levels of risk relative to growth and return objectives.
- Clearly distinguish strategic from corporate and operational risks, and manage these different risks at the appropriate levels within the City.
- Identify potential events, assess risk and establish controls thereby reducing the occurrence of "surprises" and the related cost/s or losses.
- Understand the interrelated impacts of risks across the City and therefore provide an integrated response to managing these risks.
- Effectively assess resource requirements and improve capital and resource allocation.
- Identify opportunities through the process of considering a full range of events and understanding how some events represent opportunities.

A key component of the City's Risk Management Framework is its emphasis on integrating risk management with existing business processes. The City has a commitment to not make risk management an overly cumbersome or a stand-alone activity. Enterprise risk management requires the framework to be integrated with a number of existing business processes, and this integration will continue to be strengthened over time.

## Risk Management Framework integration with Internal Control Guidelines – Risk Based Approach

The design, monitoring and review of internal controls should consider a risk based approach whereby the selection and appropriation of resources is prioritised to obtaining assurance of the processes and systems implemented to mitigate identified risks. The diagram below depicts a simplistic relationship of how objectives, risk, control and assurance interrelate.



### ERM Integration with Initiatives

When considering undertaking any new initiative, activity or event regardless of the size and scope, a risk assessment is required to be completed as part of the City's Decision Making Tool, using the City's Enterprise Risk Assessment Criteria. The risk assessment should identify all associated risks and appropriate treatment options of the initiative, activity or event. This includes any future business as usual risks resulting from the initiative, activity or event as well as risks associated with the planning and implementation phase which may hinder or prevent delivery of the objective while preparing scope, funding and communication requirements. This is to ensure that all current and future risks of the initiative, activity or event are considered during the decision-making processes.

Once the initiative has either reached its conclusion or it has been adopted as a business as usual activity, the initial risk assessment is to be reviewed and assessed with any remaining risks absorbed into either the operational or corporate risk registers if necessary.

### ERM integration with PMO

It is important to understand the differing roles of Enterprise Risk Management and Enterprise Project Management. In accordance with the City's Project Management Framework a project is

defined as a temporary endeavour undertaken to create a unique product, service or result within a definite beginning and an end date (practical completion).

A risk assessment is required to be completed as part of the Project Mandate, using the City's Enterprise Risk Assessment Criteria. The risk assessment should identify all associated risks to inform the decision whether to approve the project for commencement. During the project life-cycle all risks identified should be captured to the Enterprise Project Management System in the project risk register.

Project risks should continue to be assessed throughout the duration of the project. When the project reaches practical completion any remaining risks must be assessed and absorbed into either the operational or corporate risk register if necessary. It is the responsibility of the Project Owner to undertake the final project risk assessment and report back on any remaining risks (after practical completion) to the Enterprise Risk Management team.

### Integration with City processes

Existing processes deal with certain types of risk in specific detail. The information compiled through these processes needs to ensure that there is no (or minimal) duplication of risk information and therefore potentially inefficient management of these risks. All strategic, corporate and operational risks are captured within appropriate risk registers and published on the intranet. However, other tools are available throughout the City to capture risks that may contribute to those risks for example:

- Business Continuity, Crisis Management and Emergency Management
- Compliance Management
- Safety and Health Management
- Environmental Management

Throughout the framework other business processes with which risk management must be integrated are set out, including:

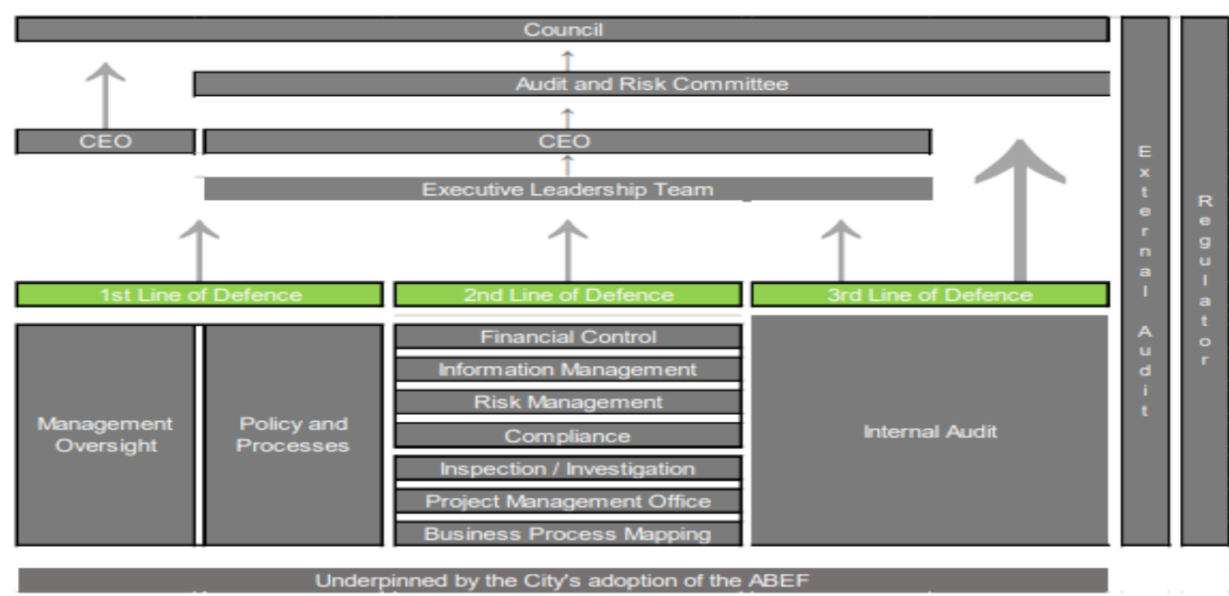
- Strategic priority and development planning
- Directorate and Service Unit planning
- Performance reporting
- Project management
- Procurement and contract management

It is essential for risk management to be effectively considered as part of these processes to support its ongoing relevance to the City.

Structured and Comprehensive

The City’s risk accountabilities and responsibilities are based on the Three Lines of Defence model. This helps to identify the different mechanisms which all work together to manage risks, ensure that controls are implemented effectively and provide assurance on the state of controls, providing a coordinated structured approach for managing risks.

The City’s [Internal Control Guidelines HPE#19/18753](#) details the Three Lines of Defence consistent with the ABEF depicted below.



Customised, Inclusive and Dynamic

The 3 Tiers of Risk

The Strategic Community Plan, Corporate Business Plan and Council agenda items must incorporate a discussion of strategic risks if relevant to the subject.

Strategic Risk

These risks may affect the achievement of the City’s Strategic Community Plan. The risks are aligned against the SCP’s objectives to assist with integrating the risk dimension within integrated planning and are reviewed biannually.

Council and Executive will identify and manage strategic risk in line with their strategic leadership obligations through a workshop. Strategic process embodies the overall direction and tone of risk management within the City. This relates to the following areas:





### Corporate Risk

These are operational risks that are systematic and commonly identified across the various Directorates, which will have an impact across the City. These risks are aligned in accordance with the achievement of the 4-year Corporate Business Plan and Annual Operational Plan and are reviewed biannually.

Workshops are held for the Executive will identify, manage and provide feedback on the corporate risks in line with strategic and operational leadership obligations.

### Operational Risk

Operational risks may impact a single Directorate, Service Unit or project and is aligned in accordance with the achievement of the Service Unit / Project or Program Plans and are reviewed at least annually, projects are to be reviewed upon practical completion.

All employees in decision-making and/or advisory roles must commit to consider and manage risk associated with their day to day functions on an ongoing basis. Every situation that involves decision-making and subsequent action requires risk analysis.

Operational risk is the risk arising from execution of an organisation's business function. This focuses on the risks arising from people, processes, and systems. Note: that it includes external events that can affect an organisation. Types of Operational Risk can include the following:

**Internal fraud** – misappropriation of assets, tax evasion, intentional mismarking of positions, bribery

**External fraud** – theft of information, hacking damage, third party theft and forgery

**Employment practices and workplace safety** – discrimination, workers' compensation, employee health and safety

**Clients, products, and business practice** – market manipulation, antitrust, improper trade, product defects, fiduciary breaches, account churning

**Damage to physical assets** – natural disasters, terrorism, vandalism

**Business disruption and system failures** – utility disruptions, software failures, hardware failures

**Executive, delivery, and process management** – data entry errors, accounting errors, failed mandatory reporting, negligent loss of client assets

**Legal risk** is in several of these categories.

Risk Owners (Managers/Teams) will need to ensure their operational risks are reviewed and updated as part of their business as usual activity and assess the risk associated with their overall operations and functions on a regular basis or at least on an annual basis as part of the annual service unit team planning workshop process.

### Fraud and Misconduct

The City has in place a Fraud and Misconduct Control and Resilience Framework to set out standards for accountability of all Employees. It aims to minimise opportunities for fraudulent and/or corrupt activities in line with the City's zero tolerance policy to fraud, corruption, bribery and misconduct.

The City's Risk Management Framework supports the Fraud and Misconduct Control and Resilience Framework with proactive measures designed to enhance system integrity (prevention measures) and reactive responses (reporting, detecting and investigation).

The purpose of the Fraud and Misconduct Control and Resilience Framework is to:

- Minimise opportunities for fraud, misconduct, bribery and corruption (whether committed by internal or external parties);
- Protect public monies, property, information and organisational and individual rights; and
- Maintain the effectiveness of the City's operations.

The framework consists of a suite of tools and resources including the City's:

- Fraud and Misconduct Control and Resilience Policy
- Full Fraud and Misconduct Risk Assessment review undertaken by the City's Internal auditors every 2 to 3 years in accordance with the City's Internal audit plan.
- The Fraud register 20/120167 is reviewed on a 6 monthly basis by the responsible risk owner.
- Minor and Serious Misconduct Management Procedure

- Receiving and Conducting Investigations into Allegations of Misconduct under the Corruption of Crime Misconduct Act 2003
- Public Interest Disclosure Guidelines
- Fraud and Misconduct Control and Resilience Strategies (19/355143)
- Code of Conduct, Statement of Business Ethics and training modules.

Fraud and Misconduct Risk categories and subcategories (developed together with Internal auditors following on from full risk assessment conducted in 2019/20) have been grouped as follows:

Fraud Risk Categories	Sub Categories
Corruption	Conflicts of interest
	Bribery and extortion
Asset Misappropriation	Cash
	Non-Cash
Fraudulent Statements	Financial
	Non- Financial

## Best Available Information

### Risk Management Policy

The City’s Risk Management Policy defines the objectives and rationale for managing risk within the City. It states the commitment of the City to risk management and sets expectations on the risk appetite and roles and responsibilities. The policy statement is as follows:

*This Policy documents the City of Wanneroo's (the City) commitment to identifying, analysing, assessing and managing risks across the organisation that may impact on the City achieving its business objectives.*

Refer to Risk Management Policy 15/491180.

### Risk Appetite and Tolerance

The City’s risk appetite is at a strategic level and is the total overall amount and type of risk that we are willing to take or retain to achieve our organisational objectives. It reflects the organisation’s risk management philosophy and therefore influences the organisation’s culture and operating style. Council determines the City’s risk appetite which is captured within separate risk appetite statements against each strategic goal from the Strategic Community Plan. Refer to Risk Appetite Statement 21/252348.



Risk tolerance is defined in ISO 73:2009 as an Organisation or stakeholder's readiness to bear the risk after risk treatment in order to achieve its objectives. For example, the total impact of risk an organisation is prepared to accept and tolerate in the pursuit of its strategic objectives. This is more operational than risk appetite and allows the City to express the specific maximum risk that we are willing to take regarding each relevant risk type. Refer to the City's Risk Assessment Criteria 19/216037.

Although risks within an individual Directorate may be within the City's risk tolerance, all operational risks collectively for the City may exceed the overall risk appetite. Due to this direct linkage between risk appetite and tolerance, our objectives and business environment, Operational risks must be reviewed at least annually or more frequently, if there are significant changes to our business.

In general, the City will not accept extreme rated residual risks.

- **Extreme** risks are considered unacceptable to the City and require urgent implementation of an approved treatment plan to reduce the effects of such risks. However, in identifying this plan, it is important to consider all available options for treating the risk. Although it is unacceptable, appropriate justification needs to be provided for the investment required to treat the risk.

The City will only accept high rated residual risks with satisfactory existing controls and documented treatment plan.

- **High** risks may also be considered unacceptable. These risks should be closely monitored with the effectiveness of the implemented treatment plans being assessed regularly. These risks will also require cost/benefit consideration as the investment for reducing the risk needs to be commensurate with the level of risk reduction expected to be achieved.

Just because a risk is considered "high" doesn't necessarily mean that it is "too high". Similarly, just because a risk is "low" doesn't mean that the risk level is desirable. It is about balancing risk and reward and the notion that sometimes we need to take risks, even high ones in order to obtain rewards or benefits. For example, there may be several options for undertaking an activity however if you just look at the level of risk without considering the rewards or benefits that can be obtained from each option, you may make a poor decision.

To assess whether a risk level is acceptable or not, it is not enough to say it is high, medium or low. We have to say whether it is acceptable given the potential rewards by referencing to the risk criteria. This is where Risk Appetite and Risk Tolerance play an important role in decision making. The City is required to take risk in order to deliver value to our stakeholders/community (Risk Appetite) however we may be able to tolerate, or absorb a different level of risk without significant



increased workload and impact on achieving our strategic objectives provided appropriate treatments and actions are documented and monitored (Risk Tolerance).

Therefore, in order to obtain the balance between risk and reward and to enable an informed decision to be made, a risk management plan (19/380601) must be completed when undertaking any activity/initiative/event.

The Enterprise Risk Policy represents Risk Tolerance – Acceptance and Reporting Criteria as follows:

Risk Tolerance Acceptance and Reporting Criteria				
Risk Rating	Criteria for Acceptance	Responsibility	Monitoring	Reporting*
Low	Risk is acceptable with Satisfactory Controls Assessment rating. Manage by routine documentation.	Operational Leader (OL)	Annual risk review by OL	Annually to Manager
Medium	Risk is acceptable with Satisfactory Controls Assessment rating. Review to ensure that appropriate treatment and controls are in place.	Manager	Quarterly risk review by Manager	Six monthly to Executive Leadership Team (ELT)
High	Risk is only acceptable with Optimised Controls Assessment rating and documented treatment plan. Assess risk and manage to an As Low As Reasonably Practicable (ALARP) level.	Director / CEO	Quarterly risk review by Director / CEO	Quarterly to ELT, Audit & Risk Committee & Council
Extreme	Risk is unacceptable with instantaneous/immediate reporting. Undertake an ALARP assessment and consider transfer of risk or risk avoidance options.	CEO / Council	Continually by CEO	Immediate notification to Elected Members Monthly immediate reporting to ELT Subsequent reporting to Audit & Risk Committee and Council Meeting

\*NOTE: All Strategic risks, regardless of their risk rating, will be reported to Audit & Risk Committee and Council

Further guidance on risk appetite and tolerance is provided in the Enterprise Risk Management Policy and Risk Assessment Criteria and decisions will be made on individual risks as deemed necessary by the Executive, Audit and Risk Committee and Council.

## Risk Assessment Criteria

The City has an approved Risk Assessment Criteria. The criterion establishes categories and parameters for assessing risk in relation to their consequential impact and likelihood of occurrence in accordance with the Australian Standard for Risk Management, ISO31000:2018. The City's appetite for risk is articulated through the Risk Appetite Statement 21/252348 which makes reference to the Risk Assessment Criteria 19/216037 in describing the specific amount of risk that the City is prepared to accept, tolerate, or be exposed to at any point in time in pursuit of the City's objectives.

In determining the level of impact that a risk may have on activities, risks are to be assessed against six consequence criteria. The six consequence categories are designed to capture broad consequential impacts on the City, these include:

- ❖ Environment
- ❖ Management Systems / Operations
- ❖ Community / Reputation
- ❖ Health & Safety
- ❖ Financial / Commercial
- ❖ Governance

These categories assist in the determination of the level of impact on the City. These can range from **Low** through to **Catastrophic** and are essentially reflective of the City's tolerance for risk. These are intended to form the basis for Administration to assess risk.

Thereafter, risks are assessed based on the Likelihood of Occurrence which includes a time factor element ranging from a frequency of 'more than once a year' to 'less than once every 10 years' as below.

Likelihood Ratings of Consequence		
Likelihood Rating	Establish CONSEQUENCE, then assess the LIKELIHOOD of that level of consequence	Time Factor / Occurrence Frequency
Almost Certain	The City is currently exposed to this consequence	More than once every year
Likely	The City is expecting to be exposed to this consequence	Once every year
Possible	The City may or may not be exposed to this consequence	Once every 5 years
Unlikely	The City is not expecting to be exposed to this consequence	Once every 10 years
Rare	It would be an extraordinary occurrence if the City was exposed to this consequence	Less than once every 10 years

**Table: Risk Assessment Criteria Likelihood Rating Table**

The overall level of Risk is determined by applying the Consequence level with the Likelihood level; this will then be used to inform the level of residual risk with the Risk Rating table:

Risk Rating Table						
CONSEQUENCE	Catastrophic	Medium	High	High	Extreme	Extreme
	Major	Low	Medium	High	High	Extreme
	Moderate	Low	Medium	Medium	High	High
	Minor	Low	Low	Medium	Medium	High
	Low	Low	Low	Low	Low	Medium
		Rare	Unlikely	Possible	Likely	Almost Certain
LIKELIHOOD						

**Table: Risk Assessment Criteria Residual Risk Rating Table**

## Human and Cultural Factors

### Risk Recording and Reporting

#### Reporting to Council

The role of Council is to make informed decision.

The role of staff is to provide Council with advice and information before decisions are made.

All agenda items will include a risk section under "Risk Considerations" and will require an evaluation of the risks associated with the agenda items as well as addressing the City's response to reduce or avoid the risk.

Council will be required to consider the recorded risk implications during their decision making.

Reporting to Audit and Risk Committee.

Regular reporting to Audit and Risk Committee in accordance with the Terms of Reference 19/265363\*.

## Tools

### Risk Registers

The City has three tiers of risk registers which enable Offices and Management to document, manage and review **strategic, corporate and operational** risk information.

The **Strategic Risk Register** is currently the responsibility of the Executive and Council. These are risks that impact the delivery of the community aspirations and objectives as set out in the Strategic Community Plan and are recorded in the City's Strategic Risk Register 17/53460.

The **Corporate Risk register** is the responsibility of the Executive and Operational Managers and are risks that impact the delivery of the community aspirations and objectives set out in the Strategic Community Plan, Corporate Business Plan and Service Unit plans and are recorded in the City's Corporate Risk Register 17/193600.

The **Operational Risk Registers** is the responsibility of all Service Unit Managers. Operational risks are associated with the development and implementation of projects, team plans, processes, services and activities of the City and are recorded in the Operational Directorate Risk Register 24/4620.

These risks are reviewed on an ongoing basis as part of our day to day functions. They are formally reviewed annually through the Service Unit Planning processes.

Operational risks are: -

- The risks listed create awareness in the City of the most significant operational risks and affect decision making
- Managers should regularly review and update their risks in the Operational Risk Register

**Fraud and Misconduct Risk Register 20/120167** is the responsibility of all employees and governed by the Code of Conduct. These risks have responsible owners and the detail is reviewed on a regular basis.



## Hazard, Risk & Issue – What is the Difference?

A **Hazard** (or issue) is anything in the workplace that has the potential to harm people. Hazards can include objects in the workplace, such as machinery or dangerous chemicals. For further assistance on the identification or recording of hazards the Safety and Injury Management team are utilised.

**Risk** is an uncertain event or condition that, if it occurs, will affect the City's ability to achieve our organisational objectives and successfully execute its strategies. Risk management refers to the activities undertaken to control and direct the organisation's processes, systems and culture towards the effective management of uncertainty on objectives.

An **Issue** is something that has happened and needs to be managed. For example: - you are planning a holiday to Broome, to travel around and then return. You have heard on the news that your airline might go on strike. This is a risk, as you know it might happen and you now have the opportunity to manage/mitigate the risk. You could look at another airline or hire a vehicle and drive. If a strike eventuates you can still go and achieve your objective of having a nice holiday. So you fly to Broome as planned and then the strike occurs before you return. You now have an issue that needs to be resolved. The potential impact on your objective of the original risk didn't happen as you were able to fly to your destination and have your holiday however you now have the issue to return home.

## Training and Support

All employees have access to regular training and will undergo City's Risk Management and Awareness training once the new suite of risk documents are adopted. This will be supported by regular in-house training including an online module available on the Performance & Learning Management System (PLMS).

## Continual Improvement

### Risk Improvement

This manual outlines the current state of enterprise risk management at the City; however, the City is committed to continuous improvement of its risk management approach. Over time the City will continue to identify areas where risk management approach can be strengthened. These will increasingly be focussed on further integrating enterprise risk management within existing organisational processes to enable the City to fully achieve embedded risk practices.

## Assurance Coverage – Internal Control

Internal Control provides reasonable, but not absolute assurance that assets are safeguarded, financial and other information is reliable, laws, directions and the City's policies are being complied with and that errors and fraud are prevented. This is captured within the City's Corporate Governance Framework.



Internal control is 'a process, effected by an entity's board of directors, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting, and compliance'. The City's Internal Control Guideline reference is 19/18753.

In respect to the City, internal control is:

- geared to the achievement of objectives;
- a process consisting of ongoing tasks and activities – a means to an end, not an end in itself;
- effected by people – not merely about policy and procedures, systems, and forms, but about people and the actions they take at every level of the City to effect internal control;
- able to provide reasonable assurance – but not absolute assurance, to City Executive, the CEO and Council; and
- adaptable to the City's structure.

Effective internal controls within the City help to mitigate:

- **Reputational risk** – so that the City continues to be recognised for its independence and integrity and the value it delivers to the Community. The City's reputation may be severely damaged if its controls fail.
- **Strategic, Corporate and Operational risks** – so that the City's objectives and goals are achieved, resources are acquired economically and employed efficiently and business processes and continuous improvement are emphasised.
- **Fraud risk** – so that the City's resources (including its people, systems and information) are adequately protected.
- **Compliance risk** – so that the actions of all staff comply with the City's policies, plans and procedures and all relevant laws and standards.

## Business Continuity Planning and Crisis Management Planning

### Crisis Management

The City's Business Continuity and Crisis Management focuses on our ability to achieve business as usual with minimal downtime in the event of a disaster or crisis. A plan has been developed to prepare us should any incident cause or threaten to cause serious impact to the operations of the City. The Crisis Management Plan 16/96906 is reviewed and tested annually with the Executive Leadership Team and Manager positions nominated within the Crisis Management Plan.

All Service Units have identified critical time-based activities in their Business Continuity Plan, attached as an appendix to each plan is a resource requirements risk register. The Service Unit listing of Plans per Directorate is 16/315665.

## Business Continuity Management

The City has developed a Business Continuity Management Framework to ensure a standardised, consistent approach to Business Continuity Management (BCM) whilst providing a best practice methodology that meets risk management policy requirements. Business Continuity Management Guidelines are available on 17/139422.

Implementing BCM ensures that the City is able to continue delivering critical services following a disruptive Incident. BCM aims to build high level resilience in all services and sites when facing major adverse Incidents that threaten the continuity of business.

## What is Business Continuity Management?

BCM is defined in the Australian and International Standard AS ISO 22301:2020 Societal security - Business continuity management systems - Requirements as a “holistic management process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand and values-creating activities”. Effective BCM reaches beyond developing business continuity plans. It requires the acknowledgement that uncertainty is a natural part of business planning. All Leaders need to be aware that risk is inherent in all decisions and activities and that some risks have the potential to interrupt business services, and that the City needs to be prepared to respond to and manage such interruptions.

Service Unit Business Continuity Plans (BCP) are documented plans that guide an organisation to respond, recover, resume and restore itself to a predefined level of operation following a disruption. Service Unit BCP's are reviewed annually in accordance with the Business Continuity Management Guidelines 17/139422.

Plans need to be tested as testing exercises on the Service Unit BCP are used for validating policy, processes, frameworks and rehearsing of roles and responsibilities for teams and individuals which assist in developing competency, confidence and knowledge. Overall it will identify areas of improvement and effectiveness of procedures which will meet aspects of Regulation 17 of the Local Government (Audit) Regulations.

As such each Service Unit Manager is required to conduct a testing exercise of their respective BCP in accordance with the Business Continuity Plan Testing Guidelines and templates 21/64665\*.

## Item 9 Motions on Notice

*Items MN01-06/24 and MN02-06/24 were moved forward in the Agenda by procedural motion.*

### **MN03-06/24 Cr Miles - Facilities and Sites for Horse Related Activities**

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File Ref:	19152V04 – 24/192538
Author:	Cr Paul Miles
Action Officer:	Acting Director Community & Place
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Issue**

To consider a proposal to establish a future plan for equestrian facilities within the City of Wanneroo.

#### **Background**

The City of Wanneroo is one of Western Australia's largest and fastest growing local government areas. Located on the north-eastern fringe of the Perth metropolitan area, between 12 and 60 kilometres from the Perth CBD, the City covers 685 square kilometres and is home to more than 216,000 people across 36 distinctive suburbs from Two Rocks to Koondoola.

Within the City there are a huge range of services and facilities that cater for almost everyone, including:

- hundreds of parks and open spaces to play and explore;
- a long stretch of beautiful coastline, including the Yanchep Lagoon;
- a broad range of sporting facilities including golf courses, major recreation centres, playing fields and hard courts;
- recreation facilities including multiple playgrounds, skate parks and BMX tracks; and
- cultural facilities including libraries, an art gallery, a regional museum, several youth centres and community centres.

In addition to the facilities listed above the City has several well-known equestrian suburbs, including Wanneroo and Mariginiup, which have a range of equestrian facilities including the Wanneroo Horse & Pony Club, pacing and trotting stables, horse riding clubs, riding schools and agistment centres. Horses have been part of Wanneroo since the 1940's dating back to the 10<sup>th</sup> light horse regiment.

In recent years however, many of the old horse properties in these suburbs have been purchased and progressively redeveloped into different facilities. The remaining equestrian facilities are all located on land that is earmarked for redevelopment as part of the urbanisation of the East Wanneroo.

#### **Detail**

Although the City has established plans to support the delivery of a range of community facilities in response to projected population growth and land use change, this does not appear to extend to the provision of facilities and spaces to support equestrian activities.

It is considered necessary for the City to properly consider the impact of urban growth on the provision of equestrian facilities, and develop a strategic approach to their provision that will ensure that there is a place for this sport to be enjoyed locally for generations to come.

This should include consideration of the type and number of equestrian facilities currently located in the City, their location relative to known redevelopment areas, and the identification of the type of facilities that are required to support equestrian sport into the future.

### Consultation

Nil.

### Comment

The progressive displacement of equestrian facilities will mean that there will soon be nowhere local for people to keep and exercise their horse, unless residents are able to afford acreage in the area. This may result in people relocating to an area outside of the City in order to continue to support their hobby.

Unless the City properly plans for the provision of equestrian facilities into the future, this unique feature of Wanneroo and connection to its past may be lost.

### Statutory Compliance

Nil

### Strategic Implications

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

*1 ~ An inclusive and accessible City with places and spaces that embrace all*

*1.3 - Facilities and activities for all*

### Risk Appetite Statement

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

### Risk Management Considerations

Risk Title	Risk Rating
ST-S20 Strategic Community Plan	Low
Accountability	Action Planning Option
Director Corporate Strategy & Performance	Manage

Risk Title	Risk Rating
CO026 Heritage	Medium
Accountability	Action Planning Option
Director Community & Place	Manage



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

### **Policy Implications**

Nil

### **Financial Implications**

The costs associated with the development of an approach to the provision of equestrian facilities can be covered by the City's operational budget.

### **Voting Requirements**

Simple Majority

### **Moved Cr Miles, Seconded Cr Moore**

**That Council REQUESTS Administration undertake an investigation into the extent of equestrian facilities provided within the City and the options available to address their future provision.**

**CARRIED UNANIMOUSLY**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

### **Administration Comment**

It is acknowledged that many of the City's equestrian facilities are at risk of being displaced as rural land in East Wannon is progressively urbanised. Some of these facilities are located on private land, and others on land managed by the City of Wannon.

The future of equestrian uses in East Wannon – and in future with any other semi-rural, lifestyle areas which are undergoing a transition to more dense urbanisation – is impacted by many considerations and stakeholders, particularly the State (such as through the State-level adoption of the East Wannon District Structure Plan, which has introduced a commercial incentive for some former equestrian businesses to close and redevelop) and commercial operators (which will have their own reasons for whether or not to continue operations).

Administration is supportive of investigating the provision of equestrian facilities within the City and reporting back to Council with some options to address this issue. It is anticipated that this work could be completed within six months. The investigation would need to consider planning and infrastructure requirements to support equestrian use (including how these may be constrained by urbanisation), the availability of existing and future potential equestrian sites (private and public, and also noting that the City's landholding in East Wannon is quite limited, with the State being the largest public landowner in the vicinity) and the input of other stakeholders.

Administration also notes that there have been periodic enquiries from equestrian operators (commercial and non-profit) seeking public land for development. Whilst City staff have assisted with these enquiries, unfortunately the City has little or no land which is suitable for larger scale equestrian purposes. Proposals should typically be directed to the State (where the Department of Biodiversity, Conservation & Attractions has large landholdings, including

State forest areas) or to private landholdings which may be available for sale. The City's current support for the continuation of equestrian uses is currently limited to advocacy, other than the support in providing the equestrian area at Timely Hostess Mews and in continuing peppercorn leases to the Wanneroo Horse & Pony Club (Estrel Park) and the Wanneroo Trotting Club (Nanovich Park).

*Attachments: Nil*

## **Item 10 Urgent Business**

Nil

## **Item 11 Confidential**

### **Procedural Motion**

#### **Moved Cr Parker, Seconded Cr Figg**

**That Council move into a confidential session under the terms of the Local Government Act 1995, Section 5.23 (2) to discuss item CR01-06/24 Acquisition of Land Public Open Space (POS)**

**CARRIED  
12/1**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley, Cr Miles, Cr Moore, Cr Parker, Cr Rowe, Cr Seif and Cr Smith

**Against the motion:** Cr Nguyen

*The meeting was closed to the public and all recording ceased at 7:58pm.*

*Administration staff left the chambers besides Doug Brett-Matthewson, Paul Greer, Kelly Davis and Ilzamarie Evans who remained in Chambers to discuss the item.*

*Cr Bedworth declared an impartiality interest in CR01-06/24 Acquisition of Land Public Open Space (POS) due to his employment at Main Roads.*

### **CR01-06/24 Acquisition of Land Public Open Space (POS)**

File Ref: 20047V04 – 24/201013

Responsible Officer: Chief Executive Officer

*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:*

- (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*

**Mover: Cr Parker, Seconded Cr Miles**

**That Council:-**

- 1. APPROVES the acquisition of Lot 40 (294) and Lot 41 (596) Wanneroo Road, Pearsall (Lots 40 and 41 on Deposited Plan 413647, as identified in the Administration report) from the Commissioner of Main Roads at the agreed amount (including ancillary costs), for dedication as public open space (to be vested in the State of Western Australia as Crown land under a management order to the City of Wanneroo for the purpose of 'Public Recreation');**

2. In the event the land described in Item 1. is transferred to the City in freehold by the Commissioner of Main Roads (rather than vested directly in the State of Western Australia), APPROVES a transfer of that land by the City to the State of Western Australia to be vested as Crown land under a management order to the City of Wanneroo for the purpose of 'Public Recreation';
3. **AUTHORISES:**
- a) the Chief Executive Officer (or a nominee of the Chief Executive Officer) to negotiate terms, execute all documentation and comply with all applicable legislation in relation to Items 1. and 2. above;
  - b) the affixing of the Common Seal of the City of Wanneroo to the transaction document, transfer of land document in accordance with the City's Execution of Document Policy and the execution of any other associated documentation between the City and the Commissioner of Main Roads to effect Item 1 above in accordance with the City's Execution of Document Policy; and
  - c) the affixing of the Common Seal of the City of Wanneroo to the transaction document, transfer of land document in accordance with the City's Execution of Document Policy and the execution of any other associated documentation between the City and the Commissioner of Main Roads to effect Item 2 above; and
4. **APPROVES BY ABSOLUTE MAJORITY** the amendment to the 2023/2024 Budget for the proposed expenditure described in the Administration report (acquisition price plus transfer fees and other ancillary costs), to be funded from East Wanneroo Town Planning Scheme Cell 4 funds.

**CARRIED BY ABSOLUTE MAJORITY**

**13/0**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Huntley Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif, and Cr Smith

**Against the motion:** Nil

#### **Procedural Motion**

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**Moved Cr Herridge, Seconded Cr Smith**

**That the meeting be reopened to the public.**

**CARRIED**

**12/1**

**For the motion:** Mayor Aitken, Cr Bedworth, Cr Coetzee, Cr Figg, Cr Herridge, Cr Miles, Cr Moore, Cr Nguyen, Cr Parker, Cr Rowe, Cr Seif and Cr Smith

**Against the motion:** Cr Huntley

*The meeting was reopened to the public and all recording recommenced at 8:00pm.*

*Mayor Aitken read aloud the resolution carried on Item CR01-06/24 Acquisition of Land Public Open Space (POS).*

**Item 12 Date of Next Meeting**

The next Council Members' Briefing Session has been scheduled for 6:00pm on Tuesday 9 July 2024, to be held at Council Chamber, Civic Centre, 23 Dundobar Road Wanneroo.

**Item 13 Closure**

There being no further business, Mayor Aitken closed the meeting at 8:04pm.

**In Attendance**

LINDA AITKEN, JP

**Mayor**

**Councillors:**

ALEX FIGG

North Ward

SONET COETZEE

North Ward

GLYNIS PARKER

North-East Ward

BRONWYN SMITH

North-East Ward

MARIZANE MOORE

Central-East Ward

PAUL MILES

Central-East Ward

PHIL BEDWORTH

Central-West Ward

JACQUELINE HUNTLEY

Central Ward

NATALIE HERRIDGE

South-West Ward

VINH NGUYEN

South-West Ward

JAMES ROWE, JP

South Ward

EMAN SEIF, JP

South Ward